



The Kings Road Nursery Working in Partnership with parents Policy (Parental Involvement)

Early Years safeguarding and welfare requirements'

3.26 – Key Person

3.67- Information and records

3.72 – Information for parents and carers

Key themes:

**A Unique Child
Environments**

Positive Relationships

Enabling

Statement of intent

The Kings Road Nursery recognises that parents are children's first, most important and enduring educators. We seek to work in partnership with parents during the child's most formative years so as to have the maximum possible impact on their development and learning. Any successful partnership needs to have a two-way exchange of information, knowledge and expertise. We seek to create a harmonious, comfortable environment where parents feel welcome and nursery staff are conscientious and motivated.

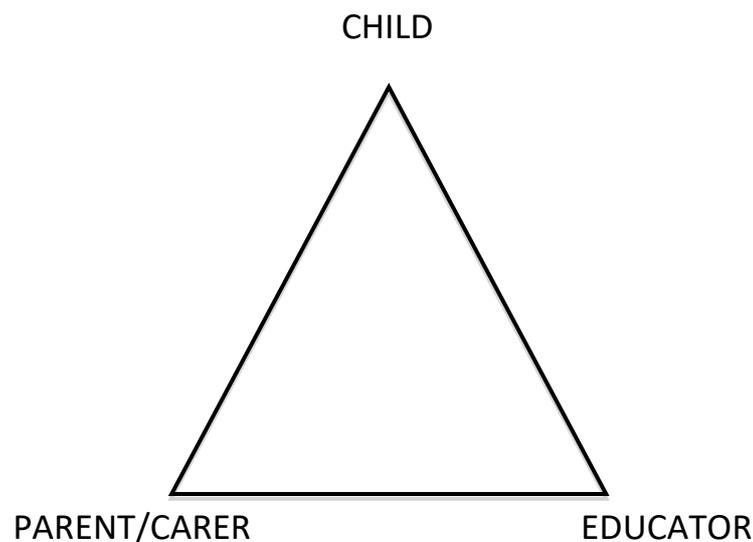
Procedures

We believe in promoting a partnership of care by actively encouraging parents/carers to be involved. We do this by:

- Listening to parents and offering help and advice if needed
- Organising a warm, welcoming atmosphere
- Organising social events such as coffee craft mornings or welcome mornings for new parents
- Updates through newsletters and display notices
- Sharing information about their child's development and needs through parents meetings and regular daily updates
- Keeping regular observations on their child's progress, sharing these with parents in the child's learning journal

- Encouraging parents to share photographs and information about particular interests or events happening at home, as well as new achievements to contribute to their learning journal 'Home journal' or 'special Mention board'
- Involving parents in events and using their expertise e.g. profession, religion, celebrations and festivals

We believe that the only effective way to care for and educate a child is by working closely and positively with parents and carers to provide a partnership of care.



We will seek to achieve this via the following steps:

1. The Nursery has numerous notice boards for specific areas. These give information such as forthcoming topics and activities, staffing changes, Safeguarding, EYFS etc. and will also display their children's work.
2. Newsletters are produced on a regular basis (by the management).
3. The nursery has a comprehensive range of policies and procedures kept within the nursery in the main hallway for parents to view and a second set available in the office, these are available for parents to view on request. This includes the address and telephone number of OFSTED.
4. Parents have access to recorded information held on their children's file. There are some occasional restrictions where Child Protection concerns arise.
5. Information provided by parents about their children will be kept confidential and treated on a strict 'need to know' basis.
6. Parents are requested to immediately advise the nursery staff of any changes to emergency contact number, change of address, doctor or persons permitted to collect the child.

7. Parents are requested and encouraged to keep relevant staff informed of circumstances that might affect their child's well being. This will include physical or emotional issues such as health, bereavement, separation or illness in the family.
8. An opportunity will be available at the end of the day for parents to discuss any queries or concerns about their child's progress. If this informal arrangement is not desired or appropriate, an appointment will be made available at the earliest opportunity.
9. We have an open-door policy and parents can speak to the proprietors or manager at any time, for a formal appointment with a Proprietors or Manager this can be made on request.
10. Parents are encouraged to continue learning at home on topics we are undertaking at the Nursery. Celebrations of Easter, Halloween, Christmas etc. are also events jointly celebrated at home and Nursery with parents being invited to particular events such as the Christmas festive gatherings.
11. If a parent has a complaint it will be dealt as per the parents' complaint policy.

Legislation

General Data Protection Regulation -

Childcare Act 2006

Date of review – JAN 2020	Signature of proprietors Anna Brecht: Tracy Mabbs:
Date to be reviewed – JAN 2021	