



# Anne Riggs Childcare

[anneriggschildminding.co.uk](http://anneriggschildminding.co.uk)

Looking after generations of  
Plymouth's children since 1989

## Working with Parents Policy

**Reviewed January 2016**

As a registered Childminder I recognise that if children are to maximise their potential they will need the full support of their parents.

Parental Involvement is therefore a necessary part of childminding and I aim to work in partnership with parents to meet the needs of their children.

I ensure all children and adults are treated with equal concern and are made to feel welcome in my home and may take part in activities/outings if they wish.

I keep up to date about working in partnership with parents and carers, and with relevant legislation, by taking regular training and by reading relevant publications. All parents have access to a copy of my policies and procedures, which detail how I run my setting.

I draw up and sign a written contract with parents before the placement starts which details the expectations of the care to be provided, activities and business arrangements. The contract is signed by the parent(s) and myself and dated. A copy is given to the parent(s) and any other party involved in the contractual arrangements. The contract is reviewed annually or when circumstances change. I issue receipts for all monies paid.

Wherever possible I try to meet parents' requests for the care of their children according to their values and practices, preferences and attitudes. Family customs and beliefs about dietary requirements, dress code, hair and skin care, help required with toilet and washing are respected as detailed in my equal opportunities policy.

If given advanced notice I notify all parents in advance when I am to be inspected by Ofsted so that parents can contribute their views to the inspector if they want to. I will supply parents with a copy of the Ofsted report within five working days of receiving the report.

I keep parents regularly informed about my daily routines and childcare practices and share information about the children with parents using a daily diary where required, which stays with the child and is shared with the parents, face-to-face meetings and by telephone, whats app or email. I informally share information when the children are collected or dropped off, however a

meeting may be arranged when the child is not present, if preferred, for parents to discuss their child's care and any issues or concerns. If I do not share the same first language as the child's parent, I will find a way of communicating effectively with them. This may include seeking guidance from the local Early Years team.

I endeavour to share children's work with their parents and encourage them to actively share their child's artefacts and activities from home.

I maintain a record of parents' and/or emergency contact details, contact details for the child's GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.

Children will only be released from my care to the parent(s)/carer(s), or to someone named and authorised by the parent/carer. A password will be used to confirm identity if the person collecting the child is not previously known to me or in the case of an emergency.

If a child is identified as a child in need (section 17 of the Children Act 1989) I will, normally with the parent's permission, give appropriate information to referring agencies.

I expect parents to inform me of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour, such as a new baby, parents' separation, divorce, new partner or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

I work together with parents to make sure that the care of their child is consistent. A consistent approach benefits the child's welfare and helps ensure the child is not confused.

All complaints will be investigated. Please see my Complaints Policy.

All significant incidents are recorded in an incident log and will be shared and discussed with parents so that we can work together to resolve any issues.

Childminder: ..... Date: .....