



# Parent Representatives

## Role Description

The role of parent representatives is to inform decision makers about the experiences of parents and to ensure that parents' views are fed into decisions about children's services at a strategic level. Through this process, parents and professionals reach a common understanding about effective services for disabled children. Their combined information and perspectives result in joint planning that leads to more effective services.

Parent reps will form part of working groups with Local Authority professionals in order to plan provision and policy for SEND young people aged 0-25.

They must be able to represent the views of parents from a huge range of backgrounds whose children have a wide range of impairments. In order to help them achieve this, the Participation manager will:

- \* nominate parent reps for specific project and working groups. This will ensure that the parents invited represent the views of a collective body of parents, are more likely to have suitable background knowledge and are trusted to speak on their behalf.
- \* allocate a minimum of two places for parents on the working group and ensure that where possible, their children be of different ages and have different disabilities. This also ensures that parents have some mutual support.
- \* have a system of experienced parent reps buddying or mentoring new parent reps

**Parent representatives will be trained and supported. They will be expected to:**

- \* Represent SNAP and the wider views of parents/carers on one or more specific projects
- \* Attend Parent rep meetings to feedback from their own project/workstream and raise/discuss issues or concerns arising.
- \* Act in a professional manner at meetings
- \* Keep sensitive information confidential
- \* Comply with the Parent Rep agreement and any SNAP policies or protocols
- \* Provide timely and relevant feedback to SNAP
- \* Respond to requests for feedback and consultations, seeking views from a wider audience wherever possible
- \* Bring issues and concerns to the Participation Manager for consideration and discussion
- \* Attend the AGM and as many open SNAP meetings as possible
- \* Undertake training as required for personal development and to benefit SNAP. Participation training should be attended within 3 months of starting as a parent representative, or as soon as possible after.

To contribute meaningfully, parent reps need the same information as professionals on the working group about the purpose of the group and topics being discussed. In order to ensure that parent reps are also knowledgeable the Participation Manager will:

- Make sure parent reps are on the mailing list for minutes and information.
- Check the best format for parents to receive the information; for example post or email.
- Identify a member of the steering group who will act as the key contact to meet with the parent reps beforehand to discuss with them how best they can carry out their role.

