



Funtastic Club Policies & Procedures

Number 16

Working In Partnership with Parents and Carers

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Aim

At Funtastic Club we aim to build positive relationships with the parents, and regularly inform them of their children's progress. We believe that working in partnership with the parents enables us to meet the individual needs of the child and makes us aware of any outside factors that may affect their behaviour and development.

Methods

All parents receive a welcome pack including information about Funtastic Club such as our admission policy, opening hours, contact information, staffing and routines. We provide a termly newsletter which updates parents with any of the above information, and up and coming events and changes.

Other information that is available to parents on request includes:

- Details of policies and procedures;
- Details of a written complaints procedure, including the present contact details of the regulator;
- Information about activities provided for the children.

Systems are in place to regulate the exchange of information between staff members and parents to give both parties an opportunity to update each other on the child's process and have the opportunity to discuss and concerns they may have.

These systems include:

- Making staff aware of maintaining confidentiality.
- Securely storing the child's written records, enabling the parents to have full access if required (to own child's records).
- Making clear arrival and departure arrangements, including making sure those children are collected by the right person if different to the parents.
- Having the parents' permission to give appropriate information to referring agencies if their child is identified as a child in need according to the Children's Act 1989.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo
Regine Natchoo	September 20	September 21	R.Natchoo
Regine Natchoo	September 21	September 22	R.Natchoo
Regine Natchoo	September 22	September 23	R.Natchoo
Regine Natchoo	September 23	September 24	R.Natchoo

