



At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential.

Our Partnership with the Children's Parent/Carers and Professionals

"Providers must enable a regular two-way flow of information with parent/carers"
Statutory Framework for the EYFS 2017 (3.68)

"Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities at they grow up"

Page 5 of the Statutory Framework for the EYFS 2017

Working in partnership with the children's parent/carers is very important to us at Little Sprouts, as having a good relationship with them will have a long lasting and beneficial effect on meeting children's needs and to help promote their development. To achieve these relationships we need to achieve a two way communication with parent/carers, listening and valuing each other's views. All the children and adults will be treated with the same equal respect and all made to feel welcome within the setting. We feel that having these relationships and will keep the care for children consistent. A consistent approach between the parent/carer and us will benefit the child's welfare and will ensure that the child is not confused. So all parent/carers are aware of the staff members names, we have a staff board showing who works in each room and their roles within the setting, parent/carers will also be made aware of their child's key person on induction or transition of rooms. (See settling in policy and key person policy)

We promote all staff having a good relationship with the parent/carers as they are the child's first prime carer and know them best. When a child first attends Little Sprouts Nursery we ask the parent/carers to complete an "All About Me" booklet, giving an insight into what their child's likes/dislikes are, there will be a parent/carer EYFS section to show the parent/carers view of where their child's development needs to progress further, this will give us a good starting point for the child. Some other information included in this booklet about the child will be their routines, allergies/intolerance's etc. The "All About me Booklet also has an area asking about the child's family customs, beliefs, values or practices, where possible we will promote these in the setting (see Equal Opportunities Policy)

When a child starts coming to Little Sprouts a contract is drawn up and signed by both parties before the child commences their place. In this contract it states what the arranged childcare terms and times are, meals times that the child will attend, any funded hours the child claims and the terms and conditions of the contract - regards to both parties. A copy of the contract will be given to the parent/carers. Contracts will be reviewed and a new one completed every 12months, unless other circumstances change and notice is given. Parent/carers receive copies of policies and Little Sprouts portfolio will always be available in the entrance hall.

Parent/carers will be notified of an Ofsted inspection on the day and notified again when the report is available to be seen. On a Ofsted inspection all parent/carers are able to contribute their thoughts and opinions of the setting, also whilst Ofsted inspect the setting they may ask parent/carers questions.

Any records or information held by us of the child and their families, will be updated when needed and attached to the child's individual files. (See Confidentiality Policy, Data Protection Policy and Privacy Notice)

We share feedback of the children's day to their parent/carers face to face daily when the are collected, the younger room have daily record books where this information is also shared, sleeps, nappy changes and meals eaten.

When A child goes through a transition, for example to school, with parent/carers permissions information about the child's progress and development will be shared with other professionals to help with this transition. (See Transition Policy) Any child who has extra educational needs, there may be other professionals that are involved where we need to shared and discuss the information about the child in the benefit of the child's development, this will be with parent/carers permission and involvement. If a child attends two settings, information about the child's development, likes/interests and next learning goals may be shared with the interest of the child's development. Again this will be done with parent/carers permission and involvement.

When a child first attends Little Sprouts their parent/carers will complete an information pack, showing their preferred emergency contacts. GP contact details are included in this information pack, also there are consent forms to sign, these will all be stored in a child's individual files, confidential and secure. (See confidentiality policy, Data Protection Policy and Privacy Notice) Parent/carers are able to assess their child's records and files, with the exception of immediate child protection concern.

Through building secure relationships with the parent/carers, having open two way communication we hope parent/carers feel that they can share and inform us of any home life changes, care arrangements or anything that they feel may have a effect on the child's behaviour, for example parent/carers separation or divorce, a new baby or bereavement, as we understand that these can be difficult times.

There are policy and procedures in place if parent/carers which to make an complaint or compliment. All complaints will be investigated and feed back given to parent/carers. (See compliment and complaints policy and procedure)

All significant accidents and incidents are recorded on the corresponding form. These will be shared and discussed with the parent/carers, with them signing to show this has been shared, we will work together to resolve any issues that may arise. Any existing injuries, marks or bruises a child may have occurred at home will be recorded on a corresponding form by the parent/carer on arrival on that day.

Sharing information about what is happening in the setting regularly with the parent/carers is important to us, so that they know what activities and experiences their child is enjoying. Ways we share this information is through newsletters termly and we have a parent/carer board in each of the rooms, including the daily menu and important dates upcoming.

All children have a tapestry account where observations and records of their development are shared with their parent/carers, we encourage parent/carers to share experiences and activities that they have enjoyed at home with their families, linking the child's home life to nursery together.

Managers Signature

Managers Name

Date

April 2019

Review April 2020