**Person Centred Annual Reviews – A Guide for Parents / Carers & Children & Young People**image in colour of people sitting in a semi circle with one adult standing with a pen next to flipcharts**The Purpose of the Person Centred Annual Review**

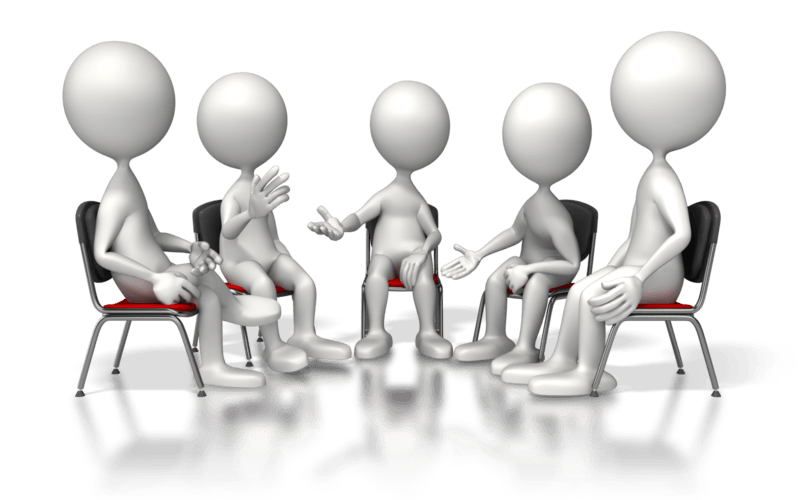
A person centred review is an opportunity to gather information about:

* What is important to the child / young person; now and in the future
* What support the child / young person needs
* What is working and what is not working in their life



## **Who will be invited?**

* Who the child / young person wants to be there
* Who is important in the child / young person’s life
* Who needs to be there e.g. professionals



It is best if the child / young person can be supported to think about their life before the meeting and if possible attend to share their ideas. For example what is important to the person now, and in the future, what support the person needs and what is working and what is not working in their life.

This information should be brought to the meeting represented in a way the child / young person can understand – pictures, photographs and symbols.

The meeting works best if the other people attending can think about the same questions before the meeting as well and be prepared to share this in the annual review meeting.

## **Flipchart Headings**

There will be lots of flipchart paper with different headings:

1. Who is here
2. Ground Rules
3. What we ‘like and admire’
4. What’s working
5. What’s not working
6. Outcomes
7. Important to & for (now)
8. Important to and for (future)
9. Action Plan
10. Parking Board – *questions to answer & issues to resolve*

## **Introductions**

Everyone will be asked to introduce themselves and say who they are in the child / young person’s life.



## **Like and Admire**

Everyone will be asked to say something they ‘like and admire’ about the child / young person (e.g. things that make them smile, laugh or feel proud). This will be written onto the flipchart paper.



## **Starting the Meeting**

The facilitator will explain:

* What will happen in the meeting
* What the headings mean

## **Gathering Information**

The child / young person’s music may be played if they wish. Everyone will be asked to write on the flipchart paper – this will take about 15 minutes. The child / young person will be supported to be at the very heart of the meeting.

## **Reviewing the Information / Action Planning**

Everyone will be asked to name any priorities for discussion. Everyone will be invited to discuss the information that’s been gathered. Actions will be developed that are possible, positive and practical.

All actions should explain what, when, where and who. A person will be responsible for checking that the ‘Action Plan’ is followed and the actions happen.

## **At the end of the meeting**

* Everyone will be asked to share what they appreciate about the meeting
* Everyone will be asked to share their thoughts about the review process and make any suggestions for improvement
* One person will be responsible for putting the notes together and distributing them

