

# 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](#)

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## **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

Inclusive Education

From

Guide: [Collaborative planning for learning](#)

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

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

Date

19 April 2024

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[inclusive.tki.org.nz/guides/collaborative-planning-for-learning/follow-protocols-for-sharing-information](https://inclusive.tki.org.nz/guides/collaborative-planning-for-learning/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.



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

More information is available at [A guide for groups sharing learning support information](#).

No captions or transcript

Source:

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

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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

**Principles of use**

**He tāngata:** Focus on improving the lives of children and young people

**Manaakitanga:** Respect and uphold the mana and dignity of children, young people and their whānau



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Learning Support Coordinator  
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**Mana whakahaere:** Empower people by giving them choice and enabling their access

**Kaitiakitanga:** Act as a steward in a way that is understood and trusted

**Mahitahitanga:** Work as equals to create and share valuable knowledge

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## 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.

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## 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.

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