**Shared Placements - Guidance Note for ELC Providers**

Children attending different ELC Providers as shared placements may experience different adult-child ratios, different environments and resources, different aims and values and different expectations around behaviour and routines. Such differences can be confusing for a child trying to make sense of his/her world.

In order to ensure continuity and progression, the Early Years Service has a strong expectation that ELC Providers will share information that might have an impact on a child’s wellbeing, progress, assessment and next steps in learning. This could be through visits, telephone contact, email or any other suitable means of communication. Parents should be informed and included in this. In order to prevent duplication and reduce the burden of paperwork, agreement should be reached as to which Provider will take responsibility for the completion of assessment records and/or summative Report.

This is in line with the **GIRFEC** practice model where ***Getting it Right for Every Child*** means:

“Putting the child or young person at the centre and developing a shared understanding within and across agencies …using common tools and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners”

**National Care Standard 3.1** clearly states **“**Children and young people can be assured of continuity of care in the service through effective communication between staff, children and young people and parents and carers, and any other relevant service providers”

**CfE Building the Curriculum 3 - “**Every child and young person is entitled to experience a curriculum which is coherent from 3 to 18”

“Those planning the curriculum have a responsibility to plan, in partnership with others involved in learning, how they will jointly enable children to move smoothly between establishments”

**HGIOELC – “**We provide support to our children when they have a split placement with another setting. Practitioners make links and communicate with the other setting to ensure continuity in learning and care.”

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