Parental Involvement and Working in Partnership with Other Agencies

At Incey Winceys Day Nursery and Preschool we believe that children benefit most from early years education and care when parents and settings work together in partnership. Our 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 daily life of the nursery.

When we refer to 'parents' we mean both mothers and father, both natural or birth parents as well as step-parents, carers/guardians, those who do not live with their children, same sex parents, adoptive parents and foster parents.

- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the nursery is run and its policies through access to written information and through regular informal communication. We check to ensure that parents understand the information we have given them.
- We welcome feedback and involvement from the parents about how the nursery is managed and run.
- We inform all parents on a regular basis about their child's progress, both formally and informally.
- We involve parents in the shared record keeping about their children, either formally or informally, and ensure parents have access to their child's online developmental records.
- We provide opportunities for parents to contribute their own skills, knowledge and interest to the activities to the nursery.
- We welcome the contributions of the parents, in whatever form these may take.
- All parents have access to our complaints and compliments policy and procedure – all policies are available on the nursery website
- We ask for parents to share any advice or information given from therapists or outside agencies so that we can continue to offer appropriate support for the child and family.

Revised on 11th October 2026

Working In Partnership with Other Agencies

We work in partnership with local and national agencies to promote the well-being of all children. At Incey Wincey's Day Nursery, we work closely with parents/carers and, where appropriate, outside agencies to ensure that children receive the right support for their **development, learning, health and wellbeing**.

If we feel that your child may benefit from support or advice from an outside professional, we will **discuss this with you first and seek your permission before making a referral or arranging for an outside agency to become involved**, unless there is a safeguarding or other legal reason why consent is not required.

Outside agencies may include:

- Speech and Language Therapists
- Occupational Therapists
- Physiotherapists
- Specialist Teachers
- Educational Psychologists
- Area SENCo/Inclusion Officers
- Health professionals
- Other relevant support services

We will explain the reason for the referral, discuss any concerns with you, and work together to agree the most appropriate support for your child.

Any information shared will be **relevant, necessary and handled confidentially** in line with our nursery policies and procedures.

Procedures are in place for sharing information about children and families with other agencies. Information shared by other agencies with us is regarded as third party information. This information is kept in confidence and not shared without consent from that agency.

When working in partnership with staff from other agencies, we make those individuals welcome in the nursery and their professional roles are respected.

We follow the protocols for working with external agencies, for example with safeguarding- staff from external agencies do not have unsupervised access to any children in the nursery.

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Our staff do not share information or seek informal advice about any named child or family.

When necessary we consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents, for example, ethnic/cultural organisations, drug/alcohol agencies, or welfare rights advisors. This is done anonymously, or with prior consent from the parent or carer.

We offer, wherever possible and always with consent, the opportunity for outside agencies to come and visit the child at nursery which reduces the amount of time off for appointments and allows for the smooth running and consistent approach between therapists and nursery staff.

We ask for parents to share any advice or information given from therapists or outside agencies so that we can continue to offer appropriate support for the child and family.

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