

Parents as Partners and Access to Information

Purpose

We believe that children benefit the most when parents and staff work together in partnership to ensure quality care and learning for the children. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as carers, are able to support parents in an open and sensitive manner. A two-way sharing of information is key to this. We believe that an open access policy is the best way of encouraging participation.

The nursery wishes to ensure parents are part of the care and education team within the nursery.

Policy

- To recognise and support parents as their child's first and most important educators, and to welcome them into the life of the nursery
- To generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- We welcome all parents into the nursery at any time
- We welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to these mothers
- To ensure that all new parents are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided, and our full policy documents will be always available to parents as they will be kept in an easily accessible place within the nursery
- To maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- To support parents in their own continuing education and personal development and inform them of relevant conferences, workshops and training
- To create opportunities for parents to talk to other adults in a secure and supportive environment through activities such as 'Open Days', 'Parents Evenings' and 'Parent Partnership Group (PPG) meetings'
- To inform parents about nursery activities and events through regularly distributed newsletters
- We operate a key carer system involving parents for open discussions and information sharing regarding nursery and home circumstances, and individual needs
- We have online learning journals which ensure regular two-way communication between the setting and parents regarding learning and development
- We inform parents on a regular basis about their children's progress and involve them in the shared record keeping about their children
- Parents are welcome to see and contribute to all the records that are kept on their child, however the nursery will adhere to the 2018 General Data Protection Regulations. Key carers will need to be taken away from their usual duties to show parents the child's records, and so arrangements will need to be made in advance to ensure staff availability
- We consider and discuss fully, all suggestions from parents concerning the care and education of their child and the running of the nursery

- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the nursery in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language
- To inform all parents of the systems for registering queries, complaints or suggestions, and to check that parents understand these systems. All parents have access to our written complaints procedure
- To provide opportunities for parents to learn about the Early Years Foundation Stage and about young children's learning in the nursery and at home
- We provide a written contract between the parent(s) and the nursery regarding terms and conditions of acceptance and arrangements for payment
- We respect the families' religious and cultural backgrounds, individual needs, and accommodate any special requirements wherever possible and practical to do so
- We find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires, providing a suggestion system and encouraging parents to review working practices. These are then evaluated by the nursery to inform nursery practice, policy, and staff development.
- Information available to parents before their child starts at the nursery includes a prospectus and registration documents. This is followed by a nursery tour and a chance to discuss any issues in detail with the appropriate room staff, usually during settling in visits. An Early Years Foundation Stage introductory leaflet and Key Carer leaflet is provided once the child starts.

Our nursery policy requires all staff to be inclusive of all families, regardless of age, gender, ethnicity, sexuality, disability, etc.

All parent, child, and staff information is stored securely according to GDPR, including details, permissions, certificates, and photographic images.

Information that will be held for each child will include:

- Full name
- Date of birth
- Full address
- Full address of every parent/carer known to the setting
- Emergency contact details
- Medical information and GP contact details

The nursery's records and documentation are kept and stored in accordance with the minimum legislative archiving time. We currently archive records for between 3 and 21 years.

This will be reviewed annually and amended according to any change in law/legislation.

Associated documents:

- [Online Learning Journals policy](#)
- [Data Protection policy](#)
- [Settling in and Key Carer policy](#)
- [Complaints, Compliments and Conflict Resolution policy](#)
- [Registration documents](#)