

Outreach and Family Support

Groups Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3.1

“... Providers create high quality settings which are welcoming, safe and stimulating”

Purpose of the Policy

The purpose of this Policy is to ensure clear expectations for parents/carers accessing Groups facilitated by the Family Centre within the Centre or in another community venue.

We aim to:

- Set out clear expectations for parents/carers and Family Centre staff for the delivery of quality group sessions in compliance with health and safety.
- Provide a Crèche facility for specific groups when it is not appropriate for children to participate in that group.

What a parent\carer should do

- Participate in group activities to support your child’s development within the Early Years Foundation Stage and support your child’s learning at home.
- Where a crèche facility is provided, you should complete a **Crèche Parent/Carer Contract**.
- Raise any concerns with Centre staff regarding children’s welfare and wellbeing
- Treat Family Centre staff with respect.
- Maintain confidentiality of discussions held in groups.
- Refrain from discussing negative comments on Family Centre services, staff, or other service users via Social Media (Facebook).
- Discuss any comments, compliments and complaints with a member of the Family Centre staff.
- Do not smoke in the Family Centre or in the Centre grounds.

Policy Review: 28.2.2019

Policy Approved by: ECS, Senior Management Team

Policy Issue Date: 1.4.2019

Next Review Date: April 2020

Version 19/20

- Refrain from smacking your child.
- Inform us if you or your child has a medical condition or allergy and how we can respond in case of emergency.
- If you or your child has an allergy you should check the ingredients of snacks provided either by checking the label of wrapped food or by checking the information provided by the Family Centre on unwrapped snacks. The allergy information provided by the Family Centre will identify whether any snack includes one of the 14 allergens on the **Food Standards Agency Allergens Poster**.
- Be aware that if you or your child's allergy is not covered by the 14 allergens list you will need to make staff aware and they will discuss with you how they can accommodate your needs.
- To sign in and out at each group session.
- Not to be under the influence of alcohol or other substances whilst attending the Family Centre.
- The use of mobile phones and mobile phone cameras during group activities where children are present is restricted. Mobile phones may be used in the Reception area of the Centre if necessary and you may be allowed to take photographs of your child at specific and designated points in group sessions.
- Refrain from accessing group activities within the Family Centre when you and / or your child are ill.
- Always supervise your child, never leave them unattended whilst attending group.
- Only have cold drinks
- If you bring a snack to the group session, this should be a healthy choice.
- To keep dummy use to a minimum.
- Treat others with respect. No swearing or aggressive behaviour.
- Value others (everyone is entitled to their own opinion).
- Where required pay the appropriate charge for attendance at a group session.

What we will do

- Provide group activities to support your child's development within the Early Years Foundation Stage and support you to support your child's learning at home.
- Provide Crèche facilities for specific groups/activities and ensure Crèche Parent/Carer Contracts are in place prior to participating.
- Provide support for any concerns raised regarding children's welfare and wellbeing.
- Encourage maintaining confidentiality of discussions held in groups.
- Discuss with parents/carers any comments, compliments and complaints.
- Provide a variety of snacks which parents must check if they or their children have allergies. Where snacks are wrapped allergy information will be visible on the wrapping, where snacks are unwrapped information from the wrapping or the ingredients used will be noted and any allergen as per the guidance will be provided in written form where the snack is to be served.
- Inform you of the charge for attendance at a group session.