



Working in Partnership with Parents and Carers Policy

Yellow Bird OfSC @ All Saints recognises that working in partnership with parents/ carers is of major value and importance to the club in enabling us to provide a happy, caring and stable environment for children. We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

- Initially parents/ carers and child(ren) will be invited to meet with a member of the management team to discuss and in some cases aid in the completion of the administration and consent forms. This will also give both parties the opportunities to ask questions and discuss company policies and procedures, as well as to highlight what can be expected from Yellow Birds and what we expect from them.
- Before each child attends the OfSC, their parents and carers will have the opportunity to meet the Play Leader and their child's key worker who will explain how the club works, this also gives the parents/ carers the opportunity to inform us their child's needs so that they can be cared for in the best possible way.
- Parents/ carers and children will be able to assist in production the OfSC play programmes and daily schedules, providing expertise as well as their views and opinions as to how they view the service, what they would like to see at the club and support the club's overall evaluation of policies, procedures and practices.
- During each term parents/ carers will be kept up to date with children's achievements and developments as well as areas that may be a cause of concern. They will also be able to follow daily events and see children's exhibits on display.
- At the end of the term parents/ carers will be given questionnaires to evaluate service received by Yellow Birds. Notably parents will be invited to leave any comments and suggestions throughout each term.

Implementations for working in partnership with parents and carers:

- The Play Leader and keyworker will always be available for discussion with parents. Arrangements can be made for more private discussions at an agreed time.
- Information provided by parents about their children will be kept confidential and treated on a strictly need to know basis.
- Information regarding the children's activities throughout the day is always available to parents on a daily basis, either by verbal communication or via posted information.
- Children's developments and achievements will be on shown for parents to view/read.
- Regular news sheets will be issued to keep parents up to date with information about the club, e.g. new developments or staff changes.
- If we have any concerns about a child's wellbeing during the session, every effort will be made to contact the parents or their emergency contact.
- When possible, to further encourage the children's development, parents will be asked to send in objects from home, e.g. photographs, items for projects.
- Parents are requested to keep us informed of any changes to personal circumstances which may have an effect on a child, this includes changes of address, telephone number, doctor, emergency contact.
- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional wellbeing, e.g. bereavement, separation or illness in the family.