



PRACTITIONER'S GUIDE

Offering children and young people greater voice, choice and participation in meetings.

BEFORE THE MEETING

CHECK
(✓)

Does my young person know that a meeting is happening?

Have I asked my young person what kind of meeting they would like i.e. a face to face meeting or a virtual meeting?

Have we talked about how they would like to take part?

Have I asked my young person how they would like to share their views in the meeting and considered how I'll support them to do so?

Have I asked what my young person might need to help them take part i.e. drinks, emotional cards, breaks?

Have I talked with my young person to help them understand what might be spoken about at their meeting ?

For a meeting, have I asked my young person if they would like to speak to their Chairperson before the meeting?

For a meeting, have I asked my young person if they would like to speak with anyone else on their own during the meeting?

Have I offered my young person a range of people they can share their thoughts with before their meeting i.e. me, a family member, an advocacy worker, or another trusted person?

Have I checked with the young person who they would like to be present when their views are being shared?

Have I asked my young person who they would like (or not like) to have at their meeting?

Have I used my young person's own words in their assessment?

Have I shared and read through the final assessment with my young person to ensure that they know what is written and recommended?

DURING THE MEETING

CHECK
(✓)

If my young person does not attend, am I listening to ensure that their views are heard in the meeting even though they are not there?

If my young person does attend their meeting, have I done everything I can do to ensure they are supported to share their views and participate in the discussion?

When I speak, have I kept my young person's views in mind?

If my young person does attend their meeting, and with a view to supporting the team around the child, am I alert to my young person's body language and needs.

AFTER THE MEETING

CHECK
(✓)

Have I met with my young person to talk through the decisions and recommendations and to make sure that they understood what was decided?

Have I taken the time to explore how the decisions and recommendations feel; what if the meeting did not agree with my young person's views?

Meetings can be tough; have I followed up with my young person to check if there are any new worries as a result of the meeting?

"Dear Practitioners, we would really like for you to use the Practitioner Guide to make meetings better for every child. We think these changes will make them feel like they are prepared for their meetings, are given the opportunity to shape their meeting (when, where and how – virtual or face to face) in a way that helps them express their views, thoughts and feelings with those they wish to share them with. Thank you from the young people all over Moray and Highland"



**WHO
CARES?**
SCOTLAND



**MORAY
COUNCIL**



**The Highland
Council
Comhairle na
Gàidhealtachd**



**children's
hearings
scotland**



**SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION**