623 Out of School Club

**Involving Parents and Carers Policy**

At 623 out of School Club we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.

We aim to keep parents and carers fully informed of policies, events and activities at the Club, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Club.

We do our best to keep parents informed about the Club by:

* Inviting parents to visit the Club before their children start.
* Making all of our policies available at the Club for parents. They can request copies of their own.
* Producing a regular emails to keep parents up to date with news, events, new staff, changes to fees, etc

We actively welcome parents and invite their input into the Club in the following ways:

* We collect information from parents which will help their child to settle and keep them safe at the club via the Registrationand Medical forms.
* We involve parents in settling their children in the club.
* We are a committee ran club, parents are encourage to join the committee and the minutes from the meetings are available to all.
* We consult fully with parents to establish the care requirements for children with additional needs.
* We greet all parents when they arrive to collect their children, and exchange any relevant information (eg any accidents, participation in today’s activities, etc).
* We can be contacted at all times, even out of Club hours, via telephone and email.
* We conduct an annual satisfaction survey of parents and children at the Club to gain regular feedback.
* We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.
* All of our staff wear name badges so that children, parents and schools can easily identify them.
* We obtain parental permission for outings, photographs, applying sun cream, etc.
* We can arrange for parental discussions with staff outside of Club hours if necessary.
* We respect parents’ input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints policy.

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| This policy was adopted by Emma Collins  | Date: 29/11/22 |
| To be reviewed: 29/11/23 | Signed: |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Introduction [3] Learning and Development Requirements [1.1, 1.2, 1.12, 1.16, 2.3], Key Person [3.27],*

*Premises [3.62], Information and records [3.69, 3.74, 3.77]*