



## Batford Day Care

### BATFORD DAY CARE LIMITED PARTNERSHIP WORKING POLICY

<b>Version</b>	2.0
<b>Based on Model Policy</b>	N/A
<b>Review body:</b>	Day Care Manager
<b>Date issued:</b>	September 2024
<b>Review frequency:</b>	Three Years
<b>Target audience:</b>	Staff, Parents, Agencies

<b>Version</b>	<b>Date</b>	<b>Notes</b>
V2.0	September 2024	New Format

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

**BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN**

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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## 1. Policy statement

Batford Day Care is committed to the statutory requirements of the EYFS and will work with parents/carers and other agencies to ensure children are safe, achieve well and live positive and healthy lives.

We are committed to providing quality education, information and care for young children.

We will ensure that parents/carers are involved in all aspects of their children's care and have access to relevant documentation outlining the policies and practices of our setting and the development of their child. We value parents'/carers' contributions in order for us to plan activities and develop our learning environment based on the children's interests.

## 2. Parent/Carer Partnership

- Staff will ensure that parents/carers always feel welcome and valued at Batford Day Care. Staff members will be polite, respectful and courteous to parents/carers at all times.
- Parents/carers will be required to complete the registration and consent forms prior to their child's first day at Batford Day Care.
- Key persons will use information gathered at the 'all about me' discussion for further planning of activities.
- Staff will ensure that parents'/carers' concerns are listened to, taken seriously and treated sensitively.
- Staff will ensure that parents/carers receive a swift response from the setting either verbally or in writing to any issues or concerns they have raised.
- Batford Day Care will follow the legal requirements of the Data Protection Act by ensuring all information and records held by the setting are made available to their parents/carers or carer upon request, and in accordance with the Pupil and Parent/Carer Privacy Notice.
- Policies and procedures will be available for parents/carer to view on our website and in the Batford Day Care office.
- The management team will arrange the dates of formal parent consultations.
- Staff will be available to talk informally with parents/carers and arrange extra meetings if required.
- Staff will seek/signpost guidance and support for families with English as an additional language or any additional needs.
- Annual questionnaires will be given to parents/carers. Information gathered will be analysed and feedback given on any changes made to the provision.

## 3. Interagency and multi-agency working

- Key persons of both Batford Nursery School and Batford Day Care will share information of 'shared children' as necessary
- Staff will gain support from outside agencies to best support the children's individual needs. This will be co-ordinated by the **SENCO** of both settings (if applicable) as named below:

Batford Day Care: **Joy Scott**

Batford Nursery School: **Laura Butler**

- Where necessary, the DSP or senior staff members will attend multi-agency meetings for children with Children's Services involvement or who have SEND.