

PARENT PARTNERSHIP POLICY

DATE: September 2025

At Autism Partnership, we believe that in order for children to flourish and reach their full potential, it is imperative that our team works closely with all parents and carers. This open relationship ensures that there is consistency between the home and setting environment. It also enables us to have a more complete knowledge of the child and their abilities in order to help meet their individual needs. We operate an 'open-door' policy and aim to support parents in confidence and with sensitivity.

1. We recognise and support parents as their child's first and most important educators, and welcome them into the life at Autism Partnership.
2. We provide frequent information about the child's development and an update on what they did that day. This is provided in written form with a summary of the session's activities and learning completed by the programme specialists at the end of each session, along with verbal handover conversations. In addition, the Programme Supervisor (key person) will also provide a progress update after each supervision session which will be emailed to parents and sometimes include a follow-up phone call depending on the information provided. Written monthly progress updates are also prepared by the Programme Supervisor.
3. We provide information about us and the services offered. This is provided in writing via email, on our notice boards, and on our website and social media platforms.
4. We ensure that all parents are aware of Autism Partnership policies and procedures. Our full policy documents are available to parents at all times. These are situated in a folder in the reception area.
5. Our open-door policy welcomes any parent/carer/visitor to the setting at any time.
6. All information is made accessible to parents/carers.
7. Parents/carers must update all relevant personal details relating to the family when necessary. These include change of address, phone numbers and emergency contacts. This is to ensure we provide efficient care in case of emergency.
8. We operate a key person system (see Key Person Policy) which facilitates a close working relationship with all parents and supports two-way information sharing relating to each child's individual needs, both at the Autism Partnership setting and at home.
9. We respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so.
10. We will discuss and consider all parent's suggestions that concern the care and learning of their child.
11. We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure in the policy and procedure folder.
12. We welcome the contributions of parents, in whatever form these may take - for example, verbal, email or letter format.

Review Date: September 2026