



Parental involvement

Policy statement

Southwell Smiley Faces believe that children benefit most from early years education and care when parents and settings work together in partnership.

Our aim is 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 Southwell Smiley Faces.

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 as well as working parents. In carrying out the following procedures, we will ensure 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 have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents.

Procedures

- Southwell Smiley Faces have a means to ensure all parents are included – that may mean we have different strategies for involving fathers or parents who work or live apart from their children.
- We consult with all parents to find out what works best for them.
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how Southwell Smiley Faces is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.
- We encourage and support parents to play an active part in the governance and management of Southwell Smiley faces.
- We inform all parents on a regular basis about their children's progress.

- We involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written developmental records (Learning Journeys).
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We consult with parents about the times of meetings to avoid excluding anyone.
- We provide information about opportunities to be involved in Southwell Smiley faces in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We hold meetings in venues that are accessible and appropriate for all.
- We welcome the contributions of parents, in whatever form these may take.
Southwell Smiley Faces 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 written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in Southwell Smiley Faces and about young children's learning, in the setting and at home.

The following policies also support our Parental Involvement Policy:

Information Sharing

Confidentiality and Client Access to Records

Working in Partnership with Other Agencies

The Role of the Key-Person in the Setting

This policy is applicable to both pre-school and out of school club

In compliance with the Welfare Requirements, the following documentation is in place:

- Admissions policy.
- Complaints procedure.
- Record of complaints.
- Developmental records of children.