

Partnership Working

Parental involvement

Policy statement

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

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents.

'Parental responsibility' is *all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.*

Procedures

- We have a means to ensure all parents are included and we consult with all parents to find out what works best for them.
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the setting is run and its policies.
- We encourage and support parents to play an active part in the committee management of the playgroup.
- We inform all parents on a regular basis about their children's progress. We involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written developmental records.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the playgroup.
- We encourage parents to support their child's learning at home with our Honesty/Dual Language lending library; Benny Bear; Home Learning Bags and with ideas to support Next Steps and termly topics.
- We consult with parents about the times of meetings to avoid excluding anyone. Meetings are usually held in the playgroup room.

- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language if required.
- 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 complaints procedure.

In compliance with the Welfare Requirements, the following documentation is in place:

- Equal Opportunities and Admissions policy.
- Complaints procedure.
- Record of complaints.
- Developmental records of children.

Working in partnership with other agencies

Policy Statement

We work in partnership with local and national agencies to promote the well-being of all children.

Procedures

- Procedures are in place for sharing of information about children and families with other agencies. Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- As per our Confidentiality Policy and Information Sharing we obtain written permission from parents before sharing any information where applicable.
- When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.
- We 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 child(ren) during their visit.
- Our staff do not casually share information or seek informal advice about any named child/family.
- When necessary we consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.

This policy was adopted at a meeting of

Shaw Ridge Playgroup

name of setting

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)

Chairperson