



RAINBOW PRE-SCHOOL

Established 1979

Registered Charity No: 1026005

BAPTIST CHURCH HALL

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010

Working in partnership with parents and other agencies

Policy statement

We welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner and include them as an integral part of the care and early learning team within the preschool. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The key person system supports engagement with all parents and we use strategies to ensure that all parents can contribute to their child's learning and development. We ask parents to contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. We encourage parents to support and share information about their children's learning and development at home and the key person seeks to engage them in guiding their child's development at home too. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

We also work in partnership with local and national agencies to promote the well-being of all children.

Partnership with parents

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the preschool
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the preschool at any time and provide an area where parents can speak confidentially with us as required
- Welcome nursing mothers. The preschool will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure that all parents are aware of the preschool's policies and procedures. Our full policy documents will be available to parents at all times on the preschool website
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children

- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training, where required
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the preschool, the types of food and drinks provided for children and events through *regularly distributed newsletters/*the preschool website
- Operate a key person system to enable parents to establish a close, working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in preschool and at home. Parents are given the name of the key person of their child and their role when the child starts and updates as they transition through the preschool
- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Key person meetings are held at least twice a year. The preschool consults with parents about the times of meetings to avoid excluding anyone
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form
- Agree the best communication method with parents, e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and preschool operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the preschool including signposting to relevant services, agencies and training opportunities
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents
- Make sure all parents have access to our written Complaints and compliments policy
- Share information about the Early Years Foundation Stage, young children's learning in the preschool, how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the preschool regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents how the preschool supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development

Working with other agencies

- We work in partnership or in tandem with local and national agencies to promote the wellbeing of children.
- Procedures are in place for sharing of information about children and families with other agencies, as out in our Confidentiality, recording and sharing information policy
- Information shared by other agencies (third party information) is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, individuals are made to feel welcome in the preschool and professional roles are respected.
- Staff follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting in the preschool and do not have access to any other children during their visit.
- Staff do not casually share information or seek informal advice about any named child/family.
- We consult with and signpost to local and national agencies who offer a wealth of advice and information promoting staff understanding of issues facing them in their work and who can provide support and information for families. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and early education, or adult education.

Schools

- We work in partnership with schools to assist children's transition.
- Our preschool manager actively seeks to forge partnership with local schools with the aim of sharing best practice and creating a consistent approach.