



Harvard Park Policies and Procedures:  
**Working in Partnership with other agencies**

## 10. Working in Partnership with other agencies

### Policy Statement

We work in partnership with local and national agencies to promote the well-being of all children. We will never share data with any organisation to use for their own purposes.

### Procedures

- We work in partnership or in tandem with, local and national agencies to promote the well-being of children.
- Procedures are in place for sharing of information about children and families with other agencies. These are set out in the Information Sharing Protocol, Safeguarding Children procedures, the Special Educational Needs Procedures and our privacy notice.
- Information shared by other agencies with us is regarded as third-party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with early years educators from other agencies, we make those individuals welcome in the setting and their professional roles are respected. All ID verification is asked for before an individual is allowed to enter the building.
- We follow the protocols for working with agencies, for example on child protection.
- We ensure that early years educators from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other child(ren) during their visit.
- Our early years educators do not casually share information or seek informal advice about any named child/family. They are briefed on data protection regulations and are fully aware of the expectations involved with personal information.
- When necessary, we signpost to and consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents/carers. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.
- Agency staff and external private professionals (e.g., private speech and language therapist) do not have unsupervised access to any child(ren) during their time at the setting.

There are also additional procedures for external private professionals visiting children in the setting:

- The professional will not work in isolation with the named child and should be visible to others
- It is recommended that an employed member of the setting will be present working alongside the professional

- External professionals will be required to produce ID, up to date DBS details and professional status and this information will be kept on file during the time that they are working within the setting.
- Agreement needs to be drawn up detailing where sessions will take place and the number and duration of session(s)
- Consent from parents/carers will need to be obtained
- Information sharing procedures need to be agreed between setting, parents/carers and external private professional(s)
- The setting will be required to adhere to confidentiality procedures

This policy was adjusted by Harvard Park.  
Date meeting was held on 30/04/2026  
Signed on behalf of the Directors and Proprietors  
**Nicki Saunders and Tracey Milstead**