

Information and Records

Parental Involvement and Behaviour Policy

Intention

It is our intention to work closely with parents in support of their children's education. We value parents input as their child's first education. We value parents input to help create an environment where children thrive.

“Parents” means the adults who are named as having parental responsibility on a child's Registration Form.

Scope

This policy sets out how we enable children to benefit from a strong partnership between parents and the Pre-School. (Early Years Foundation Stage – Overarching Principle).

Parental involvement in Pre-School is a foundation for the activities we undertake to support children, and it therefore links to many other policies. How the Pre-School works with parents is also set out in the following policies:

- Children's Safety and Security
- Managing Health Care Needs
- Protecting Children from Abuse
- Response to Terrorism and Lockdown
- Community Values and Positive Behaviour
- Supporting Children with Special Educational Needs (SEN)
- Data Protection
- Parental Complaints
- Teaching and Learning

Further information for parents about Pre-School procedures is also published through:

- The Admissions Policy; and
- The COVID-19 Management Plan: Information for Parents

Parental Involvement

We encourage and enable parents to be involved in Pre-School in the following ways:

- **Inviting parents into the setting** – this may be through special activities, regular stay and plays or other special occasions as they arise.
- **Keeping parents in touch with day-to-day activities** (the curriculum) – through a closed parent group on Facebook, newsletters, home-school books in book bags.
- **Asking for parent feedback** – issuing parental questionnaires usually twice a year

We encourage and enable parents to be involved in their child's education and development through:

- **Allocating a key person for each child.** The role of the key person is set out in the Teaching and Learning policy.
- **Using Tapestry Online Journal** to allow parents to keep in touch with their child's learning and development; to see observations; to comment and to upload observations from home.
- **Offering parent consultation sessions** when parents can speak to their child's key person
- **Reviewing and reporting to parents on their child's progress**, usually twice a year. Formal reviews are undertaken around 6-8 weeks after a child starts (Learning Development Check¹); and prior to the end of the year/a child's transition to a new setting/Reception.

The lists above are not exhaustive. We keep under review our arrangements for parental involvement, seeking always to build on good practice and to adapt in the light of feedback.

Sometimes we are required by law or local advice to change, amend, or restrict how parents can be involved in the Pre-School. The **COVID-19 Management Plan – Information for Parents** sets out the response to the pandemic and how we keep parents involved in the Pre-School within the constraints in place at the time. It also sets out the steps we take to keep parents informed with changes and to encourage and enable them to support their child's learning at home, as appropriate.

Parent Committee

The Pre-School is run by a parent committee, and this provides an excellent way for parents to be informed of and involved in the activities within Pre-School. Parents are elected to named roles within the Committee (Chair, Vice Chair, Treasurer for example) or become general members who work in support of the Pre-School.

The Committee undertakes a number of social and fundraising functions in support of the Pre-School, as well as contributing to the governance of the setting.

All parents are invited to attend Committee meetings. Dates are advertised in advance in the newsletter and on Facebook. More recently, meetings have taken place over Zoom.

Parental Behaviour

The Pre-School operates a zero-tolerance policy regarding any behaviour that may cause harassment or distress. This includes behaviour of parents towards staff, towards each other and towards children.

¹ Learning Development Checks meet the legal requirements for the Two-Year Check.

Behaviour that is considered unacceptable may include but is not limited to:

- Shouting in person or over the telephone
- Speaking in aggressive or threatening tone
- Physically intimidating/threatening
- Swearing
- Pushing or hitting another person
- Spitting
- Racist or sexist comments
- Bullying – that is, behaviour which is offensive, intimidating, malicious or insulting; and/or behaviour that undermines, humiliates, denigrates, or injures the recipient

The Pre-School reserves the right to take any necessary actions to ensure that members of the Pre-school are not subject to unacceptable or abusive behaviour. This may include asking the parent/carer to leave the premises immediately.

The Pre-School may inform the Police of unacceptable or abusive behaviour towards staff or others. The Police may be informed at the time of the incident or at a subsequent date if abuse is persistent or repeated. The Pre-School may also seek legal advice and take appropriate legal steps in response to abusive or persistently inappropriate behaviour.

Incidents of inappropriate or abusive behaviour by parents towards staff/other adults will be recorded in the Pre-School Incidents file. The Pre-School will share records of abusive or inappropriate behaviour with statutory agencies as required.

Staff who witness inappropriate behaviour of an adult towards a child once the child is in the adult's care will record and report the incident in line with the procedures in the Safeguarding: Protecting Children from Abuse Policy.

Social Networking Sites

On occasions social media websites can be used to fuel complaints and campaigns against Early Years Settings. All concerns and complaints about the Pre-School should be made following the Parental Complaints Policy.

Should a parents post on any social media site comments relating to the Pre-School, staff (named or otherwise), other parents or children that are offensive, threatening, libellous, defamatory, or inappropriate; or that bully, are offensive or maliciously undermine the Pre-School's reputation there will be consequences to their actions. Posts will be reported under the appropriate "Report" section of the site. All social network sites have clear rules about the content posted and there are procedures in place to ensure these are not breached. The Pre-School would also expect any parent/carer to remove any such comments immediately. The Pre-School will record the incident; report to the Police/statutory authorities as appropriate and may take legal advice on the next steps.

Online Fora Managed by Pre-School

The Pre-School manages two online fora:

- A closed Facebook Group for Parents; and
- Tapestry

The Pre-School expects both fora to provide a positive and safe place for parents to find out more about the Pre-School, their child's experiences, and their child's learning and development; and to share information with staff.

The Pre-School expects parents to maintain polite, respectful behaviour in these online spaces, as they would when dealing with staff/peers face-to-face.

Parents who post abusive or unacceptable comments online within the groups managed by Pre-School can expect that there will be consequences to their actions. Comments may be noted, recorded and referred to appropriate authorities, including the Police or other relevant statutory bodies. The Pre-School reserves the right to delete comments; delete parent accounts or remove group membership; and/or seek legal advice in the light of abusive or inappropriate online behaviour. Any behaviour which may cause staff concern about a child's safety or welfare will be acted upon in line with the procedures set out in the Safeguarding: Protecting Children from Abuse policy.

Closed Facebook Group for Parents

Pre-School staff administer and monitor the site. Membership is limited to the adults named with parental responsibility on the child's registration form and membership is permitted following a child's first day attending Pre-School. Parents must request membership and answer set questions in order to join. Staff establish group rules which are shared with parents and are published on the site. Parents must agree to the rules to join. Membership requests which do not answer the questions are declined, even if staff know they are parents.

Staff administrators may remove a member if the member's comments or actions break the group rules. Any group post considered in breach the Facebook code of conduct will be reported to Facebook and posts that may break the law will be referred to the Police or other relevant statutory authority.

Staff administrators remove parents as group members once their child leaves Pre-School. Parents may remain group members if their child leaves Pre-School at the end of the academic year and a younger sibling starts at the beginning of the next academic year; or if two (or more) siblings attend Pre-School and only one child leaves.

The Pre-School may decide to suspend the Facebook Parent Group at any point.

Tapestry

From September 2021 the Pre-School is using Tapestry online learning journal to record staff observations and keep records on a child's progress. Tapestry enables parents to have uninterrupted access to their child's learning records and observations. It also

provides opportunities for the parents to add their own comments, observations, and memos.

Pre-School staff administer and monitor the site. Parents are invited to by the Pre-School to set up their accounts. Parent (relative) accounts are offered to the adults who are named with parental responsibility on a child's registration form. Parents will be invited to set up their Tapestry account within 6-8 weeks of their child starting Pre-School.

Parental accounts may be removed if parent behaviour online breaches the behavioural expectations set out above or is otherwise considered to be abusive or inappropriate. Any comments posted that may break the law will be reported to the Police. Any comments posted that give rise to concerns about a child's safety or welfare will be reported to statutory authorities in line with the Safeguarding: Protecting Children from Abuse Policy. The removal of parental access does not affect the child account, as staff will continue to record observations and reports. These will be shared with parents in alternative formats, should the parent access be blocked by staff.

A child's records will be shared with parents when a child leaves the setting, in line with the options provided by Tapestry. Child accounts will be deactivated within 24 hours of the date they leave. Tapestry has pre-set timescales allowing parents to download their child's records once the child account has been deactivated. Parents will not be readmitted to Tapestry once their child account has been deactivated and records cannot be retrieved beyond the periods stated by Tapestry on their website. If a child returns to Pre-School within these timescales, we are able to reactivate the account and retrieve records. Parents will be re-invited to access to the account. If the child returns to Pre-School beyond the pre-set timescales, all previous records cannot be retrieved, and a new account will be provided for the child. If a child leaves Pre-School before the parent account has been set up, staff will share with parents any observations recorded.

Child observation records will only be shared with parents as set out above. Parental permission is sought in advance to share transfer reports, either electronically or on paper, completed on Tapestry. Reports are shared and discussed with parents in advance, as set out in the Teaching and Learning Policy.

The Pre-School may decide to suspend the use of Tapestry; or move to another online program for recording children's learning and development at any time. Parents will be given notice if the Pre-School moves away from Tapestry and arrangements put in place for records already made to be shared/transferred as appropriate.

This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	12 October 2021	(date)
Date to be reviewed	11 October 2022	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	