MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Follow protocols for sharing information

A suggestion for implementing the strategy 'Coordinating community and cluster-wide learning support' from the Guide:

Collaborative planning for learning

Includes:

Review all information

Overview of information-sharing protocols

Checklist for seeking agreement to share information

Make sure that everyone understands

The standardised learning support register on the Te Rito

Useful resources

Review all information

Build your understanding about what support your learners need by reviewing information about their learning and wellbeing.

Information from both formal and informal sources is valued and may include:

- learning support registers
- student and whānau surveys
- focus groups and interviews
- anecdotal conversations
- learning stories and case studies
- data from inquiry projects
- records of requests for support from the Ministry of Education and Resource Teachers
- Interim Response Fund (IRF) usage
- attendance, stand-down, suspension, and exclusion data
- teacher observations.

Overview of information-sharing protocols

An overview of how information about tamariki can be shared to ensure the mana of both tamariki and whānau is protected.

More information is available at **A guide for groups sharing learning support information**.

Video hosted on Vimeo http://vimeo.com/301724822

No captions or transcript

Source:
Ministry of Education | Te Tāhuhu o te Mātauranga (NZ)

Checklist for seeking agreement to share information

To share personal information, you need to ensure that the parent or guardian and young person you are seeking agreement from is fully informed about:

- ✔ **the purpose** – why the information is being shared
- ✔ **what information** will be shared
- ✔ **who** will see it
- ✔ **how** it will be shared and stored safely
- ✔ **when** the information will be taken off the register
- ✔ **how** they can check the accuracy of the information
- ✔ **what** will happen if they don't agree to the information being shared or want to withdraw their consent.

Make sure that everyone understands

Source:
Ministry of Education | Te Tāhuhu o te Mātauranga

View full image (431 KB)

The standardised learning support register on the Te Rito

The Ministry is currently trialling a new Standardised Learning Support Register (SLSR) on the Te Rito platform.

The new **SLS register** will provide an overall picture of need and the provision of support at school or cluster level.

Maintaining and updating the Te Rito register will be a key responsibility of the Learning Support Coordinators and SENCOs in your cluster.

Guidance will be available to support clusters to adapt their existing registers and develop new ones.

Useful resources

Learning Support Delivery Model: A guide for groups sharing learning support information

Read time: 15 min

The guide is to help groups of education providers and other service providers to safely and appropriately share information about children and young people who need learning support.

Download PDF

This information was downloaded/printed from the Ministry of Education's website "Inclusive Education". Except where otherwise noted it is Crown Copyright 2018.

Information on the Inclusive Education website is regularly updated so we recommend you check the website version of this information to ensure it remains current.