Parental involvement policy and procedure

As a member of Wales PPA Little Gems & Little Treasures and, as a member of Clybiau Plant Cymru Jewels OSC supports this mission statement:

“To enhance the development, care and education of pre-school children in Wales. Working in partnership with families, parents and carers to understand and provide for the needs of children through high quality pre-school provision. Support adults to gain skills and confidence to make the best use of their knowledge and resources, for the benefit of themselves and their children.”

It is the policy of our setting *to:*

* Encourage and welcome parents’/carers’ involvement in the management and day-to-day running of this provision.
* Provide high quality day care that enhances the development, care and education of pre-school children and our after school club children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.
* Welcome parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.

We do this by:

* Encouraging parents/carers to visit us with their child before registering.
* Informing parents/carers of the ethos, statement of purpose, operational plan and policies and procedures of our setting prior to their child starting.
* Recognising and respecting that parents/carers have the prime responsibility for their children.
* Asking parents/carers to provide a comprehensive and detailed account of the needs and preferences of their child before starting.
* Working in partnership with parents/carers to meet the needs of the children, both individually and as a group.
* Recognising that parenting is a shared responsibility for parents who live apart and providing an inclusive approach to involving and providing information to both parents (where this does not conflict with the child’s safety and wellbeing).
* Making every effort to communicate clearly with all parents/carers.
* Operating a settling-in policy for all children who attend.
* Welcoming and helping new parents/carers to become familiar with the day-to-day routine and good practice of the provision.
* Providing regular communicationabout our provision to parents/carers and inviting them to contribute.
* Encouraging parents/carers to take part in the provision's activities, learn about the pre-school curriculum and the importance of play in their child's development in school and at home
* Welcoming all contributions (skills, knowledge and interest) from parents/carers to the benefit of our setting.
* Sharing details of a child’s achievements, any changes of behaviour, etc and encouraging all parents/carers to discuss the progress of their child formally or informally, in confidence and in privacy, as they need.
* Providing a key worker system that enables parents/carers to have a consistent adult with whom they can share information about their child’s activities and development.
* Recognising that parents/carers have the right to access their child’s records in line with our policy about privacy and confidentiality. (Any third party requests for information will be discussed with parents/carers and information shared only with their consent - unless this may place the child’s welfare at risk.)
* If a child is identified as a child in need (Section 17 of the Children Act 1989) information will be given to referring agencies, with parents’/carers’ permission.
* Notifying all parents/carers about meetings and relevant training, which we may hold at various times and venues to meet their access needs.
* Informing allparents/carers about how to make any queries, compliments complaints, concerns or suggestions, including providing a copy of our setting’s complaints procedure.
* Involving parents/carers to contribute to any review of the quality of our setting’scare service.
* Providing opportunities to parents/carers to purchase Wales PPA publications and small talk magazine.
* Encouraging parents/carers to play an active part in the management, committee and volunteer system of our settingand a role in the democratic decision making of Wales PPA.
* Operating effective and accessible policies and procedures.

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| This policy and procedure was passed for use in Little Gems Little Treasures & Jewels OSC. |
| On: September 2015 By: J Lloyd & A Evans Position: Reg’d person & Chair |
| Date of planned review: September 2016 |