



# WORKING IN PARTNERSHIP WITH OTHER PROFESSIONALS POLICY



At Precious Memories Day Nursery, we believe that children receive the best care, learning and development when staff work together with parents and carers and other professionals in an efficient and relevant way.

This policy is designed to work alongside the Key Person Policy and a Working in Partnership with Parents/Carers Policy. We believe that a holistic approach to each child's learning and development creates the best environment for children to thrive. This includes working in partnership with parents and carers and on occasion other professionals to observe, evaluate and create next steps for each child based on their individual needs. This ensures a holistic view of the whole child.

There are some instances where the views and skills of other professionals who work in specialised areas are needed, such as Speech and Language Development (SALT), Educational Psychologists, Special Educational Needs and Disabilities (SEND) or Early Years and Lambeth Council. When this need arises, the staff are required to ensure the following guidelines are met.

## **Procedure:**

1. Any concerns regarding a child's welfare or development must be discussed with the child's key person and the Manager, on a need to know basis.
2. Any concerns must be recorded in a written format and the member of staff and Manager sign and date any documents.
3. Any information recorded, kept and shared needs to be honest, clear and relevant.
3. With the parents/carers permission, the appropriate professional contacted.
4. Staff and Management are required to co-operate and follow any further instructions given by the professional contacted.
5. The child's parents/carers be informed and involved during every stage of referral.
6. Staff must maintain a sympathetic and professional standpoint throughout the process.
7. Staff must ensure they follow the correct policies on information sharing and any information shared to be strictly on a need to know basis.
8. Staff must maintain the settings confidentiality policy at all times.
9. Staff must be aware of their own personal attitudes and beliefs and ensure these do not affect working in partnerships at any time.

10. Access to other professional services must not be restricted from children, parents/carers for any reason.
11. Staff must ensure they uphold the settings inclusion policy at all times and ensure anti-discriminatory practice is used.
12. When working with other professionals, staff must keep paper records up to date.
13. Staff must also maintain regular contact with other professionals to ensure next steps, learning aims; action plans are relevant, up to date and suitable for purpose.

The staff at Precious Memories Day Nursery are also committed to working with other Nurseries and Schools, Social Services, Lambeth Early Years and Childminders. It is particularly important to work with other Early Years settings when a child attends more than one setting, as information sharing is vital to providing consistent and high quality care and education for all children.