

Administration

4.4 Parental involvement

Policy Statement for St Joseph's Out of School Club

We believe that children benefit most from care and Early Years Education when parents and settings work together in partnership.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Some parents are less well represented in settings; these include fathers, parents who live apart from their children but who still play a part in their lives as well as working parents. In carrying out the following procedures, we will ensure all parents are included.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents and adoptive parents.

Parental Responsibility

Whilst the law does not define in detail what parental responsibility is, www.gov.uk/parental-rights-responsibilities states that:

'All mothers and most fathers have legal rights and responsibilities as a parent – known as 'parental responsibility'.

If you have parental responsibility, your most important roles are to:

- providing a home for the child;
- protecting and maintaining the child.

You are also responsible for:

- disciplining the child;
- choosing and providing for the child's education;
- agreeing to the child's medical treatment;
- naming the child and agreeing to any change of name; and
- looking after the child's property.'

Parents have to ensure that their child is supported financially, whether they have parental responsibility or not.'

For more information visit www.gov.uk

Procedures

- We have a means to ensure all parents are included – that may mean we have different strategies for involving fathers or parents who work or live apart from their children.
- We consult with all parents to find out what works best for them.
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.

- We inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.
- We encourage and support parents to play an active part in the governance and management of the setting.
- We inform all parents on a regular basis about their children's progress.
- We involve parents in the shared record keeping about their children - either formally or informally.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We inform parents about relevant conferences, workshops and training. For example, if their child is on the graduated pathway (SEN) or they have expressed that they would like support (eg. Early Help).
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We welcome the contributions of parents, in whatever form these may take.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.
- Be available to talk to parents or make appointments to do so.

In compliance with the Welfare Requirements, the following documentation is in place:

- Admissions policy and procedure.
- Making and Complaint policy and procedure.
- Record of complaints.
- Developmental records of children.

Further guidance

- Keeping children safe in education (HM Government 2022)

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023