

## **Policy No. 67 – Open Door Policy**

**REV: 02 DATE: 10.08.2022**

As a 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.

Scamps & Scholars Childcare promotes an open door policy to facilitate good communication, discussion, feedback and transparency for, and between, all stakeholders i.e. the Board of Directors, Managers, Staff, Parents/Guardians, Children, C.E. Workers and Volunteers.

All managers and staff will be ready to listen in person, by phone or written correspondence (digital or hard copy) to all stakeholders to foster a culture of trust and communication.

### **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 centre, staff representatives will have the opportunity to remind parents of our Open Door policy and Settling in Policy
- Although Scamps & Scholars Early Years Education & Care 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 organised forums to facilitate same
- 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.

*Notice: during pandemic situations and current health and safety measures we are unable to allow some parent/guardians bring their child to, and collect their child from, their room directly, until further notice. This regulation and guidance was introduced by the following:*

*Return to Work Safely Protocol, Covid-19 Specific National Protocol for Employers and Workers (2020)*

*Covid-19 Infection Prevention and Control guidance for settings providing childcare during the COVID-19 Pandemic (HPSC, 2020)*

*First 5, Guidance for Reopening, Government of Ireland (2020)*

*Guidance for Early Years Services managing COVID-19, (Tusla, 2020)*

*Every effort will be made to engage with parents/guardians during drop off and collection or by the use of technology to assist with parental involvement.*

### **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.
- Notification of any updates will be alerted to both staff and parents as required
- Policies and procedures are available to view and download on our website
- A disc containing the most up to date Policies and Procedures will be provided to all parents, usually in August.

### **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

**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**(On behalf of the Board of Directors)**