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**Working in Partnership with Parents Policy**

**Name of Early Years Setting: Jellie tots Pre-school**

 **Date of written: Oct 2010**

 **Date of next review: Aug 2020**

**Early Years Foundation Stage**

**General welfare requirement:** Safeguarding and promoting children’s welfare. The provider must take steps necessary to safeguard and promote the welfare of children.

**EYFS principles:** Unique Child, Positive Relationships, Enabling Environment.

**Outcome:** Positive Contribution

**Policy Statement**

We aim to help each child to have the best possible start in life by meeting their individual needs, and supporting their development, learning and care. At Jellie Tots we want children to feel happy and settled. One of the ways we can achieve this is by working in partnership with parents, as we know this has a positive impact on children’s well-being.

All families are important to us; parents are children’s first and most enduring educators. To help support and extend your child’s learning and development we need you to help us to get to know your child. We have a lot to learn from each other and welcome the contributions of parents, in whatever form this may take.

We at Jellie Tots Pre-school believe in true partnership work.

**Procedure**

We pride ourselves on providing a welcoming atmosphere, with staff that are approachable to help effective communication.

All staff ensure they keep their skills and knowledge up-to-date, by taking regular training, using websites such as Ofsted and Department for Children, Schools and Families and by reading relevant publications.

We inform parents about our setting through our policies and procedures. We ensure parents understand the information by talking through and answering any questions as they arise.

Our Prospectus details the child’s settling in procedure, the care to be provided and general operational arrangements. A Parent Contract is signed by parents before their child starts; this is reviewed every 12 months or when circumstances change.

We consult with parents and wherever possible try to meet their requests for the care of their child according to their values and practices, preferences and attitudes. Individual family requirements are addressed in our Equal Opportunities Policy.

Records of individual requirements are reviewed and up-dated regularly with parents.

We will try and notify all parents when we are being inspected by Ofsted and put up a notice to inform of this. We will make our report available to all parents within five working days of receiving it. If any emergencies happen and changes to operational routines need to be implemented, we will inform all parents as soon as possible and as this occurs.

We ensure the individual needs of all children are met by implementing a key person to each child, this way a close relationship can develop and children feel settled, confident and supported in a sensitive way. The key person is the contact person assigned to your family in relation to your child’s progress, care, and needs. We keep parents regularly informed about the child by using face-to-face meetings, the parent’s notice board, emails and telephone. A good time to share daily information is when the child is being dropped off or collected and via the Home Link book. Additional meetings can be arranged as and when required. We offer regular review meetings with parents to discuss their child’s learning and development and any issues or concerns they may have, preferably when the child is not present.

We maintain a record of parent(s) emergency details, contact details for the child’s GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.

Children will only be released from Jellie Tots to the parent(s)/carer, or to someone named and authorised by the parent/carer. We will agree a password to confirm the identity of any person collecting the child who is not previously known to us.

If a child is identified as a child in need, we will normally with parent’s permission, give appropriate information to referring agencies.

We expect parents to inform us of any changes in the child’s home circumstances, care arrangements (changes to who has parental responsibility) or any other change which may affect the child’s behaviour.

All information shared will be kept confidential unless there appears to be a child protection issue.

We will take every effort to ensure effective communication with parents to ensure that the care their child receives is consistent and ensures the child is not confused or unhappy

All complaints will be investigated. *See Comments, Concerns and Complaints procedure.*

**Safeguarding**: *see Safeguarding and Child Protection policy*

Parents are requested to inform the manager or key person if their child arrives with pre-existing injuries and complete an Arrived with Injury form. These are kept in our registration folder.

All accidents and significant incidents that occur in the nursery will be recorded in an accident/incident book and will be shared and discussed with parents so that we can work together and resolve any issues.

**Medication: *see our Medication policy***

**This policy was adopted at a meeting of the management committee**

**held October 2010.......................................**

**Signed on behalf of the committee......................................................................**

 **Chairperson**

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