

Communicating with Children's Parents/Carers or Other Childcare Settings – Policy & Procedures



Aim

To maintain a regular two-way flow of information with parents and between providers (for example, where the childminder regularly collects the child from the out of school provision or children are handed into the care of the nursery or reception class teacher) in order to safeguard and promote the welfare of children in our care.

Procedure to be followed at NAP Club:

- In the case of children who attend the breakfast club from Northleaze Primary School. Parents/Carers will communicate with the Play Leader or the child's Key Worker. This person will pass on relevant information to the child's Class Teacher.
- In the case of children who attend the After School Club from Northleaze Primary School. The child's Class Teacher will pass on relevant information to the member of staff collecting the child and this will be written in the designated message book and information passed to the parent/carer collecting the child.
- In the case of nursery children who attend the breakfast club. Parents/Carers of nursery children will communicate with the Play Leader or child's Key Worker who will then pass the information to the staff at nursery.

All communication that is given to Key Workers is to be passed to the Play Leader so that she is always aware of the needs of the children and/or parents.

All staff are made aware of the need to maintain privacy and confidentiality.

Date to be reviewed: July 2028

Date amended: July 2025

Date signed off: July 2025

Signed: Jools Granville

Signed: Kathleen Williams