

# Policy on Parental Involvement

The nursery recognises that working in partnership with parents is of major value and importance to the nursery in enabling it to provide a happy, caring and stable environment for children and their parents. We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by nursery staff and parents. The list below shows ways in which we will try to achieve a strong working partnership with parents:

- Parents will be provided with personal copies of selected policies and procedures for the nursery. The actual policies and procedures given are listed in the front section of the nursery master file kept by each nursery and it will be made clear to each parent that access to the nursery master file is always available and personal copies of any policy or procedure will be provided on request.
- The provider or member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times.
- Information provided by parents about their children will be kept confidential and treated on a strict need to know basis.
- Information regarding the children's activities throughout the day is always available to those with parental rights on a daily basis either by verbal communication or from the activity and day planners.
- Parents are encouraged to visit the nursery for "Stay and Play" sessions so that they can see and understand what their child does while in our care.
- On occasions the nursery will arrange an event that parents are invited to attend such as the leaving party held for those children going to school. Again parents are encouraged to attend.
- Once a year the nursery will organise "Parents Evening" where parents will be shown their child's progress and their planned "next steps" will be explained. However if there is a requirement to arrange a parents evening due to concerns/SEN this will be arranged on a more regular basis.
- If we have any concerns about a child's well being during the day every effort will be made to contact the parents or their emergency contact.
- When appropriate, to further encourage the children's development, parents will be asked to send in objects from home, e.g. photographs, old boxes and cartons, for topic work.
- Parents are requested to keep us informed of any changes to personal circumstances which may have an effect upon a child, e.g. change of address, telephone number, doctor, emergency contact.
- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional wellbeing, e.g. bereavement, separation or illness in the family.
- Under normal circumstances the use of personal cameras (the term includes any other image recording equipment) by parents/carers on nursery premises or at nursery events is not permitted. On certain occasions e.g. leavers concert, the use of cameras may be permitted under certain conditions. The attending children's parents/carers will be requested to sign giving permission for their child's photo to be taken, If not every parent agrees the use of personal cameras will be denied and only copies taken by the nursery will be distributed in line with the parents wishes.

**This policy was reviewed and amended on 8<sup>th</sup> March 2020.**