



## Working in Partnership Policy

At Creative Stars we work in partnership with parents and with local and national agencies to promote the well-being of all children.

### Procedures

- We work in partnership or alongside local and national agencies to promote the wellbeing of children.
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in the Safeguarding and Child Protection Policy and the 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.
- Our staff do not share information without consent 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.

At Creative Stars, we see working in partnership with parents as one of our key expectations as:

- 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 can be 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. 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 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 be informed and kept up to date.
- Nursery staff should be 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 well being.
- Practical information like change of address/telephone number/GP details/emergency contact details/child allergies must be kept accurate at all times.



- Parents must familiarise themselves with the nursery's behaviour policy and sick child policy.
- We welcome any contributions or suggestions you care to make about the nursery so that the children can be cared for and encouraged to learn to the best of our ability.
- Your child's progress and information records are available for you to see in the nursery but are otherwise kept confidential by staff. They will be given to you when your child leaves the nursery to help with any transition to school or simply for you to keep as a memento of a special time in his/her life. Your child's key worker will meet you at a convenient time to discuss any aspect of your child's care or progress.
- Staff at the nursery are available to offer support and advice, enabling you to leave your child secure in the knowledge that he or she is being well looked after.

**This policy was reviewed on: 16.09.21**

**Date of next review: 16.09.22**