

The Enchanted Wood Day Nursery Ltd: Information and Records

Parental involvement

Policy statement

We believe that children benefit most from early years education and care when we work together in partnership with parents.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and through their journey at The Enchanted Wood. We also aim to support parents in their own continuing education and personal development.

At The Enchanted Wood Day Nursery we ensure that all parents feel part of the Nursery, including fathers, parents who live apart from their children but who still have an active part in their child's life, as well as working parents. In carrying out the following procedures, we will ensure that all parents are included.

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.

The Children Act (1989) defines *parental responsibility* as '*all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property*'.

Procedures

- All parents are made to feel welcome in the Nursery, they are greeted appropriately, there is an area where parents can speak to staff members confidentially and provision for refreshment.
- We have a means to ensure all parents are included - that may mean we have different strategies for involving fathers or parents who work or live apart from their children.
- We make every effort to accommodate parents who may have a disability or impairment.
- We consult with all parents to find out what works best for them.
- We ensure on-going dialogue with parents to improve our knowledge of the needs of their children and to support their families.

Safeguarding and Welfare Requirement: Information and Records

- We inform all parents about how the nursery is run and its policies, through access to written information, including our *Safeguarding Children and Child Protection* policy and our responsibilities under the Prevent Duty and through regular informal communication. We check to ensure parents understand the information that is given to them.
- Information about a child and his/her family is kept confidential within our Nursery. We provide you with a privacy notice that details how and why we process your personal information. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding child's development that need to be shared with another agency. We seek parental permission unless there are reasons not in order to protect the safety of the child. Reference is made to our Information Sharing Policy on seeking consent for disclosure.
- We seek specific parental consent to administer medication, take a child for emergency treatment, take a child on a short walk or outing and take photos for the purpose of record keeping.
- All expectations that we make on parents are made clear and discussed during the initial Nursery visit as well as during their child's initial settling in sessions with the Room Leader.
- We have a clear Settling into Nursery Procedure which parents are actively involved in.
- We seek parents' views regarding changes within the Nursery and the delivery of our service.
- Parents are actively encouraged to participate in decision making processes through the Nursery Management Committee.
- We encourage parents to become involved and actively contribute to the social and cultural life of the Nursery.
- Where possible we provide parents with the flexibility on sessions to meet the needs of the parent without compromising the needs of the children.
- We provide all parents with sufficient opportunity to share necessary information with staff members and this information is recorded and stored in a child's learning journey or personal file to protect confidentiality.
- Each child's keyworker meets with parents to their children's progress and share concerns should they arise.
- Where applicable our keyworkers work closely with the Nursery SENCO and parents to carry out an agreed plan to support special educational needs.
- Where applicable our keyworkers work closely with the Nursery Designated Safeguarding Officers and parents to carry out any agreed tasks where a Protection Plan is in place for a child.
- 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.

Safeguarding and Welfare Requirement: Information and Records

- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the nursery.
- We support families to be involved in activities that promote and contribute to their own learning and well-being, informing parents about relevant conferences, workshops and training.
- We consult with parent's about the times of meetings to avoid excluding anyone. We take into account the venues and ensure that it is accessible and appropriate for all.
- We provide information about opportunities to be involved in the nursery in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- 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 we check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in the nursery and about young children's learning, at the nursery and in the home. There are opportunities for parents to take active roles in supporting their child's learning and development within the Nursery, through taking part in activities and structured projects.
- Regular surveys are sent out via email to gain parent feedback on our strengths and weaknesses in order for us to improve our practice.

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

- Admissions Policy.
- Complaints procedure.
- Record of complaints.
- Developmental records of children.