



Parental Involvement Policy and Procedure

Kinnerton Little Acorns is a member of Early Years Wales.

It is the policy of Kinnerton Little Acorns to:

- Encourage and welcome parents' involvement in the management and day-to-day running of this provision.
- Provide high quality day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents.
- Welcome parents who want to become directly involved in the activities of the provision and provide opportunities to do so.

We do this by:

- Encouraging parents to visit us with their child before registering.
- Informing parents of the ethos, Statement of Purpose, Operational Plan and Policies and Procedures of Kinnerton Little Acorns prior to their child starting. We also ask parents/carers to complete a Welcome Pack for their child.
- Recognising and respecting that parents have the prime responsibility for their children.
- Asking parents to provide a comprehensive and detailed account of the needs and preferences of their child before starting.
- Working in partnership with parents to meet the needs of the children, both individually and as part of a group.
- Recognising that parenting is a shared responsibility for parents who live apart and providing an inclusive approach to involving and providing information to both parents (where this does not conflict with the child's safety and wellbeing).
- Making every effort to communicate clearly with all parents.
- Operating a settling-in policy for all children who attend Kinnerton Little Acorns (*please see "Admissions, Arrivals, Collections, Settling In, Failure to Collect and Lost or Missing Policy"*)

- Welcoming and helping new parents to become familiar with the day-to-day routine and good practice of the provision.
- Providing regular (newsletters, communications) about our provision to parents and inviting them to contribute.
- Encouraging parents to take part in the provision's activities, learn about the (pre-school) curriculum and the importance of play in their child's development in Kinnerton Little Acorns and at home.
- Welcoming all contributions (skills, knowledge and interest) from parents to the benefit of Kinnerton Little Acorns.
- Sharing details of a child's achievements, any changes of behaviour, and so on, and encouraging all parents to discuss the progress of their child formally or informally, in confidence and in privacy, as they need.
- Recognising that parents have the right to access their child's records in line with our policy about privacy and confidentiality and safeguarding. (Any third-party requests for information will be discussed with parents and information shared only with their consent - unless this may place the child's welfare at risk).
- Notifying all parents about meetings and relevant training, which we may hold at various times and venues to meet their access needs.
- Informing all parents about how to make any queries, compliments complaints, concerns or suggestions, including providing a copy of Kinnerton Little Acorns' complaints procedure.
- Involving parents to contribute to any review of the quality of Kinnerton Little Acorns' care service.
- Encouraging parents to play an active part in the management committee of Kinnerton Little Acorns and a role in the democratic decision making of Early Years Wales.
- Operating effective and accessible policies and procedures.

This Parental Involvement Policy and Procedure was passed for use in Kinnerton Little Acorns	
On: 17 th July 2024	
By: Kayleigh Ho	Position: Administrative Manager
Date of planned review: 1 st July 2025	