

Preparation for Meetings

Preparation for a meeting is an essential part of the process of engaging young people and their carers into the process of providing appropriate support.

Checklist

Before an Initial Meeting, the NAMED PERSON or LEAD PROFESSIONAL must have:

- Obtained consent to the GIRFEC
- Begun completing the Biographical Details
- Begun completing the Chronological Record

The NAMED PERSON/LEAD PROFESSIONAL must then:

- Find an appropriate venue for the Initial Meeting
- Confirm a Chairperson
- Arrange a Minute Taker
- Issue invitations
- Distribute any documentation according to the Information Sharing Procedure
- Meet with the Child/Young Person and/or Parent(s)/Carer(s)

Meet with the Child/Young Person and/or Parent(s)/Carer(s)

This is a very important part of working together. During this meeting it is important to:

- To provide reassurance to the family
- To confirm arrangements for the initial meeting
- Go through the Initial Meeting Agenda
- Listen, and answer queries

Areas to Discuss/Consider

- Ensure consent issues have been appropriately dealt with
- The purpose of the meeting
- Discuss who is likely to attend the meeting. Ideally attendance should be discussed and agreed with the parents/carers before final arrangements are made
- Do they want a supporter or advocate
- It's ok for parents/carers to listen - they don't have to speak at the meeting
- Are they coming to the meeting? If not, arrangements for providing feedback after the meeting
- Is the child/young person going to attend? If so, do any special arrangements need to be made? If not, how is the child/young person going to be informed of the outcome?