



### Policy Statement:

We believe that children benefit most from early years education and care when parents and settings work together in partnership. We aim to support parents as their children's first and most important educators by involving them in their child's life within the setting.

Some parents are less well represented in early years settings i.e. fathers, working parents, parents who live apart yet still play an important part in their lives. We aim to ensure that all parents are included therefore when we refer to parents we mean mothers, fathers, step parents and all those that have contact and play an important part in the child's life.

### Procedures

- Parents are provided with written information about the setting, including the setting's safeguarding actions and responsibilities under the Prevent Duty
- All parents are made to feel welcome in our setting and are greeted appropriately and professionally in line with our parent's code of conduct.
- We ensure there is regular contact/communication between the pre-school and both parents/carers, we consult with parents when they register their child to find out what works best for them. We will also ask to see any contact/court orders that may be in place with the regard of care for that child.
- We will use varying strategies for involving fathers or parents who work or live apart from their children.
- Parents are asked to visit pre-school before the child starts, all relevant forms are completed, policies are discussed and the child's keyperson is introduced.
- Information about a child and his or her family is kept confidential within our setting. We provide parents with a privacy notice that details how and why we process your personal information. The exception to this is where there is a cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding child's development that need to be shared with another agency. We will seek parent permission unless there are reasons not to in order to protect the safety of the child.
- We seek parental consent on our registration forms to administer medication, take a child for emergency treatment, take a child on an outing and take photographs for the purposes of record keeping and to take key folders home for updating.
- Parents are informed of the role of a child's key Person and how they can be involved in the shared record keeping about their child – either formally or informally – we ensure parents have access to their children's written developmental records and where applicable we work with parents to carry out an agreed plan for support with special educational needs or protection plans.
- We inform all parents on a regular basis about their children's progress through our key person system; and we are flexible on how this works best for individual families. Parents are involved in regular assessment of their child's progress, including the progress check at age two.

- We welcome the contributions of parents; in whatever form these may take;
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaint's procedure
- Through written information such as newsletters, e:mail, text, questionnaires we have a 2-way process with parents to keep them up-to-date with our routines and any plans changes to the setting.
- Plans, events, outings, committee meeting dates etc are sent to parents via e:mail and posted on the notice board, Facebook page and website which is updated on a regular basis.
- All pre-school policies, fire procedures, complaints information etc is on the notice board in the reception area and can be found on our website.
- We encourage all parents to play an active part in the committee running of the pre-school, without a committee our pre-school cannot operate.
- If a childminder or other career is bringing the child to pre-school on a regular basis we ask parents to sign the registration form to agree that we can share information with that career.

### **Agencies**

- We work in partnership or in tandem with local and national agencies to promote the wellbeing of children.
- Procedures are in place for sharing of information about children and families with other agencies.
- Information shared by other agencies (third party information) is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, individuals are made to feel welcome in the setting and professional roles are respected.
- Staff follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other children during their visit.
- Staff do not casually share information or seek informal advice about any named child/family.
- We consult with and signpost to local and national agencies who offer a wealth of advice and information promoting staff understanding of issues facing them in their work and who can provide support and information for families. For example, organisations promoting childcare and early education, or adult education.

### **Schools**

- Settings work in partnership with schools to assist children's transition.
- The setting manager actively seeks to forge partnership with local schools with the aim of sharing best practice and creating a consistent approach.

**This policy works in conjunction with our Parents Code of Conduct which will be issued to all new parents.**

**BURHAM PRE-SCHOOL – PARTNERSHIP WITH PARENTS & AGENCIES POLICY**

In compliance with the safeguarding welfare requirements, the following documentation is in place:

- Admissions Policy
- Complaints Procedure
- Record of Complaints
- Developmental Record of Children.

<b>This policy was adopted by:</b>	<u>    <i>Burham Pre-school</i>    </u>
<b>On</b>	_____
<b>Date to be reviewed</b>	_____
<b>Signed:</b>	_____ <i>(supervisor)</i>
	_____ <i>(chairperson committee)</i>