

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.

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|---|--|---|--------------------------|
| 1.2 Inclusive practice 1.4 Health and well being | 2.1 Respecting each other 2.2 Parents as partners | 3.2 Supporting every child 3.4 The wider context | 4.2 Active learning |

Procedures

- On our registration form we ask if the child attends another setting and if so which one.
- 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 the 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 2 Year/Integrated progress report.
- 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 Policy, Information Sharing Policy, Children’s Records Policy and Transfer of Records Policy.

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| This Policy was reviewed by | Liz Burnett – Office Manager |
| Adopted by | Rotherfield Pre-School Staff and Directors |
| Read and agreed by | |
| Date | May 2018 |
| Review Date | May 2019 |