

Administration

4.4 Parental involvement

Policy Statement for St Joseph's Nympsfield Out of School Club

We believe that children benefit most from care and Early Years Education when parents and providers 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 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 the Club; 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 and adoptive parents.

Parental Responsibility

Whilst the law does not define in detail what parental responsibility is, www.gov.uk/parental-rights-responsibilities states that:

'All mothers and most fathers have legal rights and responsibilities as a parent – known as 'parental responsibility'.

If you have parental responsibility, your most important roles are to:

- providing a home for the child;
- protecting and maintaining the child.

You are also responsible for:

- disciplining the child;
- choosing and providing for the child's education;
- agreeing to the child's medical treatment;
- naming the child and agreeing to any change of name; and
- looking after the child's property.'

Parents have to ensure that their child is supported financially, whether they have parental responsibility or not.'

For more information visit www.gov.uk

Anti-bullying

St Joseph's Nympsfield Out of School Club takes bullying very seriously and we require our parents/carers to:

- contact the Play Leader if they are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying;
- have a responsibility to actively support the OOSC's anti-bullying policy¹ and actively encourage their child to be a positive member of the OOSC;
- support the OOSC's ethos and are expected to help develop their child's social skills;
- stress the importance of good social behaviour to their children;
- report any concern to the OOSC. Depending on the nature of the concern, the Play Leader will discuss with a member of St Joseph's Catholic Primary School staff if appropriate;
- discuss with their child the importance of good behaviour in OOSC.

For more information please see 1.2 Safeguarding and Child Protection and 1.15 Achieving Positive Behaviour. Both these documents can be found on the OOSC's section of St Joseph's Catholic Primary School's website (<http://www.st-josephs-nympsfield.eschools.co.uk>).

Procedures

- We endeavour to ensure that all parents/carers are included. For example, when we make sure crafts are made for all appropriate and applicable family members, ie. extended family like step parents).
- We talk to parents/carers at drop-off and collection, this enables us have an ongoing dialogue and to gain any relevant or up-to-date information of the needs of their children and to support their families. We ask parent/carers to update their child's record on the online booking system or email the Play Leader if applicable².
- We inform all parents about how St Joseph's Nympsfield Out of School Club (OOSC) is run and its policies and procedures through
 - access via the OOSC's section of St Joseph's Catholic Primary School's website;³
 - termly communication via St Joseph's Catholic Primary School's eschools network;
 - answering emails in a timely manner.
- We encourage and support parents to play an active part in the governance and management of the OOSC.
- If parents/carers inform us that they need communications adapted, eg. for those whom English is an additional language, then we will talk to PATA⁴ or Gloucestershire County Council about how to do this appropriately.
- We provide information about opportunities to be involved in the OOSC in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- Staff ensure that all materials provided to children, parents, carers, and families are jargon free, developmentally appropriate and in a format that is easily understood
- We welcome the contributions of parents, in whatever form these may take.
- All parents have access to our written complaints procedure via the OOSC section of the St Joseph's Catholic Primary School website. Parents/carers can register queries, complaints and suggestions through emailing the Play Leader and the Chair of the Committee⁵.
- We are available to talk to parents/carers at drop-off or collection, dependent on the staff to child ratio allowing this.

¹ See also Policy 1.15 Achieving Positive Behaviour

² OOSC@st-josephs.gloucs.sch.uk

³ <https://st-josephs-nympsfield.eschools.co.uk>

⁴ PATA: Preschool And Toddler Association www.pataglos.org.uk

⁵ Chairroosc.st.josephs@gmail.com

In compliance with the Welfare Requirements of the Early Years Foundation Stage, the following documentation are in place:

- Making and Complaint
- Record of complaints.

Further guidance

- [Keeping children safe in education](#) (HMG - latest version)

Associated Policies and Procedures

- 1.2 Safeguarding and child protection
- 1.10 Making a complaint
- 1.15 Achieving positive behaviour

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC and NFP	Reviewed and formatted. <ul style="list-style-type: none"> • certain bullets deleted as irrelevant to the OOSC or amended to reflect current practice. • Inclusion of "Associated Policies and Procedures" section • Reviewed and updated in line with "Working Together to Safeguard Children" 2023 	26.02.2023 Committee Meeting