

Joint Working and Integrated Care Policy

Policy Management	
Policy Created: <i>November 2025</i>	Document Location: <input checked="" type="checkbox"/> <i>Bee-Able CIC website</i> <input checked="" type="checkbox"/> <i>Hard copy in red folder on top shelf of locked cabinet in office</i> <input checked="" type="checkbox"/> <i>Electronic copy on OneDrive > Documents > Policies</i>
Date of Last Review: <i>November 2025</i>	
Date of Next Review: <i>November 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

1. Purpose

To ensure that Bee-Able CIC works effectively with partner agencies to deliver coordinated, person-centred support. Joint working helps provide continuity of care, reduces duplication, and ensures that every child, young person, or adult receives the right help at the right time.

2. Scope

This policy applies to all Bee-Able CIC staff, volunteers, and session leaders involved in providing or coordinating support. It covers collaboration with local authorities, health services, education providers, Integrated Care Boards (ICBs), voluntary sector organisations, and other relevant professionals.

3. Key Principles

- ☒ Partnership working benefits service users by promoting joined-up, holistic care.
- ☒ Information is shared safely and appropriately, following consent and data protection rules.
- ☒ All agencies involved in a person's support share responsibility for communication, planning, and review.



4. Identifying Partnership Needs

- On referral, Bee-Able CIC identifies other professionals or services already supporting the individual.
- Contact details and roles of external partners are recorded.
- Consent for information sharing is obtained and documented.

5. Communication and Information Sharing

- Information is shared on a “need-to-know” basis in line with GDPR and Bee-Able’s Confidentiality Policy.
- Secure systems (e.g., encrypted email, password-protected files) are used for sensitive data.
- Regular communication takes place to update partners on progress, changes, or incidents.
- Meeting notes and shared plans are stored securely and reviewed regularly.

6. Joint Planning and Reviews

- Bee-Able CIC participates in multi-agency meetings such as EHCP reviews, safeguarding meetings, or transition planning.
- Staff contribute relevant information, observations, and outcomes to support decision-making.
- Where disagreements arise, issues are discussed openly and resolved constructively, keeping the person’s best interests central.

7. Transitions and Continuity of Care

- During service transitions (e.g., child to adult services, school to college), Bee-Able works closely with partner agencies to ensure smooth handovers.
- Support plans are updated to reflect changes in setting, needs, or goals.



- Young people and families are involved in transition planning and encouraged to express preferences and concerns.

8. Professional Boundaries

- Staff maintain clear, respectful, and professional relationships with partner organisations.
- Information shared remains factual and relevant to the person's care.
- Staff must not give advice outside their professional role or training.

9. Outcomes Monitoring

- The effectiveness of joint working is reviewed through regular supervision, partner feedback, and service user outcomes.
- Good practice examples are shared to strengthen relationships across agencies.
- Issues or barriers to joint working are reported to management for review and resolution.

10. Monitoring and Review

We will review our practices regularly and this policy every year, or after any legal, regulatory or major service change, or partnership development, to make sure it stays relevant and effective.