



## **EYFS Requirement**

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.72)

## **Related Policies**

Confidentiality Policy  
Early Years Foundation Stage Policy  
Key Person Policy  
Settling in Policy  
Admissions Policy  
Safeguarding  
Inclusion Policy  
Equal Opportunities Policy  
Special Educational Needs Policy

## **Legislation**

Working together to Safeguard Children 2013  
Children Act 1989  
Children Act 2004(Every Child Matters)  
Children Act 2006

## **Introduction**

At Stepping Stones we have a strong commitment to working together in partnerships with families. We strongly believe in parental partnership, and hold our parents/carers views and comments in high regard. We feel that if anyone, it is the parent/carer that knows the child best.

## **Working with Parent/Carers**

### **All Stepping Stones we will:**

- Recognise that at all times they are accountable to the parents and carers of the children in their care and encourage parents to trust their judgement regarding their own child.
- Ensure all parents know about our aims and policies including our complaints procedure.

- Gather information which will aid their child settling at nursery.
- Share with the child's family, information about children's daily routines, the activities planned and carried out.
- Inform all parents on a regular basis about their children's progress through daily verbal feedback
- Inform parents and carers regularly of their child's progress and development, through parent's evenings and encouraging them to be a part of their Learning Journey.
- Encourage parents and carers to share any skills, interests and hobbies that might extend the children's experiences.
- Encourage parents and carers to share details of any other form of registered provision their child attends.
- Ensure that parents are aware of the nursery policies and procedures and that they are available at all times.
- Operate a key person system involving parents for open discussions and information sharing regarding nursery and home circumstances, and individual needs.
- Inform all parents of the systems for registering queries and complaints or suggestions, and check that these systems are understood by parents.
- Provide opportunities for parents to learn about the Early Years Foundation Stage.
- Provide written contract between the parents and the nursery regarding conditions of acceptance and arrangements for payment.
- Respect the family's religious and cultural backgrounds and accommodate any special requirements whenever possible and practical to do so.
- Find out the needs and expectations of the parents through regular feedback via questionnaires, these will be evaluated by the nursery to promote practice, policy and staff deployment.
- Send home regular newsletters to each parent/carer.
- Display all nursery news and useful information for parents/carers on a parents information board.

#### **Our Commitment to Children and their Families:**

- Understanding that parents and carers are the first educators, we will ensure our relationships with families are honest, open and constructive.
- Parents and carers contributions to working in partnership are valued and respected.
- Patterns of attendance are considered as key factors in practitioners' planning.
- The transitions between key people and/or rooms within the nursery are well planned and consistent throughout the child's time at nursery.
- We will work with the family closely to identify children's learning needs and to ensure a quick response to any area of particular difficulty.
- Where necessary we will frequently work with professionals from other agencies, such as local and community health services, or where children are looked after by the local authority, to identify and meet needs and use their knowledge and advice to provide the best learning opportunities and environments for all children.
- The nursery manager will ensure responsibility is in place to manage that current and completed documentation is in place in order to work in partnership effectively.

- The nursery manager will ensure responsibility is in place to maintain, throughout a variety of means all relationships with externals, and that we are familiar with their working methods.

This policy was reviewed in; June 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; June 2015