

#### **4.4 Parents as Partners Policy St Gregory's Childcare Trust**

##### **Aims**

It is the policy of the St. Gregory's Child Care Trust to work with parents as our partners in providing the best care for their children. We recognise that parents generally have the best knowledge of their own child.

**Actions:** In order to achieve this:

The Trustees will:

- Ensure that this policy is understood and practised by all connected with the Trust.
- Annually review and, if necessary, revise the policy.

**The Management Committee will:**

- ensure that parents are welcome to visit the Preschool, the Nursery or the Kids' Clubs at any time.
- Ensure that parents are kept fully informed about their child's activities, , accidents, behaviour problems or any other significant events.
- Ensure that parents have access to their child's records.
- Ensure that parents are consulted about the care given to their child.
- Ensure that parents have access to a copy of all policies of the Trust.

**The Session Leader will:**

- Ensure that a record is kept of any relevant incident.
- Arrange to speak to the parent privately about any confidential matters concerning their child.
- Make a later appointment if the parent wishes to discuss any incidents further.
- Inform the parent of the grievance policy.
- Ensure that children's records are kept up to date

**The staff will:**

- Ensure that there are sufficient opportunities for parents or carers to discuss their child's progress and to plan for future activities.
- Ensure that all discussions with parents or carers are confidential, and always take place away from other parents or children.
- Keep a record of any incident which needs to be discussed with parents.
- Report any incident to the leader who will deal with the parents.

**Parents will:**

- Ensure that their child's records are kept up to date
- Ensure that persons collecting their children other than themselves are written on their child's registration form and they must be over 17 years of age unless special permission has been given.
- Pay all invoices promptly.

Updated August 2019