Parents & information

Sharing policies and parent acknowledgement

Making current policies understandable and recording that families have received them.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Sharing information

Provide the current approved policies before attendance, explain the practical arrangements and invite questions. Offer a suitable format or explanation where a family needs help accessing the information.

Explain material changes to parents and keep a dated record of the version shared. Acknowledgement confirms receipt and understanding; it does not waive legal rights or prevent a complaint.

Before using this draft

The centre must complete its operational review, identify the responsible manager and safeguarding lead, and approve the final policy version before asking families to acknowledge it as the operating pack.

Collect any completed acknowledgement privately and store it securely. Do not ask families to post signed forms or children's personal details publicly.

Confidential record for private completion

Complete and return through the centre's agreed secure process. Do not upload a completed form to the public website.

Parent or carer name
Policy pack version / date received

Policies received and any questions or support requested
Parent or carer acknowledgement and date
Staff member confirming discussion and date

Centre review before adoption

Approve the final pack, named contacts and accessible sharing process before collecting acknowledgements.