



Putnoe Woods Preschool

Parental Involvement and Parental Responsibility Policy and Procedures

At Putnoe Woods Preschool we believe that children benefit most from early years education and care when parents and settings work together in positive partnership.

Putnoe Woods Preschool aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Some parents are less well represented in early years settings; these include fathers, parents who live apart from their children but who still play a part in their lives as well as working parents. In carrying out the following procedures, we will ensure all parents are included.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents.

The Children Act (1989) defines parental responsibility 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.

Parental Involvement and Developing Positive Relationships

At Putnoe Woods Preschool:

- 1.1 We have a means to ensure all parents are included - that may mean we have different strategies for involving fathers or parents who work or live apart from their children
- 1.2 We consult with all parents to find out what works best for them
- 1.3 We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families
- 1.4 We inform all parents about how the setting is run and its policies through access to written information and through regular informal communication
- 1.5 We check to ensure parents understand the information that is given to them
- 1.6 We encourage and support parents to play an active part in the governance and management of the setting
- 1.7 We inform all parents on a regular basis about their children's progress



- 1.8 We involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's developmental records on IConnect
- 1.9 We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting
- 1.10 We inform parents about relevant conferences, workshops and training including those held at the Child Development Centre
- 1.11 We consult with parents about the times of meetings to avoid excluding anyone
- 1.12 We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language
- 1.13 We welcome the contributions of parents, in whatever form these may take
- 1.14 We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure
- 1.15 We provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home

Parental Responsibility

Parental responsibility defines who is responsible for the well-being of a child and who can, legally; make decisions in areas such as the child's health care, medical treatment and education. Putnoe Woods Preschool understands and demonstrates an understanding that:

- 1.16 Mothers automatically have responsibility, as do a married couple who have a child together. Parental responsibility usually continues after divorce
- 1.17 Where the parents are not married, the unmarried father can gain parental responsibility if:
 - The father was present at the registration and his name is registered on the birth certificate. (Military families - the father may not be present but he will still have parental responsibility if he is named on the birth certificate)
 - the father later marries the mother
 - both parents have signed an authorised parental responsibility agreement
 - the father obtains a parental responsibility order from the court
 - the father obtains a residency order from the court
 - the father becomes the child's guardian



- 1.18 Other adults such as grandparents and step-parents do not have parental responsibility. They can only acquire it by:
- being appointed as a guardian to care for a child if their parent dies
 - obtaining a residence order from a court for a child to live with them
 - adopting a child
- 1.19 Foster parents do not hold parental responsibility for a child in their care. Parental responsibility is with the local authority into whose custody they have been placed.

As part of our Safeguarding procedures Putnoe Woods Preschool need to obtain necessary information from parents in advance of a child being admitted to the nursery.

- 1.20 Putnoe Woods Preschool **MUST** determine who has parental responsibility for each child attending the nursery
- 1.21 This **MUST** be known before a child starts at a setting
- 1.22 Parents **MUST** be asked to provide their child's birth certificate when their child begin to attend Putnoe Woods Preschool
- 1.23 The Parental Responsibility Form **MUST** be filled in and the full birth certificate **MUST** then be copied and attached to it, together with any court orders
- 1.24 This information **MUST** then be held with the child's registration documents
- 1.25 Adults who do not have parental responsibility will not be permitted to make decisions about a child whilst that child is in the setting's care
- 1.26 Parental responsibility for a child can only be withdrawn if there is a court order stating this which **MUST** be copied and kept on the child's file
- 1.27 This information **MUST** be shared with all staff that need to know this information
- 1.28 Parental responsibility **IS NOT** the same as collection procedures and parents will still be able to advise the preschool of the person(s) that they have authorised to collect their child



Parent Separation

When parents separate it is a difficult situation for all concerned. The preschool understands that emotions run high and this policy lays out how the preschool will support the child and their family within the preschool. We feel this policy will support all parties in this difficult time including our team.

Putnoe Woods Preschool will:

- 1.29 Ensure the child's welfare is paramount in all operations relating to their time within the nursery
- 1.30 Comply with any details of a Court Order where they are applicable to the preschool's situation, provided the preschool has seen a copy and has a copy attached to the child's file
- 1.31 Provide information on the child's progress within the preschool to both parents
- 1.32 Invite both parents to preschool events, including parental consultations and social evenings
- 1.33 Ensure any incident or accident within the preschool relating to the child is reported to both parents as soon as possible
- 1.34 Ensure that all matters known by the staff pertaining to the family and the parent's separation shall remain confidential
- 1.35 Ensure that no member of staff takes sides within the separation and treats both parents equally and with due respect
- 1.36 The preschool cannot restrict access to any parent with parental responsibility unless a formal Court Order is in place. We respectfully ask that parents do not put us in this position.

We ask parents to:

- 1.37 Provide us with all information relating to parental responsibilities, Court Orders and injunctions
- 1.38 Update information that changes any of the above as soon as practicably possible
- 1.39 Work with us to ensure continuity of care and support for your child
- 1.40 Not involve preschool staff in any family disputes, unless this directly impacts on the care we provide for the child



- 1.41 Talk to the manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- 1.42 Not ask preschool to take sides in any dispute. We will only take the side of your child and this will require us to be neutral at all times.

This policy is in compliance with the Data Protection Act 2018

Putnoe Woods Preschool is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2015	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
November 2016	Jo Skelton	
March 2018	Jo Skelton	GDPR statement
November 2019	Nikki Adams	New email address
December 2022	Nikki Adams	GDPR changed to Data protection
September 2023	Jo Skelton	

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Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
April 2025	Jo Skelton		