



St Bede's Childcare Ltd

Working in Partnership with Parents and Carers Policy

EYFS Legal Requirement:

Providers must enable a regular two-way flow of information with parents and/or carers and involve them in their child's learning and development. (EYFS 2024, 3.82)

Policy Statement

St Bede's Childcare is committed to building strong, positive partnerships with parents and carers. We recognise that parents are a child's **first and most important educators**, and we value their knowledge, input, and involvement.

Working in partnership is essential to ensure children's **learning, development, wellbeing, and safeguarding** needs are fully supported.

This policy should be read alongside our **Safeguarding and Child Protection Policy**, **SEND Policy**, and **Complaints Policy**.

Aims

We aim to:

- Build respectful, trusting relationships with families
- Promote effective two-way communication
- Involve parents in their child's learning and development
- Support children's wellbeing and safeguarding
- Ensure inclusive practice for all families

Communication

We will maintain regular communication through:

- Daily verbal handovers
- Online systems (e.g. EyLog)
- Newsletters and notices
- Meetings and consultations
- Open communication with staff and management

Parents/carers are encouraged to speak to staff at any time within agreed procedures.

Sharing Information

We will:

- Share information about:



- Children's development and progress
 - Daily activities and routines
 - Any concerns or achievements
- Provide opportunities for:
 - Regular parent meetings
 - Discussions with the **Key Person**
 - Feedback and questions
- Complete and share:
 - **Progress checks (including the 2-year check where applicable)**
 - Observations and assessments

Key Person Approach

Each child will be allocated a **Key Person** who will:

- Build a secure relationship with the child and family
- Monitor development and wellbeing
- Share information with parents/carers
- Work in partnership to support learning at home and in the setting

Settling-In Process

- Settling-in sessions will be arranged flexibly with parents/carers
- Children's routines, preferences, and needs will be discussed and recorded
- Parents/carers are encouraged to:
 - Share information about their child
 - Contact the setting during the day if needed

Safeguarding

- Partnership with parents supports safeguarding
- Any concerns about a child's welfare will be:
 - Reported to the **Designated Safeguarding Lead (DSL)**
 - Managed in line with safeguarding procedures
- Information may be shared without consent where a child is at risk of harm



Inclusion and SEND

We are committed to inclusive practice. We will:

- Work with the **SENDCo** and parents/carers
- Make reasonable adjustments to support all children
- Liaise with external professionals where required
- Respect all cultural, linguistic, and family backgrounds

Collection and Safety

- Parents/carers must provide:
 - Up-to-date contact details
 - Authorised persons for collection
- A password system may be used where appropriate
- Only authorised individuals (aged 16+) will collect children

Consent and Information

Parents/carers will be asked to provide consent for:

- Emergency medical treatment
- Photographs and observations
- Outings and activities

All information will be handled in line with **GDPR and confidentiality requirements**, including secure storage of digital and paper records.

Feedback and Complaints

We welcome feedback and will:

- Provide opportunities for parent questionnaires
- Respond to suggestions and concerns
- Follow the **Complaints Policy**, including a response within 28 days

Working Together

We will:

- Respect parents' views and contributions
- Support consistency between home and the setting



- Provide guidance and support where needed

Monitoring and Review

- The Manager will monitor partnership working
- Feedback will be used to improve practice
- This policy will be reviewed annually