

**Working with Parents Policy & Procedure**

All references to “Parents” within this and any other document I produce are intended to include parents, carers and legal guardians.

As a childminder, I aim to work in partnership with parents to meet the needs of the children.

All children and adults are treated with equal concern and are made to feel welcome in my home.

Parents are able to access all my policies and procedures, including my Safeguarding Children and Complaints policies & procedures, through my website and will also be provided with paper copies of any policies and procedures upon request.

I will agree a written contract with parents before the placement starts which gives details of the service I provide. The contract is signed and dated by the parent(s) and myself, a copy is assessable to the parent(s).

Wherever possible I try to meet parent’s requests for the care of their children according to their values and practices, preferences and attitudes.

I keep parents regularly informed about my daily routines and childcare practices and share information about their children’s development using verbal communication, I will also update babysdays and each parent will be provided with a log on and password to access the system and view their child’s progress.

I expect parents to inform me of any changes in the child’s home circumstances, care arrangements or other changes that may affect the child’s behaviour, such as new baby, parental separation, and bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

All complaints will be investigated, please see complaints policy.

**Continuity of Care.**

As a childminder, if I can demonstrate to parents/carers and Ofsted that the individual needs of children are being met, then exceptions to the usual ratios can be made where I am caring for sibling babies, or caring for my own baby. This is to allow continuity of care for families.

Exceptions may also apply in the event of short-term and unforeseeable emergencies, as long as care for all children is safeguarded and the one-to-six ratio is not exceeded.

In all cases, when deciding to care for additional children in the early years age group I will consider:

* the length of time I am providing care
* whether my furniture, indoor space and equipment is sufficient
* how I will deliver the learning and development requirements of the EYFS to all the children I care for and help them make the best possible progress
* how I will organise their day so that all children get enough of their time
* whether I have assessed and mitigated any risks in relation to taking on any additional children, for example through considering how I might have to rearrange play spaces to cope with an extra child or manage outings.

I will communicate all Continuity of Care arrangements with parents of any child effected. If parents have any concerns with any arrangements they are required to voice their views directly to me.