

## **Separated Family Policy**

We aim to ensure appropriate support is provided and implemented for children, their families and all concerned when separation occurs; this is provided by nursery staff and if appropriate by external agencies. We acknowledge that during separation emotions can be elevated and challenging situations may arise for all concerned. We always adhere to current legislation regarding parental/carers rights.

The nursery's prime responsibility is for the welfare and educational development of the individual child/children attending the setting. We endeavour to provide individual support for children who are experiencing family separation, or changed family circumstances. We recognise that a child's circumstances and feelings may change and evolve and we maintain our support for the child and their welfare throughout their time at the nursery.

We have an 'Inclusion officer' who is a member of the senior team and is responsible for promoting, co-ordinating and monitoring equality of opportunity at the nursery. They are available to discuss any concerns and assist the child's key person with any additional support that may help the child/children whilst at nursery.

The nursery will endeavour to keep our communication pathways open with both parents. In order to help with maintain our parent partnerships, we would ask that both parents enter into our separated family agreement below, in the best interests of their child and nursery transparency.

Wivenhoe Park Day Nursery will:

- Obtains all necessary information regarding the child and the family during the registration process. If parental/carer responsibility is not shared, or there is a court order in place relating to the child, documentation will be requested by the nursery.
- Ensure the Child's welfare is paramount in all operations relating to their time within the nursery
- Respects and adheres to any legal requirements that may have been entered into by the parents/carers or required by the courts; the nursery cannot prevent access to any parents/carers unless a formal court order is in place and we hold a copy on the child's file.
- Ensure that 1 parent/carer is set up on our online learning journal system -Tapestry . All other relatives and additional parents can be added upon request.
- Provide information on the child's progress within the nursery to both parents, this will be done in a variety of ways including by invitation to nursery events; including parent consultations, social events – subject to terms and conditions of any Court Order / Injunction
- In case of an incident/accident or emergency, we will phone the parent with whom the child mainly resides; or the parent with whom the child is residing with on that day. Depending on the severity of need and other constraints on staff time, we would try and contact both parents. Only one parent needs to sign the nursery incident/accident form on the day.
- Ensure that all matters known by the Nursery Staff relating to the family shall remain confidential (subject to any Child Protection concern, please see Safeguarding Policy)

Wivenhoe Park Day Nursery requests that parents:

- Be courteous and respectful at all times in their dealings with the nursery.
- Not involve staff members in any family dispute unless it directly impacts on the care of the child.
- Encourages parents/carers to tell us at an early stage if there is a change in family circumstances and provide the nursery with all information regarding parental responsibility and any relevant court orders and injunctions.
- A signed and dated copy of this agreement will be held within the child's file.

Child's name:

Parent 1 Name and Signature:

Date:

Parent 2 Name and Signature:

Date:

Nursery Manager Name and Signature:

Date:

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<b>Reviewed on behalf of the nursery by</b>	Teresa Warren /Dawn Saunders	
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