Positive Partnership Policy

Parental Involvement

At Gravenhurst and Villages Pre-School we realise that parents are the first educators of their young children. We aim to support parents in this essentially by

- Ensuring that parents are given information on a regular basis about their child's progress and have an opportunity to discuss it with staff.
- Ensuring that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Ensuring that all new parents are aware of and can contribute to the group's systems and policies.
- Encouraging parents on an individual basis to play an active part in the management of the group.
- Ensuring that all parents are fully informed about meetings, conferences, workshops and training.
- Consult with families about the times of meetings to avoid excluding anyone.
- Holding meetings in venues which are accessible and appropriate for all.
- Welcoming the contributions of parents, whatever form these may take including those to BabysDays
- Making known to all parents the systems for registering queries, complaints or suggestions
- Providing opportunities for parents to learn about the preschool curriculum and about young children's learning, in pre-school and at home.

Communicating with Parents

- Only the relevant key person is responsible for speaking with parents/carers (from here on is referred to as parent). In the absence of the key person, then the Keyworker buddy or Manager or Senior Assistant assumes responsibility.
- Parents must be given adequate privacy in order that the conversation is not overheard.
- Parents must be spoken to in an appropriate sensitive manner.
- No other children may be named in a conversation, referring only to “another child”.
- Staff are to ensure that parents are not at liberty to view any part of the Accident or Incident form/s that is not relevant.
- Staff are not to discuss any child or parent or incident at Pre-school in front of the Parent Help.
- If discussions with the parent pose any difficulties consult with the Play Leader.
- Staff are to note the general confidentiality policy effective during and out of sessions.

PROCEDURE when something needs to be discussed

- Should an Accident or Incident need to be discussed with a parent, please approach the parent and ask for a quiet word.
- Should more than one parent need to be approached, please ask the parents to wait in order that they may be spoken with individually.
- Parents should be taken to the office to ensure that the conversation is not overheard.
- Discuss the relevant matter ensuring adequate sympathy and sensitivity. If the Accident or Incident form requires a signature, explain this to the parent and ask for the parent’s signature.

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External Agencies and Professionals involvement

We will always work with external agencies and professionals as openly as possible within the restrictions of confidentiality.

We invite professionals such as Early Years advisors and Child Development officers to visit our settings in order to support the development of the setting or individual children and take on board all support and guidance that they are able to provide for the benefit of the children.

Parental consent and involvement is always sought where an individual is concerned.

This policy was adopted on:.....

Signed on behalf of the setting……..

Date of next review:.....