



Maisie Poppins
Nursery

the holistic approach to childhood

Maisie Poppins Nursery: Updated Policies & Procedures

Policy and Procedure on Partnership Working with Parents/Carers and Professionals

Policy

We believe it is very important for children and families for primary care givers and key people in a child's life to work together in partnership to best meet the needs of all but the children as priority.

It is important to share information together especially managing the support of a child through significant events, 'ages and stages' related behaviors and general day to day life.

We follow the guidance in the '*working together to safeguard children*' document.

Our style of working is around creating a fluid safe circle around the child where each part of their world is consistent and compliments the other, for example adopting the same response to an unwanted behaviour both at home and at childcare.

It is our duty to the child to work in partnership with any professionals involved in your child's care as per the child's best interests. Wherever possible there will be clear and open communication about this.

Procedure

We keep up to date about working in partnership with parents, carers and professionals and with relevant legislation by taking regular training and by reading relevant publications/online media such as 'Children & Young People Now', the Guardian and the preschool alliance.

All parents can view our policies and procedures.

We draw up and sign a written contract with parents before the the nursery place is taken which details the expectations of the care to be provided, activities and business arrangements.

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The contract is signed by the parent(s)/carer and ourselves and dated. A copy is given to the parent(s)/carer and any other party involved in the contractual arrangements. The contract is reviewed every six months or when circumstances change.

Wherever possible we try to meet parents' requests for the care of their children according to their values and practices, preferences and attitudes. Family customs and beliefs about dietary requirements, dress code, hair and skin care, and help required with toilet and washing are respected as detailed in my equal opportunities policy as long as they are in line with our policies and procedures.

Records of the requirements agreed are kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.

We will notify all parents in advance when we are to be inspected so that parents can contribute their views to the inspector if they want to. We will supply parents with a copy of the Ofsted report within five working days of us receiving the report online and or hard copy.

We keep parents informed about daily routines and childcare practices and share information about the children with parents through our online and hard copy curriculum and timetables and staff rota.

We maintain a record of parents' and/or emergency contact details, contact details for the child's GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.

Children will only be released from my care to the parent(s)/carer(s), or to someone named and authorised by the parent/carer. A password might be used to confirm identity if the person collecting the child is not previously known to me.

If a child is identified as a child in need (section 17 of the Children Act 2004) I will, normally with the parent's permission, give appropriate information to referring agencies.

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We expect parents to inform me of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour, such as a new baby, parents' separation, divorce, new partner or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

We offer regular review meetings with parents to discuss their child's care and any issues or concerns, preferably when the child is not present. If we do not share the same first language as the child's parent, we will find a way of communicating effectively with them. This may include seeking guidance from the local early year's team.

We work together with parents to make sure that the care of their child is consistent. A consistent approach benefits the child's welfare and helps ensure the child is not confused.

All complaints will be investigated. Please see our Complaints Policy.
All significant incidents are recorded in an incident book and will be shared and discussed with parents so that we can work together to resolve any issues.

Author: May Collin ©

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