



Key Person Policies

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Partnership with Parents Policy

Barrowby Preschool recognises that parents and carers are the first educators of their children. Our aim is to work in partnership with parents and carers in providing an environment that supports and involves them in the work of the setting. We will:

Inform all parents/carers about the setting, how it operates, opening times and policies and procedures through written information, parent notice boards and informal communication.

Assign each child with a key person with whom the parents will have regular communication.

Provide information on our fee structure, payment policy and the Early Years Entitlement.

Provide all parents with access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the complaints procedure.

Keep parents/carers informed of activities by displaying the planning and themes, including information on the Early Years Foundation Stage.

Provide opportunities for parents/carers to access information about the framework/activities offered in the setting and contribute to their child's learning in the setting and how they can be involved at home.

Provide opportunities for parents/carers to contribute their own skills, knowledge and interest to the activities of the setting.

Ensure all parents/carers are aware they can discuss their child's progress and development at any time.

Involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure they have access to their child's written learning and development records.

Inform parents/carers through newsletters and letters of all news and developments within the setting and ensure that parents are aware that they are welcome to contribute in any way they feel able.

Welcome suggestions and will actively seek parental views via parent questionnaires on a regular basis, therefore ensuring that we are meeting the needs of both children and families.

Listen to all suggestions and acknowledge that children, parents and staff have the right to be consulted and be heard.

Encourage parents/carers to become parent helpers participating in activities, visits or outings.

Ensure parents/carers have access to their child's developmental records at any time and access to other records in line with the access to personal information procedure within the Confidentiality policy.

Ensure all aspects of the child's achievements, experiences and friendships are shared and discussed with the parents. We welcome parents at any time to discuss their child's development and will hold parent events termly.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

..... Manager

Date:

Review Date:



Settling In/Child Induction Policy

Barrowby Preschool aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

Information will be provided to parents through a variety of media, including; setting prospectus, parent notice board, policies and procedures, information sessions and individual meetings.

Following enrolment, children and parents/carers will be invited to visit for settling sessions.

A key person will be allocated to each child and the family prior to the child starting at the session.

The settling sessions will be used to introduce the key person, complete registration forms, and introduce the child and parents/carers to the policies and procedures of the setting.

Parents will be invited to join their child for short settling session and then leave children for a short time.

On their first session children will be introduced to the staff members, to other children and shown around the rooms in the setting.

Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.

Children will be comforted and distracted if they become distressed.

Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

Barrowby Preschool recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

..... Manager Date:

Review Date:



Tapestry Policy

Policy statement

At Barrowby Pre-School we provide all children attending an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

At Barrowby Pre-School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login. Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's key children. Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content. Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals. Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Whilst Tapestry provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by Barrowby Pre-School.
- Staff should not share any information or photographs relating to children with any person not employed by Barrowby Pre-School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on pre-school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Barrowby Pre-School.
- At all times staff must comply with Child Protection policies and Computer safe use policies.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

.....Manager Date:

Review Date: