



## **Working with Parents & Other settings** **Policy**

### **Policy statement: Parental involvement**

It is very important for your child that we work in partnership. This will give your child continuity of care and they will not become confused with different standards of behaviour and boundaries.

I treat all children and adults equally and create a welcoming, inclusive environment in my home.

As Parents you are the central adults in your child's life and the ones making decisions on their behalf. I will endeavour to work closely with you in order to carry out your wishes for your child wherever I can. It is therefore important that we have an excellent communication system.

I appreciate that as a working Parent you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so I like to use a Daily Diary. It will include what your child has eaten, naps, activities, milestones achieved etc. I am happy for you to email me or text my phone to let me know if your child has had a disturb sleep, is not feeling well or any other piece of information that may help me to provide him/her with the best care I can.

I am always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone.

I would also appreciate it if you could inform me if there are any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.

As your child grows and develops issues will crop up that are very important for us to discuss in order that we can work together and your wishes be incorporated into my care routine for your child. These could include weaning, pottling training, managing behaviour, starting pre-school etc.

If you wish me to incorporate a special activity into my routine, perhaps a festival or religious holiday that you celebrate please let me know.

If I have any concerns about your child's behaviour, development, eating etc I will share them with you and if necessary work with you to seek support from outside agencies.

If you have any concerns or issues regarding the care I am providing for your child please do let me know. Often a concern is a simple misunderstanding that can easily be resolved; un-aided it can fester and become a major issue.

I am very much looking forward to working in partnership with you to care for your child.

### **Procedure (how I put the statement into practice)**

I keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications.

### **Contracts and records**

I draw up and sign a written contract with parents before the placement starts. The contract is signed by the parent/s and myself and dated. I email copies to the parent/s and any other party involved in the **contractual arrangements only**.

I review the contract with parents *every six months* or when circumstances change.

I try to meet parents' requests for the care of their children according to their values and practices, preferences and attitudes.

I keep records of these requests with the child record forms which also contain emergency contact numbers, dietary requirements/preferences, food allergies, health requirements, and information about who has legal contact with the child and who has parental responsibility for the child. These records are revisited and updated during regular reviews with parents.

### **Communication with parents**

I work together with parents to make sure that the care of their child is consistent.

I make time for discussion about a child's needs by sharing information with parents about daily routines and activities in my setting and in the child's home.

Ways of sharing this information can include inviting parents to add to children's profile books, email, telephone, face-to-face meetings, and informal day to day feed back.

I will discuss any changes in my or the child's home circumstances which may impact on the child's development or my ability to care for a child.

I offer review meetings with parents to discuss their child's learning and development share observations and discuss next steps.

I welcome parents' feed back on my service. Please refer to my Complaints Policy on my procedures for managing negative feedback.

I display my Ofsted registration certificate and the Ofsted poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details.

### **Ofsted inspections**

I will notify all parents in advance when I am to be inspected by Ofsted so that parents can contribute their views to the inspector.

I will supply parents with a copy of the Ofsted report within five working days of receiving the report.

All significant incidents are recorded in an incident book and will be shared and discussed with parents so that we can work together to resolve any issues.

Written by Emma Marshall

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***I will handle all data as required under GDPR Guidance***