



Working in Partnership with Parents and Other Agencies

Introduction

Houghton and Wyton Pre-school recognises that parents and carers are children's first and most enduring educators. We aim to build strong, respectful partnerships with families and collaborate effectively with external agencies to ensure the best outcomes for all children. Our approach is inclusive, accessible, and responsive to each family's needs.

Aim

To foster close, respectful relationships with families, schools, and external agencies to enhance children's safety, development, and well-being.

Objectives

Partnership with Families

- Providing written information at induction, including safeguarding and Prevent Duty responsibilities
- Offering a warm, welcoming environment with inclusive seating and refreshment areas
- Accommodating the needs of parents with disabilities or impairments
- Clearly outlining expectations during the registration process
- Supporting parents during the settling-in process through an agreed plan
- Encouraging parents to share relevant information with staff, which is recorded and kept confidential
- Ensuring key persons:
 - Support parents in their role as primary educators
 - Hold regular progress meetings
 - Collaborate on agreed plans for SEN or child protection where applicable
- Offering flexible services where possible, while prioritising the needs of the child
- Promoting family involvement in:
 - Social and cultural life of the setting
 - Parent forums and surveys to influence service development
 - Informal engagement through helping out or attending learning activities
- Ensuring communication is accessible, with translated materials and interpreters where required
- Maintaining confidentiality unless:
 - The child is at risk of harm
 - Concerns must be shared with external agencies for safeguarding or developmental reasons
- Seeking written consent for:
 - Medication administration
 - Emergency treatment
 - Outings
 - Record-keeping photographs

Partnership with Agencies

We collaborate with local and national agencies by:

- Sharing information securely and in line with data protection and safeguarding protocols
- Ensuring third-party information is not shared without agency consent



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- Respecting the professional roles of visiting agency staff and ensuring they feel welcomed
- Ensuring agency staff:
 - Do not have unsupervised access to children
 - Are supervised when visiting a specific child
- Avoiding casual conversations or advice-seeking about named children/families
- Consulting and signposting families to specialist agencies such as:
 - Cultural or faith groups
 - Drug and alcohol support services
 - Welfare rights advisers
 - Education or childcare information providers

Partnership with Schools

We support successful school transitions by:

- Sharing information in line with the Transition to School and Transfer of Records procedures
- Actively building partnerships with local schools to promote:
 - Consistency of approach
 - Shared professional development
 - Continuity for children and families

Monitoring and Review

This policy is reviewed annually by the Board of Trustees or sooner if there are significant changes in guidance or partnership practice.

Legislation and Guidance

This policy aligns with the following:

- Statutory Framework for the EYFS (2023)
- Children Act 1989 & 2004
- Equality Act 2010
- Working Together to Safeguard Children (2018)
- Prevent Duty Guidance for England and Wales (2021)

Acknowledgment

All staff, parents, carers, and trustees must read and understand this policy. By doing so, they commit to working collaboratively in the interests of all children attending Houghton and Wyton Pre-school.