

PARTNERSHIP AND PARENTAL AGREEMENT POLICY

We value our relationship with families and are committed to working in partnership with you to provide the best experience for both you and your child/ren.

Fusion Will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, activities, menus and procedures.
- Be consistent and reliable to enable you to plan your childcare arrangements with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Be available to discuss decisions about the running of Fusion.
- Listen to your views and concerns and respond appropriately to ensure we continue to meet your family's needs.

Fusion are committed to keeping parents/carers involved and aware of what's happening, as well as encouraging parents/carers to get involved with Fusion. It is the responsibility of families to ensure you regularly keep up to date and you are expected to use the following resources:

- Notice boards and Parent's board
- Facebook
- Fusion Website
- Regular newsletters
- E-mail

Please get involved with Fusion by:

- By helping on a voluntary basis.
- By donating items/time/expertise

Parents will adhere to the following:

- Inform Fusion when my child/ren attend an extra-curricular club/absent from school/not attending a Fusion session.
- Inform Fusion if someone different is collecting my child/ren and ensure they know our Family Password.
- Complete Satisfaction Surveys and offer my views and suggestions to help Fusion continually improve their practice and add to Fusion's on-site comments book.
- Encourage and ensure my child/ren adhere to Fusion's behaviour code.
- Inform Fusion of any concerns/problems/changes that might affect my child/ren and/or others behaviour or safety.
- Inform Fusion if any of my contact details change, ie: phone numbers, email addresses, place of work/Company.
- Support Fusion in meeting their aims and objectives.

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- Treat staff with respect and I understand aggressive and abusive behaviour will not be tolerated. I understand that if I do not adhere to this, there will be consequences.
- I will not hold Fusion liable for any loss of damage to mine or my child/ren's property.
- For Breakfast Club, I will walk my child/ren in to the Junior School dining room where they will sign themselves in. I will then leave my child/ren in Fusion's care. At After School Club, I will sign my child/ren out with an exact time and a signature. I will **NOT** ask my child/ren to do it.
- Ensure that only an adult presses the buzzer. I will **NOT** ask my child/ren to do it.
- I will **NOT** open the door to other parents. I understand that this forms part of Safeguarding and only Fusion staff will open the door.
- I will **NOT** use my mobile phone at Fusion, in line with Fusion Mobile phone and Internal Communication Policy.
- **Car Park: Breakfast Club- I will:**
 - **NOT** use the staff car park.
 - Park in Dark Lane, the bottom car park, Sherwoods Rise and access the Breakfast Club via the side gate in Dark Lane or via the Green Walking Gate at the top of Dark Lane.
 - Be considerate of residents and other road users.
 - Be vigilant whilst walking my/our child/ren to Breakfast Club.
 - Remain responsible for my child/ren until such time they are signed in at Breakfast Club.
- **Car Park: After School Club- I understand that I:**
 - **CAN** use the staff car park only when collecting my/our child/ren from After School Club.
 - Can only access Fusion through the green Walking gates at the top of Dark Lane and understand that there is no access via the side gate in Dark Lane or the gates at the bottom of the field.
 - Must take full responsibility for the safety of my child/ren and ensure that I am extra vigilant whilst manoeuvring my vehicle, as other people may be crossing the car park.
 - will be considerate of residents, members of staff and other road users.
- If I am unable to collect my child/ren for whatever reason, I will ensure there is someone else able to collect and I will inform Fusion of who this will be. They will have our family password.
- If I am late, I will notify staff and on collection of my child/ren, I will sign a 'Late Agreement between staff and parents'.
- Quote child/ren's name and ref number on all remittances ie; Smith002 and I will pay all my invoices on time, by the 5th of the upcoming month.
- I am required to read this Policy and sign my acknowledgement in the Registration Pack.

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Babysitting

At Fusion we exercise precautions in employing staff as set out in our Safer Recruitment and Staff Induction Policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member's suitability to look after a child unsupervised in a babysitting situation.

Fusion is not responsible for any private arrangements or agreements made between individual Fusion staff and any child/family who attends Fusion, however we do expect staff members to inform us if they are babysitting or caring for a child that attends Fusion outside of the setting. Any private babysitting arrangements must not interfere with staff's working hours and arrangements should not be made during Fusion's opening hours. Fusion will not give out staff's contact details to parents without consent. All staff are bound by the Code of Conduct for Staff and Volunteers and must not discuss any issues relating to Fusion and any person/child at Fusion. If the Code of Conduct has been breached, then disciplinary action will be taken.

DBS Safeguarding checks and Insurance which apply to Fusion do not extend to any such personal arrangements. Parents should make their own checks as to the suitability of the member of staff and think about insurance for private arrangements. Fusion will not be held accountable for any health and safety, damages/theft, grievances or any other issues that may arise within private babysitting arrangements. As parents are aware Fusion has Policies and Procedures that are implemented in the setting but these are not transferable and do not apply to private babysitting arrangements.

It is advised that parents keep a log of when private babysitting arrangements have happened for their records. If a parent has an allegation about a member of Fusion staff following from a private babysitting arrangement, then they should contact **HERTFORDSHIRE SAFEGUARDING CHILDRENS BOARD- HSCB** - 01992 588757. Staff have a duty of care to all children and therefore if a staff member has concerns for a child following a private babysitting arrangement then they must report it.

Any disputes that arise from private babysitting arrangements must be kept between those involved in the arrangement and must not involve Fusion.

I understand that Fusion has Policies and Procedures in place and there are expectations and obligations relating both to Fusion and myself and my child/ren and I agree to abide by them.

Adopted on: 04.01.12

Last Reviewed on: 04.11.17

Reviewed on : 01.04.18

Next Review Date: April 2019



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Signed.....

FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare requirements: Information for Parents and Carers [3.73].*