

# Working in Partnership with Parents and Carers Policy

## Rationale

We consider that parents are the primary educators of their child and must be involved in their development and experiences, as such we work in close partnership with all parents in the Pre-School Centre. We believe that we can best meet the needs of individual children by working closely with parents/carers. We aim to develop partnerships between parents/carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

The role of the PICO;

Saskia Gregory is the PICO (Parental involvement co-ordinator) who will ensure parents are welcomed to become part of nursery life

- To promote good practice and encourage parents to take an active role in their child's care and education.
- To be pro-active in the development of policies to encourage inclusive parental involvement
- To support staff when working with parents.
- Evaluate the parental involvement in the setting.
- Devise and facilitate implementation of action plan to assess effectiveness of parental involvement strategies.
- Collate quantitative/qualitative evidence. (Questionnaires/surveys)
- Engage in continuing professional development for self and other team members.

The Pre-School Centre will:

- Approachable and welcoming to parents/carers and families.
- Offer a clear 'settling in' strategy—when both children and parents/carers are actively helped to settle into the setting,
- Support key persons to build positive relationships with all the family.
- Give open access to records of children's learning.
- Offer resources that are attractive and accessible and inclusive to all parents/carers and reflect a wide range of families and experiences.

- To have explore strategies in place to try reaching parents who are not fully accessing the provision.
- To have a clear 'transition' strategy—to support children and parents/carers 'moving on' to reception,
- To offer workshops/ courses to help parents support and take an active role in their child's learning, well being and development.
- To provide informal opportunities are provided at the beginnings and ends of sessions for parents/carers to discuss concerns and celebrate achievements.
- To ensure parents and carers have maximum opportunity to contribute to their child's learning.
- To recognise and understand the needs of our local community and families.
- To provide a physical space that encourages parents and carers to spend time in nursery.

To give support for children's learning at home we provide;

- Lending library for children and parents
- Story sacks
- Home link activities (on website and e-newsletters)
- Website
- E-mail
- Monthly e-newsletters
- Parent workshops
- Information notice board
- Information leaflets
- This Weeks.... learning board and books

We pride ourselves of having an Open door policy for all our parents.

## **Sharing information**

- We invite parents/carers to a taster session before their child's admission to discuss policies and procedures in the Pre-School Centre and to complete the required contact forms.
- We ask parents/carers for information about their children, their individual needs and requirements in order to ensure the best possible care for them.

- We display daily routines and details of the Pre-School Centres organisation:
- We believe that the child's named key worker is central to every exchange of information. Parents/carers are welcomed into the Pre-School Centre to discuss their child's progress and welfare with the key worker and are urged to share any relevant information about changes to their child's normal family life or routine.
- We encourage parents/carers to first discuss any concerns or issues about their children with the key worker. The key worker must discuss any issues that cannot be resolved with the joint officer in charge.
- Take parents/carers observations of children into account when planning future learning,

#### Privacy and confidentiality

- Any personal data on children and their parents/carers is held securely.
- We treat information about children and their families as confidential. We only disclose this to staff on a 'need to know' basis and only with the agreement of the parent/carer.
- The key worker is responsible for sharing information about the progress and welfare of a child with his/her parents/carers. This information is also shared with other staff if needed, to ensure that the best interests and needs of the child are met.
- Some information exchange about children occurs informally on a daily basis; other opportunities for a more detailed report are offered through parent meetings/regular written reports to parents/appointments by arrangement to discuss specific concerns/notice boards.
- Key workers keep individual records on children's achievements and progress on I-connect/Parent Zone.
- We allow parents access to their own children's records on request via a registration email set up.
- We do not allow parents access to the records of other children.

Reviewed 17.04.2019 Lisa Best/Saskia Gregory  
Next Review 17.04.2020