

Open Door Policy

Askea Community Childcare Centre operate an Open Door policy. This gives parents/guardians formal and informal opportunities for communication and information sharing about their child. Parents are welcome to visit their child's room or speak with staff. Because of this flexibility parents are afforded the option of meeting in a quiet area if they would prefer.

Principle of Open Door Policy

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016; The Childcare Act 1991 (Early Years Services)(Amendment) Regulations 2016; (Registration of School - Age Services) Regulations 2018; Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children.

Askea Community Childcare Centre promotes an open door policy to facilitate good communication, discussion, feedback and transparency for, and between, all stakeholders i.e. Committee of Management, Managers, Staff, Parents/Guardians, Children, C.E. Workers and Volunteers.

All managers and staff will be ready to listen in person or by phone to all stakeholders to foster a culture of trust and communication.

Communications can also be addressed to Managers by email.

Procedure

- Parents are informed by staff at Open Days and Registration
- Staff are informed at induction and during training
- Because parents bring their child to the room staff have the opportunity to remind parents of our Open Door policy and Settling in Policy
- Although Askea Community Childcare Centre encourages children to arrive and depart as per session time-table, parents/guardians can arrive or depart with their child within this time-frame
- Parents/Guardians are welcome to share interests and skills e.g. play an instrument, tell a story or share cultural traditions
- Through the informality of our Open Door Policy there is an opportunity for staff to encourage parental involvement
- By having an Open Door Policy we can act as a link for parents to access other services such as speech and language, psychological services and public health nurse etc.

Communication Plan For staff & families

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in Reception.

Parents may receive a copy of the policy at any time upon request.

Parents and the staff team will receive written notification of any updates.

Related Policies, Procedures and Forms

- Partnership with Parents Policy

- Settling In Policy
- Health and Safety Policy
- Key Worker Policy
- Infection Control Policy

Who Must Observe This Policy:

This policy must be observed by:

- Managers
- All staff members
- **Parents/Guardians**