

Safeguarding and Welfare Requirement: Information and records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.

St Matthew's Pre-School

7.2 Parental involvement

Policy statement

We believe that children benefit most from early year's education and care when parents and settings work together in partnership.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Some parents are less well represented in early year's settings; these include fathers, parents who live apart from their children but who still play a part in their lives as well as working parents. In carrying out the following procedures, we will try to ensure 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.

'Parental responsibility' is *all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.*

Procedures

We try 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 consult with parents to find out what works best for them.
- We are run by a parent committee which is open to all parents.
- We ensure on-going dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.

- We encourage and support parents to play an active part in the governance and management of the setting by encouraging all parents to join the committee.
- We inform all parents on a regular basis about their children's progress. Each term we either hold a parents evening meeting or send home a summary report.
- 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. Parents are encouraged to read their child's records by taking them home regularly.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We hold meetings in venues that are accessible and appropriate for all.
- 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 check to ensure these are understood. All parents have access to our written complaints procedure on the notice board in the foyer.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about children's learning, in the setting and at home.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
