

Working in Partnership policy

EYFS: 1.10, 3.27, 3.72, 3.73

At Next Generation nursery we believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to include them as an integral part of the care and early learning team within the nursery.

The key person system supports engagement with all parents/carers and will use strategies to ensure that all parents/carers can contribute to their child's learning and development. Parents/carers contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. Parents/carers are encouraged to support and share information about their children's learning and development at home. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents/carers as their child's first and most important educators and to welcome them into the life of the nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time and provide an area where parents can speak confidentially with us as required.
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure nursery documentation and communications are provided in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed management pack will be sent to parents/carers upon starting at nursery and will be referred to nursery website
- Maintain regular contact with parents/carers to help us to build a secure and beneficial working relationship for their children
- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training
- Create opportunities for parents/carers to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings and a parents' forum
- Inform parents/carers about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through regularly distributed newsletters, the nursery website and Facebook page
- Operate a key person system to enable parents to establish a close working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in nursery and at home. Parents/carers are given the name of the key person of their child and their role when the child starts
- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Parents' evenings will be held at least twice a year. The nursery will consult with parents about the times of meetings to avoid excluding anyone

- Actively encourage parents/carers to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form
- Agree the best communication method with parents e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents/carers to contribute their own skills, knowledge and interests to the activities of the nursery including signposting to relevant services, agencies and training opportunities
- Inform all parents/carers of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood
- Make sure all parents/carers have access to our written complaints procedure
- Share information about the Early Years Foundation Stage, young children's learning in the nursery, how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents/carers how the nursery supports children with special educational needs and disabilities
- Find out the needs and expectations of parents/carers. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development.

Working In partnership with other professionals

Here at Next Generation nursery we recognise the importance of working in partnership with other agencies and professionals to ensure the best possible care is provided and outcomes for children are supported and achieved as well as providing the support for families.

We will:

- Liaise with our Local schools in providing learning opportunities for Early years children who use our Schoolies club service to support what they are learning about at school. Ensuring that the early Years outcomes can be worked towards and supported within both settings.
- Work in partnership with our Local Authority Early Learning and Childcare team in ensuring that our setting is of a high standard and meets all requirements in providing quality childcare. We will liaise with our quality and assurance officer, Katherine Hale to identify areas of improvement and determine action points for us to work towards in improving our practise.
- We will work in partnership with the ELCC Inclusion team in ensuring that children with additional needs are supported to the best of our ability. We will seek advice and support at termly Inclusion Progress Meetings and act upon this. We will continue to liaise with them on an ongoing basis to update on any improvements, to determine whether further help is needed and to clarify the support being given.
- We will liaise with any further agencies involved with children such as speech and language therapy, occupational therapists, paediatricians etc to ensure that the best possible support is being provided for the child. This could include attending regular meetings to update all professionals working around the child or could be visits to nursery to see the child in their learning environment.
- We will liaise with our local health visitors in carrying out 2 year development checks on children. We will contact them to make them aware of which children attend out setting who

are ready for their development check to take place. We will then work with the health visitor in carrying out an integrated check/review on the child within the setting.

- Work in partnership with our local nurseries for advice and support as well as using our designated start well centre, whereby some professionals are based that we can contact should we need to for specific matters.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>27/1/17</i>	<i>Z.Morgan</i>	<i>27/1/18</i>