

Information Sharing Across Settings & with Outside Agencies

Policy statement

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances and reasons when sharing information is needed.

Procedures

- When a child attends more than one setting, it is important we do not duplicate information regarding their development.
- The way to achieve this, is for one “Learning Journal” to be shared across the settings and for the two keypeople to work together in observing and planning for the child’s next steps.

In our setting we:

- Ask a parent to sign a consent form to enable the keyperson to contact the other setting.
- Work with the keyperson to plan the child’s next steps.
- Forward any observations to the other setting via the parent.

Date to be reviewed:

Signed and dated
on behalf of the management