



## **Parent Partnership Policy**

### **Policy Statement**

I work in close partnership with all parents/carers, to provide the best possible care and learning experiences for the children who attend my setting. As a child's parent/carer, you will know your child best and make decisions of their behalf.

I will always aim to provide childcare with children's safety and wellbeing as my main priority, considering the requirements and wishes of parents as much as possible. I will always do my best to meet the requests of parents/carers with regards to personal values and attitudes, family customs, beliefs, dietary requirements, and methods for personal care. The only exception to this will be if such requests risk the child's wellbeing/safety or are in any way discriminatory or prejudiced. Please see my Equal Opportunities Policy for more information.

To maintain a good relationship with parents/carers, it is important that you are open and honest with me and come to me straight away if you have any questions or issues. I will always make myself available upon request if you wish to discuss any aspect of my childcare services, positive or negative. I will also aim to send questionnaires to parents periodically to give them the opportunity to make comments or suggestions and will take on board any feedback which might help me to improve my provision or setting.

### **Procedures (how I will put the statement into practice)**

For every child in my setting, parents/carers must read and sign a contract to acknowledge their agreement to the terms and conditions of my childcare provision. This document includes aspects such as fees and the responsibilities of each party. I also provide parents/carers with an accompanying set of policies which set out how my setting operates, what I will do in certain situations and the day-to-day procedures I follow to ensure children's safety, wellbeing, and the provision of suitable learning experiences.

All contracts and policies will be legally binding and as such, will be signed and dated by both parties. Contracts and policies will be reviewed regularly, and all updates will be shared with parents/carers.

Parents/carers will be required to share important details about their child, including their medical history, along with a list of emergency contacts. These should be kept up to date and I should be informed immediately of any changes. All information will be stored confidentially, in line with GDPR guidelines.

I will notify all parents in advance when I am due to be inspected by Ofsted so that parents can contribute their views to the inspector if they want to. I will supply parents with a copy of the Ofsted report within five working days of publication.

I keep parents regularly informed about my daily routines and childcare practices, and share information about the children with their parents using means such as a



diary, email, text, telephone, or face-to-face meetings. I informally share information with parents when the children are collected or dropped off.

Children will only be released from my care to the parents/carers or to someone named and authorised by the parent/carer. A password system will be used to confirm identity if the person collecting the child is not previously known to me. If a child is identified as a 'child in need', I will normally, with a parent's permission, give appropriate information to referring agencies.

I expect parents to inform me of any changes to the child's home circumstances, care arrangements or any other change which may affect the child's behaviour, such as a new baby, parents' separation, divorce, new partner, or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

Please ensure you have read and understand the Parent Partnership policy and procedure.

**All policies and procedures are reviewed regularly and updated when necessary.**

This policy and procedure has been developed in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.