



National Centre for Family Hubs

Please adapt and check with your legal team if appropriate

Memorandum of Understanding (MoU)

Between

[Name of Family Hub]

and

[Name of Toddler Group]

Date: [Insert date]

Review Date: [Insert review date—usually 12 months from start]

1. Purpose of the MoU

This Memorandum of Understanding sets out the shared intentions, roles, and responsibilities between [Family Hub] and [Toddler Group]. Its purpose is to support collaborative working that enhances opportunities for children aged 0–5 and their families, promotes early childhood development, and strengthens community networks.

2. Shared Aims

Both parties agree to work together to:

- Provide safe, inclusive, developmentally enriching environments for young children and their families.

- Promote access to early help, parenting support, and wider Family Hub services.
 - Strengthen community connections and reduce isolation among families with young children.
 - Ensure families receive consistent, high-quality information and signposting.
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3. Scope of Collaboration

This MoU covers the following areas:

1. Venue & Sessions

The toddler group will operate at [venue/location] on [day(s)/times], unless otherwise agreed.

2. Information Sharing (Non-Confidential)

- General information about services, events, or opportunities may be shared between both parties.
- Any exchange of personal or confidential information will comply with GDPR, local safeguarding procedures, and relevant data protection legislation.

3. Promotion & Communication

- The Family Hub may promote the toddler group as part of its local offer.
- The toddler group may share Family Hub information, leaflets, or signposting materials with families.
- Messaging will remain consistent, neutral, and supportive.

4. Support from the Family Hub

Support may include, but is not limited to:

- Occasional attendance by Family Hub staff for outreach, stay-and-play support, or information sharing.
- Providing resources where available (e.g., developmental materials, posters).
- Helping with volunteer training opportunities or access to local parenting programmes.

5. Responsibilities of the Toddler Group

The toddler group agrees to:

- Maintain responsibility for operational management of each session.

- Ensure appropriate staffing ratios or volunteer coverage.
 - Manage registration, behaviour management, and onsite health & safety.
 - Follow safeguarding and reporting procedures outlined in Section 6.
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4. Governance and Decision-Making

- Each party retains full independence and decision-making authority for its own service.
 - Joint decisions about session changes, joint events, or shared projects will be agreed collaboratively.
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5. Financial Arrangements

- This MoU does not create a financial partnership.
 - Each organisation is responsible for its own costs unless a separate written agreement is made.
 - If venue hire, contributions, or resource-sharing arrangements exist, they should be listed here:
[Insert specific details or state “None”].
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6. Safeguarding Expectations

Both parties commit to:

- Maintaining up-to-date safeguarding policies that meet local authority standards.
 - Ensuring all staff/volunteers have appropriate DBS checks for their roles.
 - Reporting any safeguarding concern about a child or family using the local safeguarding partnership procedures.
 - Notifying each other promptly if a serious incident arises that may impact joint work.
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7. Health, Safety & Risk Management

The toddler group will ensure:

- A risk assessment for the venue and activities is in place and reviewed regularly.
- Accidents/incidents are recorded and managed according to statutory requirements.
- Insurance (public liability and employer's liability where relevant) is up to date.

The Family Hub remains responsible for the safety of its own staff when attending sessions.

8. Data Protection

Both parties agree to comply with:

- UK GDPR
- Data Protection Act 2018
- Local privacy notices

No personal data will be shared without a lawful basis or consent unless safeguarding overrides apply.

9. Monitoring & Review

- This MoU will be reviewed annually or earlier if required by either party.
 - Feedback from families, volunteers, and staff will be used to inform improvements.
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10. Duration and Termination

- This MoU comes into effect on [start date].
 - Either party may terminate with 30 days' written notice.
 - The MoU can be amended at any time by mutual agreement.
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11. Signatures

For [Family Hub]:

Name: _____

Role: _____

Signature: _____

Date: _____

For [Toddler Group]:

Name: _____

Role: _____

Signature: _____

Date: _____