



AUTUMN COTTAGE CHILDCARE

PARENT PARTNERSHIP POLICY

Issued: April 2026 Next Review: April 2027

POLICY STATEMENT

Autumn Cottage Childcare (AC) believe that children benefit most from early year's education and care when parents and settings work together in partnership.

AC understands parents to be:

- both mother and father including:
 - natural or birth parents
 - adoptive parents
 - stepparents
 - parents who do not live with their children but have contact with them and play a part in their lives.
- same sex parents
- foster parents
- Legal Guardians.

AC follows the definition of 'Parental responsibility' from the Children Act 1989 as 'all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and its property'.

IMPLEMENTATION

As part of the partnership, AC will:

INFORMATION

See the AC Privacy Policy for details of how AC processes personal information.

- Make all parents aware of how the setting is run and our policies, particularly Safeguarding and Child Protection Policies, and our responsibilities under the Prevent Duty.
- Involve parents in shared record keeping about their own child, both formally (Key Person meetings twice a year) and informally, ensuring that parents have access to all written records on their own children.
- Ensure that parents are given information on a regular basis about their child's progress and can discuss it anytime under an 'open door' policy
- Key Persons check with parents that the information given to them is understood.

CONSULTATION

- Talk regularly with parents to improve our knowledge of the needs of their children, especially inform us of any concerns/changes at home.
- Seek specific parental consent to:
 - administer medication,



- take a child for emergency treatment
 - take a child on an outing
 - take photographs for the purposes of record keeping.
- Arrange any meetings, conferences, workshops and training to avoid excluding anyone.

INVOLVEMENT

- Welcome the contributions of parents, whatever form these may take.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to AC activities, such as coming in talk to children about their job or sharing their experiences of living in another country.
- Hold a 'Stay and Play Day' each term, where parents and family members can spend the session in AC with their child. The day is changed each term to extend our inclusion to family members that work on specific days.
- Welcome parents who wish to help during a session. Duties and responsibilities will be discussed with them beforehand.
- Support parents in their own continuing education and personal development. AC promotes its Facebook page which contains useful information and updates. AC also has a wealth of information in the parent folders and books are available to borrow.
- Encourage parents to use the system for registering queries, complaints or suggestions.

EY Log

AC will complete this each day, and will include what their child has eaten, sleeps, activities, nappies, milestones achieved etc. AC requests that parents login each day and advise of anything that may be important ie: if their child has had a disturbed sleep, is not feeling well or any other piece of information that may help AC to provide optimum care. AC is always happy to discuss their child and their care with parents at any time that is convenient to both, whether in person or over the phone.

Parents are asked inform AC if there are any changes to contact numbers, including work, mobile and emergency contact numbers.

As a child grows and develops, issues may arise that are very important to enable AC to work together with parents, and their wishes be incorporated into AC's care routine for their child. These could include weaning, pottling training, managing behaviour, starting (pre-)school etc. If parents have any concerns about their child's behaviour, development, eating etc., AC will share them with them and, if necessary, work with parents to seek support from outside agencies.