



## **Working in Partnership with Parents Policy**

TRACKS (autism) recognises that parents are the child's first carers and educators and therefore their views and knowledge of their children are paramount in ensuring that we are able to provide the best possible care.

At TRACKS (autism) we believe it is essential to work in partnership with parents by providing each child with continuity of care and a consistent approach so (s)he will not become confused with different approaches to learning, standards of behaviour and boundaries and by ensuring that each child's special educational needs are met effectively.

We will endeavour to work closely with parents in order to carry out their specific wishes for their child wherever we can. We will also offer support and advice regarding both the needs of children and their family. We are always happy to discuss individual children's care and progress with parents at a mutually convenient time, whether in person or over the phone. We can also be contacted via the TRACKS (autism) email for non-confidential support and /or advice.

### **Parent Welcome packs**

Parent Welcome packs are distributed to all new parents providing information about TRACKS autism our aims and approaches, the Early Years Foundation Stage (EYFS) and our fee structure.

We ask new parents to complete a 'Getting to Know Me' Booklet to help us to understand their child's needs, interests, likes and dislikes, and dispositions. Information is requested about other professionals who support your child, e.g. Health Visitor.

Information is provided for parents regarding the TRACKS Approach, our policies and procedures. We take time to explain to parents what our policies mean and how we incorporate our ideals into our practice.

### **Child Information**

We rely on parents to inform us if there are any changes to their child's details, particularly contact numbers and those of your emergency contacts.

We appreciate parents keeping us updated their child's progress at home and concerning any changes to routine, diet and general health and well-being.

### **Key Worker Groups**

TRACKS autism operates a key worker group approach in order to provide the best possible working relationship for each child and their family and to ensure that individual needs are recognised and supported. Key workers are responsible for recording child observations on their key children's 'Continuous Provision/Observation' sheets and collecting a portfolio of evidence for their developmental profile. They also compile a 'Learning Journey' to reflect each child's progress whilst attending TRACKS.

## **Two Year Progress Check**

As part of the EYFS requirements, key workers complete a progress check for children between the age of 24 and 36 months. Information is shared with parents and with the child's Health Visitor in order to provide a more holistic view of the child.

## **Individual Education Plans**

The Key Worker group leaders (senior practitioners) set appropriate and realistic targets for their key children and write Individual Education Plans (IEP's) to monitor progress. The IEP's reflect the children's individual needs as identified through child observations and include advice from our Autism Specialist and other involved professionals, such as speech and language therapists. Parents are invited to discuss and input into their child's IEP.

## **Specialist support**

At TRACKS autism all children and families are supported by our Autism Specialist who conducts an initial assessment, followed by an update and report after approximately six weeks. Subsequent reports are provided as appropriate.

She is available to discuss each child's development and needs and will offer advice, strategies and resources as appropriate.

She also conducts training workshops in order to empower parents regarding the management of their children. These include an Introduction to Autism, Social Interaction, Social Communication, Play, Sensory Difficulties, Challenging Behaviour and Toilet Training.

## **Partnership with other Professionals**

TRACKS autism is committed to helping each child to develop and make progress. We work in partnership with parents in taking advice from other specialist professionals such as speech and Language Therapists and Occupational Therapists.

TRACKS practitioners support families by attending 'Team around the Family' (TAF) meetings and appointments at The Child Development Clinic by invitation.

## **Families who have English as an additional language**

TRACKS is committed to ensuring all families feel welcome and included and we will do everything possible to help support families with English as an additional language.

## **Diversity**

All members of the TRACKS autism team actively promote equality, diversity and British values of tolerance and celebration of all cultures.

## **Open-door Policy**

TRACKS operates an 'open-door' policy with regard to discussing any concerns with parents and we are committed to working together to resolve any problems or worries about a child or the care that they receive.

If a parent has a concern about their child they are encouraged to speak to their child's key worker. Any other issues regarding TRACKS should be discussed with the Principal or senior member of staff. If the parent is unhappy with the outcome and feels it has not been successfully resolved, they should follow the complaints procedure.