



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:

- Always Welcome you to discuss our work, have a chat or take part in our activities (subject to staff ratios and by agreement with the Manager)
- 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 is 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

Parents/carers can get involved with Fusion by:

- By helping on a voluntary basis.
- By donating items/time/expertise/resources
- Giving their views at pick up by answering the feedback question

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 and have ID on them.
- 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 or Facebook reviews.
- 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.
- 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, which may lead to the termination of my Childcare contract with Fusion.
- I will not hold Fusion liable for any loss of damage to mine or my child/ren's property. I will **NOT** jump over locked gates and trespass on the premises at any time.
- For Breakfast Club, I understand the drop off procedure and know I must walk my child to the entrance, where I will leave my child/ren in Fusion's care.
- At After School Club, I will adhere to the collection procedure and understand that this may change daily, I will be notified via text/email if there is a change to pick up. I understand I will wait outside of the building and staff will bring my child/ren to me.
- I will **NOT** use my mobile phone at Fusion, in line with Fusion Mobile phone and Internal Communication Policy.
- If I am unable to collect my child/ren for whatever reason, I will ensure there is someone else able to collect. I will inform Fusion of who this will be. They will have our family password and I will inform them that they need to bring photo ID.
- If I am late, I will notify staff in plenty of time and on collection of my child/ren, I will sign a 'Late Agreement between staff and parents', which I know will result in a penalty fee that will be invoiced at the end of the month.
- 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 month of which it is due and payable.
- I am required to read this Policy along with **all of** other Fusion's Policies and sign my acknowledgement in the Registration Pack.
- **Car Park: Breakfast Club- I will:**
 - **NOT** use the staff car park under any circumstance (even if someone is waiting in the car).
 - Park in Dark Lane, the bottom car park, Sherwood's 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, other road users and not block garages.
 - Be vigilant whilst walking my/our child/ren to Breakfast Club.
 - Remain responsible for my child/ren until 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
 - Must ensure my driving is sensible and not reckless. If I am unable to manoeuvre my vehicle adequately, I will not use the car park.

- Can only access Fusion by foot, through the green gate at the top of Dark Lane. I understand this is the only access, all other gates are locked.
- Must take full responsibility for the safety of my child/ren.
- Will be considerate of residents, members of staff and other road users.

I understand that if I do not abide by the rules about the carpark, this could put Fusion parents' using the car park in jeopardy.

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 staff's 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. Fusion's Policies and Procedures are not transferable and do not apply to private babysitting arrangements.

Parents are advised to 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 CHILDREN'S PARTNERSHIP- HSCP 0300 123 4043**. Staff have a duty of care to all children and therefore if a staff member has concerns for a child/ren following a private babysitting arrangement, 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.

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| Adopted on: | Last reviewed on: | Reviewed on: | Next review Date: |
| 04.01.12 | 04.09.2023 | 04.01.2024 | April 2024 |
| <i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Introduction [4.5], Section 1: The Learning and Development requirements [1.1]; Key person [3.4].</i> | | | |
| Signed and approved: | Fusion Childcare Services | | |