

# Child's Planning Meeting: Checklist

## Before the meeting

- Invite parents and all professionals currently working with the child.
- If parents/professionals have not attended a Child's Planning Meeting before they may want to look at the "My Views" form to prepare themselves before the meeting.
- If anyone can't attend, they might wish to submit their contribution using the "My Views" form.
- Prepare the child: ensure someone who knows the child well meets with him/her to talk about the purpose of the meeting, to complete the "My Views" form (or your own child-friendly version) and to discuss how the child will be involved in the meeting.
- Decide how you're going to record what people say in the meeting: flip chart paper or Smartboard? This could influence your choice of venue.

## At the meeting

- Introduce the purpose of the meeting: you can use the "script" if this makes it easier.
- Introductions round the table.
- Agree roles: facilitator; scribe; timekeeper.
  - Perhaps an older child/young person would like to be the timekeeper?
- Go through the stages of the meeting:
  - Strengths
  - Concerns
  - Strategies
  - Goals/Desired Outcomes
  - Action Plan
- Agree a date to review the Action Plan.
- Have a brief evaluation of the meeting: on a scale of 1 to 10, how would everyone rate its usefulness?

## After the meeting

- Give everyone who attended (and those who gave apologies) a copy of the Meeting Note.