



# Shared Placement Policy

In order to best meet the needs of children attending two or more facilities, it is expected that early years and childcare providers will exchange information that focuses on children's wellbeing, areas of progress and next steps in learning and development.

Mid Annandale Playcare will:

- Adhere to our confidentiality policy to ensure information is only shared in the best interests of the child.
- Ensure parents or carers are made aware of the purpose for sharing information, how the information will be shared, used and by whom.
- It is the right of the parent or carer to determine what information can be shared, unless the safety or wellbeing of the child is at risk.
- Parent or carers should give written permission to share relevant information. Informed consent ensures parents or carers make informed decisions.
- Ensure information shared is up-to-date, accurate, and relevant and shared at the right time. All practice will be underpinned by the principles of Getting It Right For Every Child.
- Ensure staff keep a record of the information shared, with whom and for what purpose. The record will include: date, the name of both parties, and a summary of shared information, action points and signature/s.  
All information/ records will be stored in Childs Personal care Plan.
- Ensure consistency, M.A.P will agree the systems for sharing information with the other provision. This may be done in a variety of ways e.g. by phone, detailed next steps sheet, agreed pro-forma, in person etc.
- Reach an agreement as to which provider will co-ordinate the sharing and accurate duplication of information.  
The sharing of information may help to inform children's care plans.

Information provided by the Early Years Team December 2013