

**Partnership with Parents Policy**

**Schools’ Out! Values and encourages the involvement of parent/carers in the life of the service. We will promote this by:**

Providing information on our Aims and Objectives, policies and procedures and by encouraging pre admission visits.

Ensuring that staff have a clear understanding of their roles and responsibilities in protecting the children in their care from harm, abuse, bullying and neglect.

Ensuring that staff work effectively with parents to support each child’s individual needs.

Regularly sharing information with parents/carers about their children and doing so with creating a personal profile which children shall be assigned to a member of staff for assistance. The office will also keep a sheet with any other important information about the child or young person’s needs shared between the service and the parents/carers.

Creating an environment where mutual respect, trust and open communication are promoted and which both parents/carers and children can feel comfortable emotionally and physically.

Working with parent/carers to promote positive behaviour and to deal with challenging behaviour.

Staff valuing and taking account of parents views, and treating parents equally and fairly.

Ensuring that parents/carers can complain without fear of victimization.

Discussions with staff can be made in private when requested.

Ensuring that the parents/carers contribute to the evaluation of the clubs work.

By maintaining information confidentially, while providing access to the records of your own child.

Signed: **Natalie Scanlan** **Date: 16/10/2018 Review Date: 16/10/2019**