



A world in which Autism is celebrated.

Registered Charity No. 1152188

Partnership

57. Working in Partnership with Other Agencies.

Policy statement

We work in partnership with local and national agencies to promote the well-being of all children/young people.

Procedures

- We try to work in partnership or in tandem with, local and national agencies to promote the well-being of children/young people in our care.
- Procedures are in place for sharing of information about children/young people and families with other agencies. These are set out in the Information Sharing protocol, Safeguarding Children procedures and the Special Educational Needs procedures.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.
- We follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child/young person they are visiting in the setting and do not have access to any other child (ren)/young people during their visit.
- Our staff do not casually share information or seek informal advice about any named child/young person/family.
- When necessary, we consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents/carers For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.

Requests for Assessments, Verification and Supporting Information

Sunbeams Community Hub is a support service and does not provide formal assessments on behalf of third-party organisations.

We do not undertake carers assessments or assessments of an individual's circumstances, needs or eligibility for the purpose of applications to external organisations, grants, benefits or other services.

Staff and representatives of Sunbeams will not sign forms, declarations or applications requiring them to verify circumstances that they are unable to confirm through their direct knowledge, involvement or organisational records.

Where an individual or family is known to Sunbeams through our services, we may, where appropriate and with the necessary consent, provide factual supporting information based upon our direct knowledge, involvement and records. This may include confirmation of attendance, engagement with our services or relevant information directly observed or recorded by Sunbeams.

Providing factual supporting information does not constitute an assessment by Sunbeams, nor does it mean that Sunbeams is confirming an individual's eligibility for any service, grant, benefit or other provision administered by a third party.

Where a third-party organisation requires a formal assessment, professional opinion or independent verification, the individual will be advised to approach an appropriately qualified professional or organisation.

This policy was adopted on

20th April 2015

Policy updated

September 2026

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory Susan Carr

Role of Signatory CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/04/2025
Sue Carr	19/06/2026
Sue Carr	18/09/2026