



Developing a Working in Partnership with Parents Procedure

Providers must take all necessary steps to keep children safe and well – **Statutory Framework for the Early Years Foundation Stage 2024 point 3.3 CM & GP**

The procedure should include:

- How parents are informed of their child's progress within the setting and how parents play an active role in their child's care, play, development and learning.
- How and when (on commencing at the setting) parents are informed of their child's key person, the contingency plans the setting have in place where key people are ill and how parents are informed of these.
- How any documentation with regards to a child is shared on a regular basis with the parents/carers, and how parents/carers are made aware of this (Refer to confidentiality procedure).
- How parents are made aware of the various types of paperwork and information required from them to ensure that the welfare and safety of their child is paramount at all times (Refer to the confidentiality and recording of information procedures).
- The procedure the setting follows to ensure that relevant information is regularly collected and passed onto parents or carers.
- How the setting ensures that all parents needs are catered for: i.e. flexibility, information available for parents whose first language is not English, parents with SEN.
- How the parents are informed of how to make a complaint should they raise concerns (Refer to complaints procedure) with regard to the setting or any person connected to the setting.
- How the setting ensures that the parents feel welcomed and valued within the setting and are encouraged to play an active part in their child's learning.
- How the parents are made aware of the settings policies and procedures and the accessibility of these policies, and wherever appropriate how parents can be involved in the review of the policies and procedures.
- The procedure that the setting follows to allow the parents to make suggestions and give opinions which can only improve the quality of the setting and its current practice.

- How providers maintain a regular two-way flow of information with parents and other providers (if a child attends other childcare).
- How the setting and parents work together to support the two year old progress check
- How the setting support parents to keep their children safe online in the home environment.
- How parents provide consent for the setting to share information with outside agencies and how information sharing supports transition
- How parents are informed of any first aid treatment or medication in the setting and how this is shared and recorded.
- How parents and carers share information in regard to any changes in the child's homelife which may have an effect on their behaviour.
- How parents work in collaboration with the setting and other agencies to support the child. i.e. speech therapist, occupational therapist, health visitors.

The procedure should be reviewed:

- Following any occasion when any part of the procedure has been implemented.
- Whenever changes to legislation are produced.
- At least annually.
- The policy and procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the policy when reviewed the staff and/or parents need to be informed.

Links to other policies and procedures:

- Safeguarding Children
- Recording of Information
- Complaints
- Inclusion
- Confidentiality
- Data Protection

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.