

Parental involvement policy and procedure

It is the policy of *Wenvoe Playgroup CIO* to:

- Encourage and welcome parents'/carers' involvement in the management and day-to-day running of this provision.
- Provide high quality care that enhances the care, learning and development of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.
- Welcome parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.

We do this by:

- Encouraging parents/carers to visit us with their child before registering.
- Informing parents/carers of the ethos, statement of purpose, operational plan and policies and procedures of *Wenvoe Playgroup CIO* prior to their child starting.
- Recognising and respecting that parents/carers have the prime responsibility for their children.
- Asking parents/carers to provide a comprehensive and detailed account of the needs and preferences of their child before starting.
- Working in partnership with parents/carers to meet the needs of the children, both individually and as a group.
- Recognising that parenting is a shared responsibility for parents who live apart and providing an inclusive approach to involving and providing information to both parents (where this does not conflict with the child's safety and wellbeing).
- Making every effort to communicate clearly with all parents/carers.
- Operating a settling-in policy for all children who attend *Wenvoe Playgroup CIO*.
- Providing regular *newsletters* and *communication* about our provision to parents/carers and inviting them to contribute.
- Encouraging parents/carers to take part in the provision's activities and the importance of play in their child's development in *Wenvoe Playgroup CIO* and at home.

- Welcoming all contributions (skills, knowledge and interest) from parents/carers to the benefit of *Wenvoe Playgroup CIO*.
- Sharing details of a child's achievements, any changes of behaviour, etc and encouraging all parents/carers to discuss the progress of their child formally or informally, in confidence and in privacy, as they need.
- Providing a key worker system that enables parents/carers to have a consistent adult with whom they can share information about their child's activities and development.
- Recognising that parents/carers have the right to access their child's records in line with our policy about privacy and confidentiality. (Any third party requests for information will be discussed with parents/carers and information shared only with their consent - unless this may place the child's welfare at risk.)
- If a child is identified as a child in need (Section 17 of the Children Act 1989) information will be given to referring agencies, with parents'/carers' permission.
- Informing all parents/carers about how to make any queries, compliments complaints, concerns or suggestions, including providing a copy of *Wenvoe Playgroup CIO's* complaints procedure.
- Involving parents/carers to contribute to any review of the quality of *Wenvoe Playgroup CIO's* care service.
- Encouraging parents/carers to play an active part in the management committee & notify them about meetings.
- Operating effective and accessible policies and procedures.

This **Parental Involvement** policy and procedure was passed for use in *Wenvoe Playgroup CIO*

On: 14/11/25

By: *Sandra Morgan* Position: RI/Person In Charge

Date of planned review: Annually or sooner if changes in practice/legislation.