**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Participation Policy COVID- referencing Standard 7**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a diverse and inclusive environment. The purpose of this policy is to establish a clear framework for the participation of parents/ carers within the Day Care Setting.

**2. Definition:**

This policy applies to all staff, teachers, leaders and assistants employed by Victoria College Day Care. The policy covers the framework for how parents/ carers will be encouraged to participate in the work of the Day Care setting.

**3. Aims and Objectives:**

To ensure that parents/ carers are encouraged to participate in the work

of the Day Care setting (Standard 7).

**4. Procedures:**

* Before applying to the setting, parents/ carers will be invited to an Open Morning event to meet the staff and visit the setting.
* Following an offer of place, parents/ carers will be invited to an Induction meeting. At this meeting, parents/ carers will receive an Induction booklet outlining key information regarding the running of the setting.
* Parents/ carers will be invited to attend play and stay sessions in advance of their child commencing at the setting.
* Parents/ carers will be invited to attend a Meet the Teacher evening in September. This will outline the rules and routines of the setting.
* Parents/ carers will be invited to participate in a number of shared events throughout the year including the Christmas Nativity and Sports Day.
* Parents/ carers can make informal contact with staff on a daily basis on arrival and collection of their child or, they can make an appointment to meet with staff members at a mutually convenient time.

**5. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.