



## Working in Partnership Date: January 2024

## Review Date: December 2025

### **Policy statement**

At Muddy Puddles Nursery we work in partnership with parents, schools and with local and national agencies to promote the well-being of all children.

### **Procedures**

- We work in partnership or in tandem with, local and national agencies to promote the wellbeing of children. (BBC Cancer Research, Young writers UK, Pyjarama Book trust, Work Experience Agency , Harrow Council)
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in the Information Sharing Policy, Safeguarding and Child Protection Policy and the Supporting Children with Special Educational Needs Policy.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome in the nursery and their professional roles are respected.
- We follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting in the nursery and do not have access to any other children during their visit.
- Our staff do not casually share information or seek informal advice about any named child/family.
- When necessary, we consult with local and national agencies who offer a wealth of advice and information that help us to develop our understanding of the issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.

Muddy Puddles Nursery sees its partnership with parents to be very important

- Parents are experts on their own child and are their child's first and main educators. To meet the needs of children in our care effectively, we need to build strong relationships with parents and make sure that the sharing of information is a two-way, on-going process. Our aim is to achieve an open, supportive relationship with parents, who will be made to feel welcome, involved and fully informed about what happens in the nursery.
- Parents are reassured that their child is going to be well cared for and encouraged to develop and learn in an environment which values and needs their contribution on a day to day basis. They will be kept informed about their child's development and general process on daily basis. Good, clear communication means that the needs of the child and his/her family can be met more easily.
- We will work with families, respecting and understanding their culture, background and composition, ensuring that working parents are afforded every opportunity to take part in nursery activities and outings. All information given by parents will remain confidential except in issues of child protection or in a medical emergency when appropriate details will be shared with the Local Authority or Medical Staff. In such circumstances, parents will obviously be informed and kept up to date.
- Nursery staff is informed as soon as possible if a child is to be away from nursery for any reason, or if any change in home circumstances may have a bearing on their child's behaviour or emotional wellbeing.
- Practical information like change of address/telephone number/GP details must be kept accurate at all times.
- Parents must familiarise themselves with the nursery's behaviour policy and illness exclusion information.
- We welcome any contributions or suggestions for the nursery so that the children can be cared for and encouraged to learn to the best of our ability.
- The child's progress and information records are available for the parent to see in the nursery but are otherwise kept confidential by staff. They will be given to the parents when the child leaves the nursery to help with any transition to school or simply to keep as a memento of a special time in his/her life. The child's key worker will meet the parents at a convenient time to discuss any aspect of the child's care or progress. Termly reviews and yearly reviews are decided as well.
- Staff at the nursery are available at all times to offer support and advice, enabling parent to leave the child secure in the knowledge that s/he is being well looked after.
- Parents are welcome to visit the nursery at any time-Open Door Policy.