



The Burrow

Policies and Procedures

3. Our Community



The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

3.2 Partnership with Parents/Carers

Policy statement

The Burrow believes that children benefit most from Early Years education and care when parents and settings work together in partnership, as outlined in **EYFS Statutory Framework (DfE 2025) (App OS3)**.

By 'parents' this policy refers to adults with full parental responsibility for the children in our care.

Our aim is to support parents as their children's first and most important educators, by involving them as much as possible in their children's education, and in the full life of our setting.

In carrying out the following procedures, we aim to ensure that all parents are included.

Our policy is determined by The Children Act (1989/2004)

Procedures

- We value our association with parents highly and work hard to build an open, trusting, strong, positive relationship with them all
- We endeavour to make parents feel welcome and safe in our setting and with our provision. We operate an open-door policy, encouraging parents to share as much information about their child, and their family, as possible, welcoming their contributions, whatever form these may take
- We do our best to ensure all parents are included and accommodated, which may involve different strategies for parental situations and arrangements, including disability
- We consult with all parents whenever possible and appropriate, to find out what works best for them
- We ensure on-going open dialogue with parents to improve our knowledge of the needs of their children and to support their families. This includes, amongst other things, message books, email correspondence, phone calls, an open-door policy, shared **First Progress Summary (2yr Check) (App 1.4b)**, **Busy Bunnies Book (App1.4c)** and **Home Challenge (App 1.4k)**
- The expectations that we have of our parents, and the reasons for them, are made clear at the point of registration, and we work together to uphold them
- We inform all parents about our policies and how The Burrow is run, through access to written information, regular informal communication, parents' meetings and discussion groups. We check to ensure parents understand the information that is given to them
- We provide parents with information about our fees, admissions, and funding arrangements via our policies, through our Registration and Induction Process, and on our website.
- Wherever possible and appropriate we seek parents' views regarding changes in the delivery of our service that have a direct impact on them or their children

- Parents are consulted on, and actively encouraged to participate in, decision making processes whenever appropriate
- As far as possible our service is provided in a flexible way, to meet the needs of parents without compromising the needs of children
- We provide sufficient opportunity for parents to share necessary information with staff
- Any discussions with parents are recorded on our **Discussion and Event Log (App1.2c)** to ensure appropriate actions are taken and a satisfactory conclusion is reached to support parents and children
- All information concerning a child and his/her family is kept confidential within our setting. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding a child's development that need to be shared with another agency. Prior to sharing information, we will seek parental permission, unless there are reasons not to in order to protect the safety of the child. Reference is made to this in our Confidentiality and Data Protection Policy, seeking consent for disclosure
- We provide information about the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language, making every effort to provide an interpreter for parents who speak an additional language and provide translated written materials as necessary
- We inform all parents of the systems for registering suggestions, comments, complaints or concerns and we check to ensure these are understood. All parents have access to our written complaints' procedure, and Safeguarding procedures
- We make clear our expectation that parents will participate in settling their child in on starting at The Burrow, according to an agreed plan as necessary
- Parental consent is sought to administer medication, take a child for emergency treatment, take a child on an outing and take photographs for use on our Social Media platforms
- Staff meet regularly with parents to discuss their child's progress and to share concerns if they arise with notes being recorded on the **Parent Consultation Form (App 3.2a)**
- Where applicable, the Manager, SEND Co-ordinator and key persons work with parents to carry out any agreed plans to support individual learning requirements or additional needs e.g. behavioural, emotional or developmental issues
- The manager, SENDCo, and key persons work with parents to carry out any agreed tasks where a **Personal SEND Action Plan Reflection (App 1.6a)**, or Surrey Individual Support Plan is in place for a child
- We involve parents in shared record keeping about their children - either formally or informally – and ensure they have access to their children's developmental records in their Learning Journeys
- We encourage parents to become involved in the social and cultural life of the setting and actively contribute to it e.g. stay & play sessions, cheese & wine social, skills & hobbies days, concerts etc

- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of The Burrow, and share all aspects of their home life as appropriate
- We support families to be involved in activities that promote their own learning and well-being, informing parents about relevant conferences, workshops and training
- We provide opportunities for parents to learn about the curriculum offered at The Burrow and about young children's learning, here and at home. There are opportunities for parents to take active roles in supporting their child's learning in the setting: informally through helping out or taking part in activities with their child, or through structured projects engaging parents and staff in learning about children's learning
- All our policies are accessible to parents to ensure they are kept fully informed about the procedures in place to promote the well-being and development of their children, as well as themselves and their families.

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery