

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.



Parental involvement

Policy statement

Children thrive when early years settings and parents work together. We aim to build strong, respectful partnerships with all parents, recognising them as their children's first and most important educators. We also support parents in their own learning, development and well-being.

Some parents may be less represented in early years settings — for example fathers, working parents, and parents who live apart from their children but remain involved. We ensure that **all** parents are included in our practice.

When we refer to '**parents**', we include all mothers and fathers, natural or birth parents, stepparents, foster parents, LGBTQ+ parents, and parents who may not live with their children but remain involved in their lives.

The Children Act (1989) defines *parental responsibility* as '*all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property*'.

Procedures

Creating a Welcoming Environment

- Parents are greeted warmly and made to feel welcome.
- We use a range of strategies to ensure all parents are included, including fathers, working parents, and parents who live apart from their children.
- We make every reasonable adjustment to support parents with disabilities or impairments.

Communication and Partnership

- We consult with parents to understand what works best for them and maintain ongoing dialogue to support their child's needs.
- Parents receive clear information about how the setting operates and about our policies. We check understanding to ensure information is accessible.
- Confidentiality is maintained unless there is a safeguarding concern requiring information to be shared with another agency. We seek consent unless doing so would place a child at risk.

Consent and Expectations

- We obtain parental consent for medication, emergency treatment, outings, and photographs used for record keeping or promotional purposes.
- Expectations of parents are clearly explained at registration, including involvement in settling their child according to an agreed plan.

Involvement in the Setting

- Parents are encouraged to share their views on service changes and to participate in decision-making processes.
- We welcome parents' involvement in the social and cultural life of the setting.
- We offer flexible arrangements where possible, without compromising children's needs.
- Parents are given opportunities to share information with staff, which is recorded and stored confidentially.

Key Person Partnership

- Key persons meet regularly with parents to discuss progress and share concerns.
- Where relevant, key persons work with parents on agreed plans for special educational needs or child protection.
- Parents are involved in record keeping and have access to their child's developmental records. The Online Learning System is used with parental consent.

Supporting Parents' Learning and Inclusion

- We provide opportunities for parents to contribute skills, knowledge and interests to the setting.
- We share information about workshops, training, and conferences that support family learning and well-being.
- Meeting times are arranged to avoid excluding parents.
- Information is provided in accessible formats, including translated materials and interpreters where needed.
- Meetings are held in accessible and appropriate venues.

Feedback and Complaints

- Parents are informed about how to raise queries, complaints or suggestions, and we check that these systems are understood. All parents have access to the written complaints procedure.

Learning and Curriculum

- Parents are offered opportunities to learn about the curriculum and children's learning at home and in the setting.
- Parents may support learning informally (helping with activities) or through structured projects involving staff and families.

In compliance with the Safeguarding and Welfare Requirements, the following documentation is also in place at our setting:

- Admissions Policy.
- Complaints procedure.
- Record of complaints.
- Developmental records of children.

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	11/09/2026	Date to be reviewed:	11/09/2027
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Area Manager		