**Safeguarding and Welfare Requirement: Information and records**

Providers mush enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting.

**Statement of intent**

**We value information from all settings and caregivers that are involved with children. We aim to** gather and share information (e.g. observations and assessments) with parents and all carers of children to enable us all to best meet the needs of the child. This may include child minders, nannies and other settings and carers.

In order to achieve this, we operate the following policy;

* We will find out if there are other settings/carers through the completion of information before the child starts at the setting.
* Our ‘permission to observe’ form will include permission to exchange observations, ‘next steps’ and plans with settings and carers.
* We offer visits to the child’s home to complete the ‘my unique child’ booklet with the parent, which forms a basis for initial planning for that child in the pre-school setting. This information remains with the preschool but can be accessed by other carers with relevant parental permissions.
* Termly consultations between parents and key workers are offered and encouraged; other carers can attend with, or in place of parents with the relevant parental permissions.
* Copies of information can be shared between settings with relevant parental permissions.
* Carers are encouraged to share significant observations with pre-school to present a full picture of the child’s development.
* Plans are shared with parents and carers and we encourage the communication of plans made in other setting for us to consider.
* ‘Next steps’ are shared during consultations and additional copies given to parents for distribution to carers. We also request similar from other carers/settings so we can use this information to best understand development in different settings and plan accordingly.
* Parents are asked to share relevant preschool information, or other settings are included in the email mailing list to receive and share relevant information e.g. newsletters. Where possible, other carers are invited to attend preschool events and celebrations and, where numbers permit, can bring other children e.g. siblings or other childminded children.

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| **Review dates** |  |  |  |  |
| Sept 2017 | Feb 2018 | March 2024 |  |  |
| Oct 2019 | August 2020 |  |  |  |