



Parents/carers Involvement Policy



Parents/carers are the first educators of their young children. The aim of the Setting is to support their essential work. We will ensure that:-

1. All new parents/carers are made aware of the key person and buddy group systems and policies.
2. Parents/carers are informed on a regular basis, about their child's progress. They will be invited to have a meeting with their child's key person to discuss their child's profile and add to their Individual Learning/Education Plans within the Nursery every 6 – 12 weeks. Parents/carers are openly invited by their child's key person to contribute towards their child's Individual Learning/Education Plans. Opportunities to do this are given through regular meetings and verbal communication. The Setting feels that parents/carers contributions are invaluable toward creating a full picture of their child's development.
3. All parents/carers are given the opportunity to contribute their own skills, knowledge and interests to the activities of the group.
4. Parents/carers are involved in shared record keeping about their own child, informally or formally, verbally or in writing. Parents/carers have access to their child's records and are consulted in respect of the care given.
5. All parents/carers are fully informed about staff and key worker meetings. The setting displays information/posters regarding any conferences, workshops and training courses that may be relevant to parents/carers.
6. Parents/carers will be invited to attend staff meetings. Details of dates and times are provided via notices in the Setting.
7. Open days for Parents/carers have now been replaced by an Induction Meeting which is now via an appointment system.
8. Parents/carers are very welcome to come into the Setting to help out or to visit at any time. There is a 'volunteer Rota' available so please do not hesitate to ask a member of staff if you would like to put your name on this rota. All offers of assistance are appreciated. We offer a fully inclusive service. Parents/carers and volunteers joining the setting's team will be required to assist the staff with tasks they are performing, activities they are taking part in with the children, (such as craft activities, team games, etc). Jobs may include, reading stories, helping with arts and crafts, encouraging and assisting children in team games, helping with displays. ALL parents/carers and volunteers will be welcome in the setting at all times in line with our Equality and Diversity Policy.
9. It is made known (via the Complaints Procedure Policy) to all parents/carers the systems for registering queries, complaints or suggestions. Complaint forms are kept in a folder on the desk in the entrance, and there is a 'Questionnaire/Suggestion box' in the entrance of the Setting for any suggestions or ideas parents/carers may wish to put forward.
10. Information about the Setting's activities and events are regularly displayed through newsletters, notice boards and via the website and Facebook page. Information is also given to parents/carers verbally. The leaflet rack near the main door also contains useful information on various matters which include health advice, offers on courses, etc.
11. All Policies in paper format are available to view in the Setting. A selection of those policies are available to view on our website: <http://www.healingnursery.co.uk> Any changes to Policies are recorded on the Policy Review Sheets which are kept with the Policies.

12. All parents/carers or volunteers who do not have a DBS clearance will be supervised at all times by a member of staff. Only long term volunteers with a DBS clearance will be allowed to be unsupervised with children for short periods of time. Under no circumstance are parents/carers/students or short-term volunteers allowed to be unsupervised with the children at any time.
13. All parents/carers and volunteers will be required to sign in and out if the visitors book and wear a visitors badge throughout their visit. Parents/carers and volunteers will **NOT** be included in the adult to children ratios. Due to our Confidentiality Policy in the setting all issues discussed and any children's discussions are **kept within the setting and are not to be discussed outside the setting** (please refer to Confidentiality Policy).
14. All parents/carers and volunteers are responsible to the co-ordinator in charge that day, any problems or issues must be discussed with the co-ordinator in charge and they will all be taken seriously and acted upon accordingly.
15. A file is available at each session for the reporting of any accident/incident. This will be monitored regularly; each child has individual accident sheets to ensure confidentiality.
16. All adults are aware of the system in operation for children's arrivals and departures, recording when each child arrives and departs. A member of staff will supervise the main door during these periods.
17. Children will only be allowed to leave the setting with authorised adults named on their registration form. There is a book available which has to be signed for children collected from the setting by anyone other than the person who brings the child at the beginning of the session and who are not listed on the child's registration form. We do have a password system in operation so if a parent/carer informs a member of staff that someone unknown to the Setting's staff will be collecting their child then the parent/carer will be issued with a password to give to the person collecting the child. Members of staff on duty will be informed and whoever collects the child will be asked for the password. The password is changed on a daily basis. We do have other procedures in place in the unlikely event that the person has forgotten/not been given the password.
18. Fire drills are held at least twice each term.
19. A record of both adults and children is completed as people arrive, in the form of a register and visitors book. This ensures that a complete record of all those present in the setting is available in the event of any emergency.
20. There is a no smoking policy in the building and nursery gardens.
21. A correctly equipped first aid box is available at all times.
22. Fire extinguishers are checked annually by a Fire Safety Officer and staff are familiar with instructions on how to use this equipment.
23. Whenever children are on the premises at least two adults are present.
24. The premises are checked before locking up at the end of the session and also at the beginning of the session and information is recorded.
25. All children are insured during the hours of 8am-6pm.

Lost Property - Our Lost Property Officer is Sally Mumby. Healing Village Nursery/Oosc will try to ensure all items/property left behind are returned to its owners. This will hopefully be achieved by;

- a. Identifying the owners by naming items and returning them as soon as possible.
- b. Asking the children & parents/carers at the end of the session if they recognise items which have been found.
- c. The contents of the 'Lost Property Box' are regularly displayed to encourage recognition.

- d. Any lost property still unclaimed after each term will be disposed of by either:- Sending it to a local good cause/charity; disposal/recycling when possible; using it within the setting.

Visits and Outings Policy

As part of our activities the children may be taken for local walks, visits etc. off the premises and permission will be sought for your child to be included in such outings.

- a. A staff member shall inform you in advance of any visits or outings involving the transportation of children/young people away from the setting.
- b. The setting will inform parents/carers whether a private passenger vehicle or public transport will be used.
- c. When taking a child on such a trip, outing or special event, the setting will:
 - i. Secure individual written consent slips signed by parents/carers.
 - ii. Advise parents/carers of the time and place of the visit and also provide an itinerary of the day.
 - iii. Advise parents on equipment needed for the trip i.e. coats, rucksack, sun cream, packed lunch etc.
- d. Risk assessments on trips/transport/children/staff will be completed and signed by all staff. Children will also be consulted. Risk assessments on the destinations will be carried out on a pre-visit by staff.
- e. The ratio for staff to children depends on the age group and will be agreed upon at the time, parent helpers will always be in a group with members of staff.
- e. Parent helpers will be invited to attend a briefing meeting so they are aware of what is expected of them and what they can and cannot do.
- f. The staff members will :-
 - I. Consult trip tick list to ensure they have everything they need.
 - II. Divide the children into small groups and allocate at least two members of staff
 - III. A risk assessment will be carried out on staff ratios as some children may require additional support in which case the staff to child ratio will be made higher.
 - IV. Take a register at planned intervals of all the children and helpers.
 - V. Take a full first aid kit.
 - VI. Take contact numbers and emergency medical/contact forms.
 - VII. Anything else that is deemed necessary for the comfort of the trip.
 - VIII. All children will wear a label/tag with the contact number of the setting. Children are encouraged to wear a red t-shirt so they are highly visible.
 - IX. The register will be taken at the setting before departure, upon arrival at the destination, halfway through the trip, before departure on the return trip and again on arrival back at the setting and at any other point during the trip as and when deemed necessary.

This policy was adopted at a meeting of the Nursery/Oosc held on 17 November 2016

Signed on behalf of the Nursery/Oosc: