



16. Parental Involvement Policy & Procedure

16.1 Statement

Wyke Community and Children's Centre is committed to the values of the Early Years Foundation Stage Statutory Framework and will work with parents and carers to ensure that children are safe, achieve well and live positive and healthy lives.

We will provide quality care, education and information for their children and ensure that parents and carers are involved in all aspects of our work.

16.2 Implementation & Procedure

- We will work with parents and carers to ensure that: Their concerns are listened to, taken seriously and treated sensitively.
- We follow the Freedom of Information Act by ensuring all information and records held by us are available to parents and carers upon request.
- Any information about our Centre including Policies and Procedures is easily accessible and understandable.
- We keep parents informed and up to date with what is happening in our Centre and the work that is being done with their child/ren.
- We have an 'open door' policy in that parents and carers are able to speak to our staff at a time that suits them.
- We work with the groups who are less represented including fathers, parents who live apart from their children but who still play a part in their lives and working parents.
- Ensure that all children are added to Capture Education Services tracking tool and that parents have access to their child's profile and receive email notifications when new information is added.
- Ensure that practitioners communicate often with parents to ensure children's transitions are well supported, including those to another setting or life transitions, such as moving house or the birth of a new baby.

16.3 We recognise that a number of other policies and procedures developed and implemented by us form part of the wider agenda Parental Involvement and this policy should be read in conjunction with the following policies and procedures:

Settling in and Transition Policy

Early Years Foundation Stage Policy

Special Educational Needs and Disabilities Policy.

16.3 Roles and Responsibilities

All employees have responsibility for ensuring that this policy is adhered to and that our parents and carers feel welcome and valued at our Centre.