



Suggestions for Working with Parents policy

Everyone's practice is different. Not all of these points will apply and you may wish to add some of your own. Your policy must reflect your everyday practice

- How do you acknowledge the parents as the most important people in the child's life?
- Do you treat all children and parents with equal concern?
- How do you stay up to date with good practice and relevant legislation?
- Do all parents receive copies of policies and procedures?
- Do you ask parents to complete and sign a written contract and consent forms for each child before the placement starts?
- How do you respect parents' wishes for their child(ren) to work in partnership ensuring consistency and compliance wherever possible with these wishes?
- How do you communicate with parents e.g. verbally, daily diaries, observations, invite parents to add to the children's development files, e-mail, telephone and texting?
- What information do you communicate to parents?
- Do you ask parents to notify you of significant changes, such as a new baby, parents' separation, divorce or any bereavement, which could affect their child?
- What information do you hold on the family and is this reviewed regularly? (things do change)
- Do you hold regular reviews of the child's development? (Including input from parents and other agencies)
- Do you discuss with parents immediately when you have any concerns about the children's development or behaviour and is consent for further involvement with other agencies sought if thought necessary?
- Do you issue receipts for payment to parents?

- How do you ask parents' for feedback on your service e.g. parent questionnaires?
- How do you deal with complaints?
- Where are your Ofsted registration certificate and the Ofsted poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details displayed?
- Do you inform all parents when an Ofsted inspection is due enabling parents to contribute their views to the inspector?
- Do you supply all parents with a copy of your last Ofsted report within five working days of receiving the report?
- Do you share with the parents and Ofsted all accidents, medication, pre-existing injuries and incident records relating to their child? Do you ask the parent to sign such records on the day of entry?
- Do the parents know that they have the right to see any data held about their family and any incorrect information to be corrected?
- Do the parents have the opportunity to view at any time the safeguarding children information found in the booklets "What to do if you are worried a child is being abused" (National summary booklet) and "Recognition and Referral of Possible Child Abuse"(Local booklet)?
- How do you assure confidentiality of all conversations and information gathered apart from when there is a need to protect the child and keep them safe e.g. child protection?
- How long will you keep any information on the family and what will you do with it when you have finished with it?
- Where is the information kept to ensure confidentiality?
- Do you give the parents the chance to have an input into this policy e.g. If you have any concerns regarding this policy please discuss them with me or refer to my complaints policy/procedure?

At the end of the policy:

- Always put a date when the policy was written.
- Always include the date when the policy needs to be reviewed (normally annually).
- Always include your signature.