

<b>Policy/Procedure Title</b>	APN006 Partnership with Parents/carers Policy	
<b>Review Cycle</b> (*Delete as appropriate)	Biennial	
<b>Responsible Department</b>	Science and Public Sector Services – Applewood Nursery	
<b>Procedure *Owner</b> (*Overall responsibility)	Head of Faculty – Science and Public Sector Services	
<b>Responsible *Person</b> (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager	
<b>Types of provision this procedure applies to:</b> (delete as appropriate)	Support Department	
<b>Revision Record</b>		
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Details and purpose of Revision:</b>
0	14/6/18	New procedure
1	Sept 2020	Biennial review
2	February 2026	Update and Review

**Equality Impact Assessment**

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

**Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:**

<b>Date:</b>	<b>Action and Monitoring:</b>
20.2.26	Review and update

### E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

### Contents

1 Policy .....	3
2 Purpose .....	3
3 Scope .....	3
4 Actions and Responsibilities .....	3
5 Further Information and Guidance .....	4
6 Associate Documents .....	5

## 1 Policy

Applewood welcomes all families, and everyone is valued and made to feel welcome by staff who ensure an equality and anti-discriminatory ethos is practiced, whatever the ethnic, cultural or social make-up of the family. We recognise parents/carers as their child's first educator and the people who know them best.

## 2 Purpose

Practitioners and parents/carers learn from each other and working together will have a positive impact on the children's development and learning. Therefore, it is vital that both practitioner and parents/carers work in a strong partnership, supporting and extending children's learning to enable children to achieve their best outcomes.

## 3 Scope

All Nursery staff, parents / carers and children

## 4 Actions and Responsibilities

Our partnership with parents/carers starts on the very first introduction. New families will be invited to look round the nursery with introductions to practitioners who will be working directly with their child. Parents/carers are provided with written information about the setting, including information about the setting's safeguarding actions and our responsibilities under the Prevent Duty.

There is sufficient opportunity for parents/carers to share necessary information with staff, and this is recorded and stored to protect confidentiality. Key persons work with parents/carers to carry out any agreed tasks where a Protection Plan is in place for a child.

Parents/carers are involved in the assessment of their child's progress, including the 2 year old check. Information about a child and his or her family is kept confidential within the 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. Parental permission will be sought unless there are genuine concerns that obtaining consent could potentially place the child at further risk of harm.

Parental consent is sought to administer medication, take a child for emergency treatment, take a child on an outing and take photographs for the purposes of record keeping.

Parents/carers are requested to inform the setting if their child is absent due to illness or other reasons on the first day of the absence.

Parents/carers' views are sought regarding changes in the delivery of the service.

Procedures are in place for sharing of information about children and families with other agencies. Information shared by other agencies (third party information) is also kept in confidence and not shared without consent from that agency.

The Manager and all staff will always welcome everyone and has an open-door policy where all are encouraged to express their views regarding the setting.

Settling in sessions will be arranged for the parent and child to get to know their key person. Each child is assigned a key person who builds a relationship with both child and parent. The key person will find out all information from the parents/carers and complete an 'all-about-me' during the settling in time. The key person will effectively share information with parents/carers for your child's needs to be understood and therefore met. The Key Person will capture all your child's learning on Tapestry and talking about your

child's learning may happen informally at the beginning or end of the day when you drop off or collect your child from nursery.

Practitioners also encourage parents/carers to share their child's development and learning on Tapestry and verbally, making a valuable contribution.

A daily information sheet is shared with parents/carers in Bumblebees, the baby room. In Ladybirds and Grasshoppers room, practitioners will tell the parent / guardian about their child's day at pick up time. Written information can be provided beyond the baby room if this is needed by the family.

Applewood shares information about the Early Years Foundation Stage, how parents/carers can further support learning at home and where they can access further information. When your child leaves Applewood, their learning journey is offered to be sent to you by email.

We encourage parents/carers into Applewood to share any skills, interests and hobbies that might extend the children's experiences.

We ensure that parents/carers are aware of the Nursery policies and procedures and that they are always available.

Applewood respects the family's religion and cultural backgrounds and accommodate any special requirements whenever possible and practical to do so.

We inform all parents/carers of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents/carers have access to our written complaints procedure (STU02).

## 5 Further Information and Guidance

By signing acceptance of the Terms & Conditions you give Applewood consent to retain and process information provided by the parent/guardian, which directly relates to the child, for the sole purpose of childcare. Such information will remain with Applewood for up to 6 years or be transferred to a school of your choice, once your child leaves the Nursery.

**GDPR** is a new law that replaces the Data Protection Act 1998. The GDPR sets out requirements for how organisations will need to handle personal data from 25 May 2018.

For Early Years' Service to continue adhering to data protection laws it is necessary to see consent that all personal data can be held, used and shared with the Local Authority. This includes data previously collected for the purposes of training, funding, communication (e.g. newsletters & emails).

Please Note:

1. Consent has historically been sought via application or claim forms, and this process will remain in place where applicable
2. Early Years information including child data is retained in line with the Norfolk County Council Record Retention Policy
3. This consent form will replace all previously submitted declarations of consent
4. Where you are sharing information about individuals or cohorts of children you must have obtained informed consent prior to sharing the data

The **GDPR** specifically related to **Applewood Nursery** applies to 'personal data', which means any information relating to an identifiable person who can be directly or indirectly identified.

6 Associated Documents

APN005 - Admissions Policy

STU02 – Complaints, Compliments and Suggestions