

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

Inclusive Education

From

Guide: [Collaborative planning for learning](#)

Strategy: [Coordinating community and cluster-wide learning support](#)

Suggestion: [Follow protocols for sharing information](#)

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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.

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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](#)



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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.

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Make sure that everyone understands



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