



PARENTAL INVOLVEMENT POLICY

Policy Statement

At Churchwood Kindergarten, we believe that children benefit most from early years education and care when parents and settings work together in partnership. We aim to develop an honest, open and supportive relationship with parents.

We aim 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 our setting. We also aim to support parents in their own continuing education and personal development.

Some parents are less well represented in early years settings – these include fathers, parents who live apart from their children but who still play a part in their lives, and 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 who have contact with them and play a part in their lives. The term 'parents' also includes same sex parents, foster parents and other carers.

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."* (For a full explanation of who has parental responsibility, please go to <https://www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility>).

Procedures

- We ensure that parents are made to feel welcome at our setting – this includes ensuring they are greeted appropriately, that there is adult seating available and provision for refreshment.
- We ensure that all parents are included – that may mean we use different strategies for involving fathers, working parents or those who live apart from their children.
- We make every effort to accommodate parents who have a disability or impairment and consult with 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. This could be through discussion before and after kindergarten, via telephone and email correspondence, through parents' evenings and through other meetings.
- We inform all parents about how the setting is run and its policies, through access to written information (including our Safeguarding 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.
- We inform parents, on a regular basis, about their child's progress at the kindergarten.
- We provide opportunities for parents to learn about the curriculum offered in the kindergarten.

- We involve parents in the shared record keeping about their children – either formally or informally – and ensure parents have access to their children’s developmental records.
- We communicate with parents through a variety of methods including letters, emails, discussions, meetings, the website and our Parent Group on Facebook.
- We consult with parents about the times of meetings to avoid excluding anyone.
- We hold meetings in venues that are accessible and appropriate for all.
- We encourage and support parents to play an active role in their child’s learning.
- We support families to be involved in activities that promote their own learning and well-being, informing parents about all relevant conferences, workshops and training.
- We encourage parents to become involved in the social and cultural life of the setting, and actively contribute to it using their own skills, knowledge and interests.
- We provide information about opportunities to be involved in the kindergarten in ways that are accessible to parents with basic skills needs, or for whom English is an additional language.
- We seek specific parental consent to administer medication, take a child for emergency treatment, take a child on an outing and take photographs for the purpose of record keeping.
- Information about a child and their family is kept confidential within our setting. We provide parents with a privacy notice that details how and why we process your personal information. The exception to this is when there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding a child’s development that need to be shared with another agency. We will seek parental permission unless there are reasons not to in order to protect the safety of the child. Please see our Data Protection Policy and Information Sharing Policy.
- 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 complaints procedures.

Policy Monitoring and Review

This policy is monitored by the staff and management of Churchwood Kindergarten and will be reviewed annually, or before if necessary.

Date created: 8th February 2019

Created by: Caroline Bennetts

Reviewed by:

Signed:

Date:

Name:

Role:

Review date: 8th February 2020

Reviewed by:

Amended / Updated? *Yes / No*

Brief explanation of changes:

Signature of reviewee:

New review date set: