

# Mel Andrew Daycare Working with parents and sharing information policy

## **Working with parents and sharing information policy statement:**

I aim to provide good quality care and education for all children through the appropriate sharing of information and the successful delivery of the EYFS and the Register requirements. I also aim to work in partnership with parents to meet the needs of the children, and to share information with relevant organisations. Sharing information between early years practitioners is a requirement of the Ofsted Early Years Register and the EYFS Framework. By sharing information between the early years professionals involved in each child's life, we are able to provide for and meet their needs more fully, aid the settling in process and coordinate planning and record keeping for individual children.

All children and adults are treated with equal concern and are made to feel welcome in my home.

## **Procedure (how I put the statement into practice)**

I keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications such as *Who Minds?*, Newsletters and discussions at support meetings.

I draw up and sign a written contract with parents before the placement starts which details the expectations of the care to be provided, activities and business arrangements. The contract is signed by the parent(s) and myself and dated. A copy is given to the parent(s) and any other party involved in the contractual arrangements. The contract is reviewed every 12 months or when circumstances change. I can issue receipts (or invoices) for all monies paid.

- Ensuring continuity and coherence by sharing relevant information with other relevant information with other early years professionals and with parents
- Facilitating the identification of children's learning needs
- Ensuring a quick response to any area of particular difficulty

Wherever possible I 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, help required with toilet and washing are respected as detailed in my equal opportunities policy.

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

- Permission forms for the sharing of information will be obtained from the child's parent/carer before other professionals are contacted. This will clearly state how information will be used and stored and what information can be shared and with whom.
- Parents will be asked to sign to say that they understand the circumstances

when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.

- Only those with parent rights can give or refuse consent for the sharing of information.
- This policy and confidentiality policy will be discussed with parents/Carers when a child starts at the setting to ensure that they are fully aware of their rights before permissions for sharing information are sought.
- Information collected from other professionals will be used in planning for continuity of care, eg children's likes and dislikes, activity themes and curriculum, school outings, special friendships, any upsets, or sickness during the day, or any special arrangements to ensure inclusion.
- I will seek advice where necessary and record the outcome of any discussions in a confidential manner.

I will notify all parents in advance when I am to be inspected by Ofsted so that parents can contribute their views to the inspector if they want to. I will supply parents with a copy of the Ofsted report if they want it.

I keep parents regularly informed about my daily routines and childcare practices and share information about the children with parents using an observation diary, which stays with the child once complete and is shared with the parents. I also communicate by email, telephone, face-to-face meetings and text messages. I informally share information when the children are collected or dropped off.

I will share relevant information with the necessary organisations, ie when dropping the child off on your behalf, messages will be relayed on your behalf, and any further developments, ie, no sleep, had medicine, no homework in the bag, not eaten etc. I will also contact the child's nursery/school to enable us to work in partnership and share information again that is only relevant to that child's continuity of care.

I maintain a record of parents' and 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 1989) I will, normally with the parent's permission, give appropriate information to referring agencies.

I 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.

I 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 I do not share the same first language as the child's parent, I will find a way of communicating effectively with them. This may include seeking guidance from the local early years team.

I 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 my 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.

Childminder's name	Melanie McKenna
Childminder's signature	
Date	23/11/09

Date policy was written	23 November 2009
This policy is due for review on the following date	Reviewed 29 September 2010, some information same as that on Behaviour policy. Inclusion statements amended.
Next review due 29/9/11	