Children who access Bega Valley Shire Council education and care services are part of a wider community that include; families, friends, and other child and family services. Our education and care services will support children and families to move between these services and access complimentary child and family networks, support services and pathways to learning, including schools.

**Protocols for use and sharing of information**

The protocols that are established for sharing information between early childhood networks, support services and other organisations will be based upon our philosophy and our policies for confidentiality and access to child records.

The Nominated supervisor will:

- Ensure that families give permission for information to be shared with other organisations, or for visits to Bega Valley Shire Council education and care services by other organisations. Information subject to the Child Protection procedure guidelines for interagency collaboration is exempt from this requirement for permission.

The Nominated Supervisor, Educational Leaders, Educators and Staff will use the following process for sharing information with other organisations in a transition process:

- Identify why information is needed, and the type of information required.
- Speak with families and ask for permission to share information, or for a visit to occur. This conversations will detail:
  - why the visitor information is suggested
  - the type of information that will be shared or gathered
  - how information will be used
  - who information will be given to
- Ask the family or the delegated authorised person to sign protocol permission form/ or written permission form where provided by another agency.
- Ensure that meetings, case reviews, and other discussions occur while educators and staff are not involved in the direct supervision of children.
- Follow Bega Valley Shire Council education and care services policy and protocols for excursions or visits to other agencies.
- Pursue sources of funding that help families and children to be included in services provided by Bega Valley Shire Council
- Support transition to other specialist services, schools or partner agencies.
- Provide information about transition to school programs being offered within Bega Valley Shire Council education and care services.
- Provide information about community resources and agencies that may assist families in making decisions in relation to transition to school.

Evaluation
- Transitions between child and family services support good outcomes for children and families.
- Statutory legislation and considerations
  - Education and Care Services National Regulations, 2011.
  - New South Wales (2009) Keep them safe: A shared approach to child well-being. NSW Department of Premier and Cabinet

References
- Bega Valley Shire Council Children’s Services, Access, equity and inclusion procedure, Operational draft, June 2012
- Bega Valley Shire Council Children’s Services, Child protection procedure, Operational draft, June 2012
- Bega Valley Shire Council Children’s Services, Access to child records, Operational draft, June 2012