

St Vincent's School for Blind and Partially Sighted Children

Policy Document Title:	Working with Parents and Carers Policy
To be read in conjunction with:	Children's Act 1989 Parents/carers Visits (within HS&S Policy) Medication Policy Staff Handbook
Updated:	07/09 BB
To be reviewed:	07/10

St. Vincent's School Mission Statement:

Inspired by the example of St. Vincent, we work together in a safe and caring atmosphere, where a high standard of education and care are provided. We encourage a sense of achievement, self-worth, moral responsibility and mutual respect, honouring all faith traditions and beliefs. Each one of us in our community is special and unique. Gifts and talents are valued and nurtured through all our work. We are outward looking In our approach to the wider educational and social community and we encourage all our young people to become independent and to integrate fully into society.

The Children Act 1989 embodies a number of key principles for staff when working with the parents/carers, relatives and carers of students of our school. A key principle of the Children Act that runs through the schools policies and practices is that of a partnership with parents/carers. The following policy is therefore a reflection of this commitment to genuine partnership following the government guidelines to ensure that the five outcomes of the Every Child Matters Agenda are embraced;

- ❖ **Be Healthy**
- ❖ **Stay Safe**
- ❖ **Enjoy and Achieve**
- ❖ **Make a positive contribution**
- ❖ **Achieve Economic Well Being**

We believe that the following underpins our work.

- ❖ Awareness of the diversity of families and promotion of opportunity within all family groups.
- ❖ Children and young people and their parents/carers should all be considered as individuals with particular needs.
- ❖ The development of a working relationship with parents/carers is usually the most effective route to providing supplementary care for their children.
- ❖ Family links should be maintained through the Family Liaison Officer, Pastoral and Independent Skills Manager, care plans, home/school liaison, child centred care. Both parents/carers are important even if one of them is no longer in the family home.
- ❖ Wider families matters.
- ❖ Continuity of relationships is important and attachments should be respected, sustained and developed.
- ❖ The active involvement of parents/carers in the drawing up of the care placement plan and through recommendations at review.

We ensure that we work with parents/carers in line with the principles outlined above in the following ways.

- ❖ We keep open communication through daily journals for every pupil who comes into the department regardless of whether they are staying for one night or four. Parents/carers can expect that the following information is included within the home school book.
 - Information on the activities that the whole school community has participated in.
 - Key information updates i.e. forthcoming dates for consultation/social evenings.
 - Requests from staff for additional medication, toiletries etc.
 - Reports and information on their child's progress through review and upon request

- ❖ A keyworker system is in place that is aimed at developing relationships.
- ❖ Accurate and up to date records of contact are kept. Decisions about the health of an individual are always shared with the parents/carers.
- ❖ An information leaflet is available for parents/carers.
- ❖ The departments care plan process actively involves the parents/carers and responsibility is given to parents/carers for the sharing of information. A distinct element of the care plan document is how we will work with parents/carers. Information is sought on other significant members of the family and their importance to the pupil.
- ❖ No medication is administered within the school community unless the written permission of the parents/carers has been received. This includes both prescribed and household remedies – see medication policy.

We aim for good communication links with the parents/carers of pupils at the school.

In our work with parents/carers we aim to be –

- Open
- Honest
- Clear
- Two-Way
- Timely – We will plan ahead and anticipate needs.
- Responsive
- Consistent
- Credible
- Relevant
- Cost-Effective

Parents/carers are informed of the visits that their children are involved in.

We will be sensitive to the needs of those parents/carers who's first language is not English. In a medium appropriate for needs.

Parents/carers are advised to read the school's Complaints Policy as it outlines how the school will respond when things go wrong. It also gives important information with regard to the contact addresses for both the Chair of Governors and OfSTED.