**Parental Involvement Policy**

Jack-in-the-Box staff are always happy and willing to talk to parents/carers of all children. At very busy times (the beginning and end of sessions) it is usually hectic, this means that staff will find it difficult to give you their full attention. To ensure that you are not rushed it is best that staff know if a parent wishes to discuss an important matter, they are available until 1pm after sessions on Tuesdays but should any parent wish to make a appointment at a more convenient time then we will do our best to accommodate such wishes.

Jack-in-the-Box is run by a committee of volunteers and we are always looking for new members. Anyone who is interested in helping or joining the committee is very welcome as we are always pleased to hear fresh thoughts and ideas.

It is important for the Pre-School to have volunteers. We appreciate any help in all forms, during sessions, trips out etc. Regular attendance at any session is greatly appreciated. Whilst helping out, parents often become aware of other ways to become involved. We depend on parents, local businesses and other organisations to provide services that we cannot provide ourselves, such as supplying art/craft equipment. We also rely on parents to organise and carry out fund raising or any other activates. Such activates will be communicated via notices/newsletters. All volunteers/helpers would be required to be subject to a CRB check prior to their involvement.

All parents are welcome at Pre-School at any time. An appointment is not essential but would ensure immediate attention, especially if they wish to view the setting. Parent can always access records of their child’s progress.

**Staff Confidentiality Policy**

All staff are required to keep confidential all information relating to business affairs of the Pre-School.

All staff are required to keep confidential all information relating to the children who attend the setting.

All staff are required to keep confidential all information relating to the families of children who attend the settings.

**ANY** breach of this policy will result in disciplinary action and possible dismissal.