

**NETHER GREEN JUNIOR
AFTER SCHOOL CLUB**
Working in Partnership policy

Policy Statement:

At Nether Green Junior After School Club we work in partnership with parents, the schools, Local and national agencies to promote the well-being of all children. This includes other clubs in our local area. We aim to develop partnerships between parents/carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care. This in turn will benefit the children attending our club.

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.

'Parental responsibility' is *all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.* (All parties who have parental responsibility must be on the registration forms)

Procedures:

We work in partnership with local and national agencies to promote the well-being of children.

Procedures are in place for sharing of information about children and families with other agencies. These are set out in our policies.

Information shared by other agencies with us is regarded as third-party information. This is also kept in confidence and not shared without consent from that agency.

When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.

We follow the protocols for working with agencies, for example on child protection.

Staff from other agencies do not have unsupervised access to the children in the setting, including the one they are visiting.

Our staff do not casually share information or seek informal advice about any named child/family.

When necessary we consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.

We will make every effort to ensure that information for parents/carers is made accessible to them.

We will ensure that any consent forms/agreements are completed.

Both NGJASC and parents will ensure that the required contact information is kept up to date

We will keep an up-to-date record of any needs of children. These records must be kept securely.

We will ensure that arrangements for the children's arrival and collection are clear and understood by all staff and parents/carers.

We will establish a system in which only authorised adults can collect children and create a plan that can be used in an emergency when a child cannot be collected by the recognised adult.

We will ensure that information about children is treated as confidential, is held securely and is only shared with parents/carers and relevant personnel.

The club will ensure that all staff, volunteers and students understand that information held on children and their families is confidential.

We ask parents/carers for information about their children, their individual needs and requirements in order to ensure the best possible care for them.

We provide information about themes/topics through regular posters.

We pass any changes to details held about a child's circumstances to the person in charge of records so that these can be updated, where appropriate.

We encourage parents/carers to first discuss any concerns or issues about their children with a member of staff, preferably a senior as they have better knowledge and understanding to help.

Dealing with complaints

The person in charge deals initially with any general concerns/issues about the after-school club. Any complaint is dealt with promptly by Tammy Nelson and the senior team. We keep a written record of the nature of the complaint, the action taken, the person responsible for investigating and taking action, the timescale and the outcome. We keep secure copies of this record.

We provide parents with details of how to contact OFSTED, should the need arise.

Privacy and confidentiality

Any personal data on children and their parents/carers is held securely.

We treat information about children and their families as confidential. We only disclose this to staff on a need to know basis and only with the agreement of the parent/carer.

The key worker is responsible for sharing information about the progress and welfare of a child with his/her parents/carers. This information is also shared with other staff, to ensure that the best interests and needs of the child are met.

Staff will talk to parents informally on a daily basis about what their child has been doing at the club.

We allow parents access to their own children's records on request.

We do not allow parents access to the records of other children.

Arrival and collection of children

Children come down from their class rooms to the after-school club by themselves (except IR children, who are brought by teachers). If a parent requests that we collect the child from the classroom in the initial settling in period or if a need to is shown, then we are happy to do that (staff dependant). We collect new year 3 children from their classrooms for the first 2 weeks of September so that they can get use to the arrival procedure.

The procedures for collecting children are:

Parent to sign their child out on the register and put the time they collected their child. If it is someone different collecting, we will require a password from the parent when they notify us of the change and will ask the new collector what the password is. ID may be asked from that person.

We only permit the authorised adult/s to collect a child from the after-school club unless we have already received written permission for another named adult to do so – named collectors/emails.

In an emergency, where the authorised adult cannot collect the child, the person who does collect the child will need to provide sufficient evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times. We hopefully will have sorted any issues out before hand and will have arranged a password with the parent.

Children with an identified need

When a child is identified as having a particular need by either the parents/carers or a member of staff, the concern will be discussed with the parents/carers, as well as the person in charge.

We will consult the local authority and the school for advice on providing for the child's needs.

We will follow the procedures set out in the Policy for Specific Needs.

We will consult parents/carers about all decisions that are made regarding the provision for their child.

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 encourage and support parents to join our management committee so that they can have a say over how the club is run.

We inform all parents on a regular basis about their children's progress.

We hold meetings in venues that are accessible and appropriate for all.

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 complaint's procedure.

Parental involvement

We believe that children benefit most from childcare and play when parents and settings work together in partnership.

Our aim at NGJASC 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 personal development.

Some parents are underrepresented in childcare 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.

Procedures

- 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 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 - and ensure parents have access to their children's records.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- 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. All parents have access to our written complaint's procedure.
- We provide opportunities for parents to learn about the play curriculum offered in the setting
- We actively encourage parent to make comments and suggestions about the everyday running of the playscheme and actively work with these suggestions to incorporate their ideas.

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

- Admissions policy.
- Complaints procedure.
- Record of complaints.
- Records of children.

This policy was adopted at a meeting of	NGJASC	name of setting
Held on	<u>April 2020</u>	(date)
Date to be reviewed	<u>April 2021</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Tammy Nelson</u>	
Role of signatory (e.g. chair/owner)	<u>Manager</u>	