

Working in Partnership with Parents and Other Agencies

Little Squirrels@Shiplake Primary



This policy was adopted February 2023

This policy will be updated February 2026

The policy must be reviewed and updated at least every 36 months

Working in Partnership with Parents

It is very important for children that we work in partnership. This will give a child continuity of care and (s)he will not become confused with different standards of behaviour and boundaries.

Parents/Carers are the central adults in a child's life and the ones making decisions on their behalf. We will endeavour to work closely with parents/carers in order to carry out their wishes for their child wherever we can. It is, therefore, important that we have an excellent communications system.

We appreciate that parents/carers may be in a rush to go in the morning and in the evenings, so we use a daily diary system for staff and parents to communicate children's non curricular achievements and changes in behaviour or habits. Each child also has a record book where we record observations and curricular achievements. We also have a closed facebook page for parents where we share photographs of the children's activities.

We are always happy to discuss a child and their care with Parents/Carers at any time that is convenient to us both, whether in person or over the phone. We also hold regular Parent/key worker meetings.

It is important that parents/carers inform us if there are any changes to a child's circumstances and of any changes in contact numbers, including work and mobile numbers and those of emergency contacts.

If we have any concerns about a child's behaviour, development, eating etc we will share them with parents/carers and if necessary work with parents/carers to seek support from outside agencies.

We encourage parents to share with us any concerns they may have about their child's behaviour, development or enjoyment of nursery. If a parent has any concerns we ask parents to follow our complaints policy.

Working in partnership with other agencies

Policy statement

We work in partnership with local and national agencies to promote the well-being of all children.

Procedures

- We work in partnership, or in tandem, with local and national agencies to promote the well-being of children.
- We have procedures in place for the sharing of information about children and families with other agencies. These are set out in our How We Use Your Data Policy, Safeguarding Children Policy and the Inclusion, Equality, Diversity and Values Policy.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome in our setting and respect their professional roles.
- We follow the protocols for working with agencies, for example on safeguarding.
- We ensure that staff from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other child(ren) during their visit.
- Our staff do not casually share information or seek informal advice about any named child/family.
- When necessary, we consult with and signpost to local and national agencies who offer a wealth of advice and information that help us to develop our understanding of the issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.