



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Parental Involvement Policy

Policy Statement

We believe that children benefit most from Early Years education when parents/carers and settings work in close partnership. Our aim is to support parents/carers as their children's first and most important educators while actively involving them in our setting's community. We also strive to assist parents in their ongoing personal and educational development.

Recognizing the diversity of family structures, we ensure all parents—regardless of working commitments, disabilities, or living arrangements—are included in meaningful ways. This policy applies to biological parents, adoptive parents, step-parents, same-sex parents, foster parents, and carers who play a vital role in a child's life.

In accordance with the Children Act (1989), parental responsibility is defined 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

Welcoming & Accessibility

- Parents/carers are warmly welcomed and greeted appropriately when entering the setting.
- We provide diverse engagement strategies for parents/carers who work or live separately from their children.
- Our environment is inclusive, accommodating parents/carers with disabilities or impairments.

Communication & Digital Engagement

- Parents have access to a secure online platform for updates, reports, and engagement opportunities.
- Regular virtual meetings are available for parents unable to attend in person.

- A dedicated communication app provides instant access to notices, safeguarding updates, and event schedules.

Confidentiality, Safeguarding & Emergency Contact

- Information about a child and their family is kept confidential within our setting, unless safeguarding concerns arise.
- Parents receive a privacy notice detailing how and why personal data is processed.
- In cases of concern regarding a child's welfare, we follow procedures in our Safeguarding Policy & Information Sharing Policy, seeking consent where possible.
- In line with EYFS 2025, we require two emergency contacts for each child.

Parental Consent & Expectations

- Specific parental consent is required for administering medication, emergency treatment, outings, and photographs for record-keeping.
- Parents are informed of expectations regarding their involvement in their child's settling-in process.
- Parents' perspectives are sought regarding service delivery enhancements to ensure continuous improvement.

Involvement in Decision-Making & Cultural Inclusion

- Parents are encouraged to participate in governance structures such as committees or advisory groups.
- Our setting embraces the cultural and social contributions of parents, creating an enriched learning environment.
- Resources and communication materials are accessible to parents with language barriers or basic skills needs.

Supporting Children's Development

- Parents are actively involved in shared developmental record-keeping, ensuring transparency in their child's progress.
- Regular meetings between key persons and parents provide updates and address concerns.
- Our Safeguarding Officer and key persons collaborate with parents when special educational needs or safeguarding plans are in place.

Mental Health & Wellbeing

- We promote parental wellbeing workshops, offering guidance on emotional resilience and stress management.
- A mindfulness-based learning approach supports children in managing emotions.
- Partnerships with mental health professionals enable early intervention strategies.

Environmental Sustainability Initiatives

- Parents/carers are encouraged to participate in eco-friendly programs, such as community gardening or recycling initiatives.
- We reduce paper waste through digital newsletters and online learning materials.

- Outdoor learning experiences emphasize the importance of nature and sustainability in early education.

Complaints & Feedback

- Parents/carers are informed about our complaints procedure and can access a clear system for registering concerns or suggestions.
- We actively seek parental feedback to refine and enhance our services.

Curriculum Engagement

- Parents receive insight into early learning methods, helping bridge the gap between home and school learning.
- Opportunities for parent involvement in structured projects foster collaboration between families and staff.

Supporting Documentation

In compliance with the Safeguarding and Welfare Requirements, the following policies are in place:

- Admissions Policy
- Complaints Procedure & Record of Complaints
- Developmental Records of Children
- Safeguarding Policy (including reference to Annex C training requirements)
- Attendance Policy (including absence reporting procedures)
- Whistleblowing Policy
- Safer Eating & Food Hygiene Policy

This policy was adopted by

The Butterfly Rooms (Incorporating
Woodlands) Ltd

On

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the Management
Committee



Name of signatory

Miss Aimee Thompson