



# Cornbank Early Learning and Childcare Setting



## Parental Involvement Policy

### Parents and Carers Participation

At Cornbank ELC we believe that parents / carers and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents /carers as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents / carers in an open and sensitive manner to be an integral part of the care and early learning team within our settings.

The key worker system supports engagement with all parents / carers and uses strategies to ensure that all parents / carers can contribute to their child's learning and development. Parents / carers contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. Parents / carers are encouraged to support and share information about their children's learning and development at home. The key worker system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of our setting.
- Generate confidence and encourage parents / carers to trust their own instincts and judgement regarding their own child.
- Welcome all parents / carers to the ELC setting and provide opportunities where parents / carers can speak confidentially with us as required.
- When required, staff will support parents with documentation in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications.
- Ensure that all parents are aware of the ELC settings policies and procedures and that they have the opportunity to contribute to the review process. A detailed parent / carer pack/nursery handbook will be provided and our full policy documents will be available to parents /carers at all times on the school website.
- Maintain regular contact with parents / carers to help us to build a secure and beneficial working relationship for their children.
- Inform parents / carers about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events.
- Operate a key worker system to enable parents to establish a close working relationship with a named childcare practitioner and to support two-way information sharing about each child's individual needs both in the centre and at

home. Parents / carers are given the name of the key worker of their child and their role when the child starts.

- Inform parents / carers on a regular basis about their child's progress and involve them in shared record keeping.
- Actively encourage parents / carers to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs, in written form or on a digital platform. We are very active on our closed twitter page @cornbanknursery. See appendix one (Information on Linking Our Learning).
- Agree the best communication method with parents / carers e.g. face-to-face, telephone, digitally and share information about the child's day, e.g. food eaten, activities, sleep times, etc.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and setting operation.
- Provide opportunities and support for all parents / carers to contribute their own skills, knowledge and interests to the activities of the centre.
- Inform all parents / carers of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents.
- Make sure all parents have access to our written complaints/compliments procedure.
- Share information about the Curriculum for Excellence, young children's learning in the nursery, how parents can further support learning at home and where they can access further information.
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents how the ELC setting support children with additional needs for learning and disabilities.
- Find out the needs and expectations of parents / carers. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents / carers to review working practices. We will evaluate any responses and use these to promote practice, policy and staff development.
- Signpost parents to the Scottish Government Parent Club website. [www.Parentclub.scot](http://www.Parentclub.scot)

*"Parent Club offers up-to-date guidance from the Scottish Government on your child's health and education. It's full of hints and tips from other parents and carers who've been there before. It also has advice to help you look after your own wellbeing and to point you in the direction of the support available."*

### **Promises to Parents and Other Clients**

We undertake to provide high-quality childcare for all children using our ELC settings nurseries.

**Key features of our service:**

- To provide a nurturing play environment for all children which encourages them to develop sociability and self-confidence
- To guarantee outdoor play every day for children of all ages, including trips out to local nature trails/parks and other sites of interest
- To give a prominent place to the arts (painting, clay, music, drama, make-believe, dance, etc.) in the children's daily activity programme in order to foster creativity and release children's imaginative potential
- To run a rolling programme of staff training on all aspects of child development and human relations in order to maintain quality standards in all areas of operation

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