



## Parental Involvement Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> <li>• Updates in line with Preschool Learning Alliance template updates from August 2016 (additional clause safeguarding, child protection and prevent duty)</li> <li>• Updated wording so parents have access to policies at all times but not to receive written confirmation they have read each one</li> </ul>
1.1	22.02.2018	RM / LC	<ul style="list-style-type: none"> <li>• Checked against Preschool Learning Alliance template and with input of Management Committee – no updates required</li> <li>• Clarity provided around availability of meeting minutes.</li> </ul>
1.2	17.05.2018	RM / NH / LC	<ul style="list-style-type: none"> <li>• Updated in line with PLA template update for GDPR (May 18)</li> </ul>
1.3	13.05.2019	LC/RM	<ul style="list-style-type: none"> <li>• Added behaviour expectations of parents/carers</li> <li>• Reflects adoption of Sun Safety Policy</li> </ul>

### Reviews and Approvals

<b>Policy adopted :</b>	June 2008 by Windmill Under 5s Management Committee	
<b>It was last updated:</b>	16 May 2019	
<b>It will be reviewed:</b>	Summer Term (May) 2020	
<b>Signed &amp; dated:</b>	Natasha Kann	Laura Chapman – Chairperson on behalf of the Management Committee



## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.

## **Information and Records**

### **32. Involvement of Parents/Carers**

#### **Policy Statement**

At Windmills we believe that children benefit most from early years education and care when parents/carers and Windmills work together in partnership.

Our aim is to support parents and carers as their children's first and most important educators by involving them in their children's education and in the full life of Windmills.

Some parents are less well represented in early year's 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/carers 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.

The Children's Act (1989) defines *parental responsibility* as '*all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property*'.

#### **Procedures**

- Parents/carers are made to feel welcome.
- We have strategies to ensure all parents/carers are included – that may mean we have different strategies for involving fathers or parents who work or live apart from their children.
- We make every effort to accommodate parents/carers who have a disability or impairment.
- We consult at induction with all parents/carers to find out what works best for them.
- We ensure ongoing dialogue with parents/carers to improve our knowledge of the needs of their children and to support their families.
- We inform all parents/carers about how Windmills is run and its policies through access to written information, including our Safeguarding Children and Child Protection Policy and our

responsibility under the Prevent duty, and through regular informal communication. We ensure parents have access to our policies and procedures, giving them links to documents when they sign up as well as making our policies available on our website for ongoing reference.

- Information about a child and his or her family is kept confidential within Windmills. We will provide parents/carers with a Privacy Notice that details how and why we process their personal information. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding a child's development that need to be shared with another agency. We will seek parental permission, unless there are reasons not to do so, in order to protect the safety of the child. Reference is made to our Information Sharing Policy on seeking consent for disclosure.
- We seek specific parental consent to administer medication, apply sun cream, take a child for emergency treatment, take a child on an outing and take photographs for the purposes of record keeping.
- We make clear in our Role of the Key Person and Settling-in Policy that parents/carers are expected to participate in settling their child at the commencement of a place.
- We seek parents'/carers' views regarding changes in the delivery of our service.
- We encourage and support parents/carers to play an active part in the decision making process, governance and management of Windmills by encouraging parents/carers to join the Management Committee.
- We encourage parents/carers to become involved in the social and cultural life of the Pre-school and actively contribute to it.
- As far as possible our service is provided in a flexible way to meet the needs of parents/carers without compromising the needs of the children.
- We provide sufficient opportunity for parents/carers to share necessary information with our staff and this is recorded and stored to protect confidentiality.
- Key Persons are available to meet with parents/carers to discuss their children's progress and to share concerns if they arise.
- Where applicable our Special Educational Needs and Disabilities Co-ordinator (SENDCo) and Key Person will work with parents to carry out an agreed plan to support special educational needs and/or disabilities.
- Where applicable, our Designated Officer for Safeguarding and Child Protection and Key Person will work with parents/carers to carry out any agreed tasks where a Protection Plan is in place for a child.
- We inform all parents/carers on a regular basis about their children's progress. This is usually by way of informal discussions at pickup and drop off times, written communication once a term or a formal meeting with the Key Person. We also use Tapestry, our on-line Learning Journey system to update parents/carers on their children's progress by way of observations, summaries, reports and updates.

- We involve parents/carers in the shared record keeping about their children - either formally or informally - and ensure parents/carers have access to their children's written developmental records through access to Tapestry. Tapestry also allows parents/carers to update us on their child's development at home by making their own observations.
- We provide opportunities for parents/carers to contribute their own skills, knowledge and interests to the activities of Windmills.
- We inform parents/carers about relevant conferences, workshops and training when available.
- We endeavour to give a minimum of two weeks' notice of any meetings to avoid excluding anyone. We produce minutes of Committee Meetings, which are available to all parents/carers should they wish to review or input.
- We hold meetings at Windmills so they are accessible and appropriate for all. However, sometimes this venue may not always be available and a suitable, accessible alternative may be sought.
- We welcome the contributions of parents/carers; in whatever form these may take.
- We inform all parents/carers of the systems for registering queries, complaints or suggestions and check to ensure these are understood at the Induction Session. All parents have access to our written complaints procedure included in the Policies, also pinned to the notice board in the foyer.
- We provide opportunities for parents/carers to learn about the curriculum offered at Windmills and about young children's learning, at Windmills and at home. There are opportunities for parents/carers to take active roles in supporting their child's learning in the Pre-school: informally through helping out or taking part in activities with their child, or through structured projects engaging parents/carers and staff in learning about children's learning.
- Windmills is very fortunate in its supportive and engaged parent/carer body. To keep the preschool a calm and positive space, we expect that parents/carers conduct themselves with decency, courtesy and respect at all times.
- The following behaviour will not be tolerated:
  - Disruptive behaviour which interferes or threatens to interfere with Windmills' normal operation or activities.
  - Any inappropriate behaviour on the premises.
  - Threatening in any way, a member of staff, visitor, fellow parent/carer or child.
  - Damaging or destroying Windmills' property.
  - The use of physical, verbal or written aggression towards another adult or child associated with Windmills. Please also refer to our Internet and Social Networking policy describing expected online conduct.
  - Smoking, taking illegal drugs or the consumption of alcohol on the premises. (Alcohol may only be consumed during authorised events)
  - Dogs being brought on to the premises. (other than guide dogs).

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

- Admissions policy.
- Making a Complaint policy.
- Record of complaints.
- Developmental records of children.