

## WORKING WITH PARENTS - CHILDMINDER

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### **Policy Statement: Working with parents**

I aim to work in partnership with parents and carers to meet the needs of the children I care for.

I respect that parents are children's first and most enduring educators. When parents and childcare practitioners work together in early year's settings, the results have a positive impact on children's development and learning.

I treat all children and adults equally and create a welcoming, inclusive environment in my home.

### **Procedure**

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 The Childcare Professional.

All parents receive or have access to a copy of my policies and procedures, information about the types of activities provided, the daily routines and how parents can share learning at home.

### **Contracts and records**

I draw up and sign a written contract with parents before the placement starts. The contract is signed by the parent/s and myself and dated. I give copies to the parent/s and any other party involved in the contractual arrangements.

I review the contract with parents every 12 months or when circumstances change.

I issue a receipt for all payments received in cash from parents.

I meet parents' requests wherever possible for the care of their children according to their values and practices, preferences and attitudes.

I keep records of these requests with the child record forms which also contain emergency contact numbers, dietary requirements/preferences, food allergies, health requirements, and information about who has legal contact with the child and who has parental responsibility for the child. These records are revisited and updated during regular reviews with parents.

### **Communication with parents**

I work together with parents to make sure that the care of their child is consistent.

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I make time for discussion about a child's needs by sharing information with parents about daily routines and activities in my setting and in the child's home.

Ways of sharing this information can include inviting parents to add to children's learning journey folders, daily diaries, email, telephone, whatsapp, texts, face-to-face meetings, and informal day to day feed back.

I will discuss any changes in my or the child's home circumstances which may impact on the child's development or my ability to care for a child.

I offer regular review meetings as and when required with parents to discuss their child's learning and development share observations and discuss next steps.

I welcome parents' feed back on my service. Please refer to my Complaints Policy on my procedures for managing negative feedback.

I display my Ofsted registration certificate and the Ofsted poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details.

### **Ofsted inspections**

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.

I will supply parents with a copy of the Ofsted report within five working days of receiving the report.

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.

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Childminder's name	LOUISE HARRISON
Childminder's signature	
Date	11/03/2016
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	11/03/2016
This policy is due for review on the following date	11/03/2017

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements

**Information and records**

**Learning and development requirement**

## Links to your PACEY Professional Standards - Member

### 1. Children first

- C1.1 Organise activities, routines and experiences to promote children's development.
- C2.1 Respect and value children's individual needs and differences.

### 2. Enabling environments

- E1.1 Plan and organise my setting to make sure it is safe and welcoming.
- E2.1 Work in partnership with parents, carers, other childcare practitioners and professionals.

### 3. My professional role

- P1.1 Reflect on and develop my practice.

### 4. Childcare service

- S1.1 Meet relevant laws, regulations and benchmarks for quality.

## Links to your PACEY Professional Standards - Affiliate

### 1. Children first

- C1.2 Organise routines, activities and experiences to promote children's development
- C2.2 Respect and value children's individual needs and differences

### 2. Enabling environments

- E1.2 Plan and organise my setting to make sure it is safe and welcoming
- E2.2 Work in partnership with parents, carers, other childcare practitioners and professionals

### 3. My professional role

- P1.2 Reflect on and develop my practice

### 4. Childcare service

- S1.2 Meet relevant laws, regulations and benchmarks for quality