



General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Working in Partnership with other Early Years Providers

Policy statement

We are committed to positive outcomes for children and highly value working in partnership with parents and other professionals involved in children’s lives.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

- On our registration form we ask if the child attends another setting. If so which one and request details.
- At the settling in meeting with parents the key person will explain that we would like to communicate with the other setting and advise that we would like to either use a home contact book as a 3-way communication book, via telephone or ideally via the child’s Tapestry online learning journal. We ask for the name of the Key Person at the other setting, so we can make contact.
- We contact the setting to ascertain which method of communication is most suitable and to discuss which setting will complete the Integrated Progress Report.
- We will contact the setting termly and complete a ‘contact form’.
- We will contact the Health Visitor when a child first attends our setting.
- Every child has an online Learning Journal which will be transferred if a child moves to another setting which has Tapestry, or we will prepare a summative assessment report for the new setting.
- Due to the new General Data Protection Regulations, as we will share information with a child’s other setting, we need to make you aware of our Privacy Notice – Pupils and Parents, Information Sharing Policy, Children’s Records Policy and Transfer of Records Policy.

This Policy was reviewed by	Shereen Milledge
Adopted by	Rotherfield Pre-School Staff and Directors
Date	November 2022
Review Date	November 2023

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
December 2020	Updated Privacy Notice – Pupils and Parents	Sandra Cawsey	Rotherfield Pre-School Staff & Directors
November 2021	None required	Shereen Milledge	Rotherfield Pre-School Staff & Directors
November 2022	None required	Shereen Milledge	Rotherfield Pre-School Staff & Directors