Practice Guideline on Communication and Collaboration

Recognizing the importance of developing open, responsive and respectful relationships with families and colleagues, this resource is designed to help you reflect on and strengthen your approaches to communication and collaboration.

Use this guideline to help you learn about:

- the importance of communication and collaboration for developing meaningful and responsive relationships;
- elements of effective communication and using technology to communicate with families, colleagues and others in your community of practice;
- strategies to support effective communication and collaboration with families, including how to best have challenging conversations;
- strategies to strengthen communication with colleagues, including conflict resolution;
- ways to collaborate with community partners and other professionals.

Guideline content

Section 1 – the importance of communication and collaboration

Learn about the elements of effective communication, how to demonstrate professionalism and leadership in this area and how technology can enhance your efforts.

Section 2 – communication and collaboration with families

Find out how you can develop strong partnerships, use technology effectively to connect and how to approach challenging conversations.

Section 3 – communication and collaboration with colleagues (coming early November)

Learn how you can work together to provide the best for the children in your professional care. This section includes information on how you can use critical reflection, address communication challenges and resolve sources of conflict.

Section 4 – communication and collaboration with community partners (coming early November)

Discover the importance of collaborating with community partners and other professionals in order to support improved care and programming for children and families.

About this publication

Practice guidelines communicate certain expectations of Registered Early Childhood Educators as outlined in the *Code of Ethics and Standards of Practice*. Guidelines also highlight how those expectations may be applied in practice. They include recommendations and provide opportunities for self-reflection and professional learning. The Code and Standards, current research and related legislation should be consulted when considering practice guidelines. Practice guidelines support the College's role to promote high standards and continuous professional learning and to govern the conduct of RECEs.

Suggestions for using the Practice Guideline

- Take your time to review the material and additional resources.
- Focus on areas that are most relevant to your current practice or sections that challenge you.
- Engage in collaborative inquiry and critical reflection during a staff or team meeting, or share in a community of practice.
- Actively engage in collaborative discussions to reflect on, challenge and question the complexities of practice.
- Use this resource to support you with your related Continuous Professional Learning (CPL) portfolio goals and activities.

Guideline references

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Ontario Ministry of Education. (2016). The kindergarten program 2016. https://www.ontario.ca/document/kindergarten-program-2016

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Wilson, L. (2014). *Partnerships: Families and communities in early childhood* (5th ed.). Nelson Education Ltd.

Zero to Three. (2020). *How to communicate with parents*. https://www.zerotothree.org/resources/92-how-to-communicate-with-parents

Other useful resources

In alphabetical order:

- *Code of Ethics and Standards of Practice*
- *Exploring Interprofessional Collaboration and Ethical Leadership*
- *Practice Guideline on Diversity and Culture*
- *Practice Guideline on Dual Relationships*
- *Practice Guideline on Pedagogical Practice*
- *Practice Guideline on Professionalism*
- *Practice Guideline on Supporting Positive Interactions with Children*
- *Practice Note on Ethical Decision-Making*
- *Practice Note on Professional Judgment*
- *Practice Note on Professional Supervision of Supervisees*
- *Practice Note on Using Social Media*
- *Professional Advisory on Duty to Report*
- Scenario on Communication and Collaboration

Pause and Reflect exercises from each section

Section 1
- Pause and reflect on the profession's values and your communication strategies (Word version)
- Pause and reflect on the profession's values and your communication strategies (PDF version)
- Pause and reflect on this scenario: demonstrating leadership in communication and collaboration (Word version)
- Pause and reflect on this scenario: demonstrating leadership in communication and collaboration (PDF version)

Section 2

- [Pause and reflect on your communication with families in your practice setting](#) (Word version)
- [Pause and reflect on your communication with families in your practice setting](#) (PDF version)
- [Pause and reflect on communication about Sanjay's winter clothes](#) (Word version)
- [Pause and reflect on communication about Sanjay's winter clothes](#) (PDF version)
- [Pause and reflect on families and access to technology](#) (Word version)
- [Pause and reflect on families and access to technology](#) (PDF version)
- [Pause and reflect on family engagement](#) (Word version)
- [Pause and reflect on family engagement](#) (PDF version)