**Working with Parents Policy**

Written by: Date:

I am committed to working in close partnership with children’s parents and carers.

**EYFS requirement 3.68 –** *Providers must enable a regular two-way flow of information with parents and/or careers. If requested, providers should incorporate parents’ and/or careers’ comments into children’s records.*

I aim to work in partnership with parents by, for example –

* Making myself available to talk with parents about their child at all reasonable times.
* Drawing up a written **Parent / Provider Contract** before children start and respecting parents specific needs where possible, including consistency of care;
* Keeping records of individual family requests and requirements regularly updated.
* Including parent comments in their child’s documents when requested.
* Keeping parents informed about their child’s day and providing written information about daily routines as required by the EYFS – see **Daily Routines Planner**.
* Sharing information with relevant agencies if, for example, a child is identified as a Child in Need (section 17 of the Children Act 1989);
* Asking parents to inform me of any changes in the child’s life which may affect the child’s behaviour – please see my **Confidentiality Policy** for more information.
* Offering regular review meetings with parents to discuss their child’s care and education and any issues or concerns they might have.
* Recording significant incidents, accidents etc and sharing information as quickly as practical with parents.
* Notifying parents in advance of Ofsted inspections and asking them to contribute their views – and providing parents with a copy of my Ofsted inspection report after an inspection.
* Sharing new policies with parents, such as my new **Arrival and Departure Policy** (04.2020), to ensure consistent support for the child/ren.

Please note that, in instances of gross misconduct such as (but not limited to) verbal and physical aggression, theft, damage to my home, racist comments, inappropriate language etc I reserve the right to terminate the contract immediately without notice.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Review date: