



## Working with Parents Policy

**Aim:** My aim is to work well in partnership with Parents/Carers to help meet the needs of the children in my care.  
Parents/Carers and children will be made to feel welcome in my home and will be treated with respect and understanding.

### Methods:

- I will keep up to date with new and relevant legislation by reading relevant publications and taking regular training when necessary.
- I will write and sign a written contract with Parents/Carers prior to the child's placement. The contract will be signed and dated by both parties and a copy will be given to the Parent/s and any carer who may be involved. It will detail the expectations of care provided, activities, routine and business arrangements. The contract will be reviewed every 6 months or when circumstances change and receipts will be given for monies paid.
- All Parents/Carers will have a copy of my policies and procedures. This will be discussed in detail with Parent/s prior to their placement. A copy will also be made accessible at my home.
- Values, practices, preferences and attitudes will be taken into consideration and wherever possible I will try to meet these requests. Family customs and beliefs will be respected as detailed in my equal opportunities policy.
- I will keep Parents/Carers informed of the child's progress and daily routines through a daily diary which stays with the child, newsletters and I will informally share information when the children are collected or dropped off.
- I will keep a record of Parents/Carers Emergency contact details, contact details of the GP and signed consent forms. All records will be kept confidential and kept in a secure place.
- All children will only be released from my care by the Child's Parents/Carers or a designated person authorized by Parents/Carers.
- I will offer regular review meetings with Parents/Carers to discuss the Child's care and any issues or concerns. This will be without the child present. I will find a way to communicate effectively with Parents/Carers who do not share the same first language by seeking help from possible relatives who share the same language or seek advice from the local early years team.
- All incidents will be discussed and shared with Parents/Carers after being recorded in the incident/accident book. All complaints will be investigated as detailed in my complaints policy.