



## Open door Policy

Rising Stars actively welcomes parental involvement in the setting. We recognise parents as the primary carers of their children and therefore welcome parent's comments and opinions about their children. The setting intends to work with parents and carers supporting, encouraging and reinforcing best practice for all parties.

- Parents are able to drop off and pick up their child at any time providing it is within their allocated session time.
- We have an open door policy to welcome parents/carers to spend time with their child's key person or discuss anything with the manager.
- All parent and voluntary helpers are to undergo a DBS check.
- All staff are to make parents aware that they are welcome to stay with their child for the first hour of settling. This can be increased where necessary.
- Parents are to be made to feel welcome at all times.
- The setting will ensure times, places and information about meetings, events; activities and experiences are available to all our parents and carers.

Whilst parents or carers are in the setting, they should not:

- Intervene with any other child's behaviour
- Be left alone with the children or be used in ratios
- Have any access to information about any other children including their profiles or individual next steps
- Take photographs whilst they are in the setting
- Have access to the staff room or office whilst unattended
- Enter the children's bathrooms with their child unless there are no other children in the bathroom and access has been granted by a member of staff

All parents, carers and visitors must be informed of any relevant health and safety measures such as fire exits and where the visitor's toilet is. They must also be reminded about how important confidentiality is and that any information they hear regarding any other child whilst they're in the setting must not be discussed with anyone else once they leave the setting.