

A Guide to **PERSON- CENTRED MEETINGS**



Cardiff Local Authority actively encourages partnership working between learners, parents, schools, settings and professionals.





Person Centred Practice is a continual process of listening about what is important to and for the person now and in the future with family, friends and professionals working together to make this happen



What is a Person-Centred Approach?

- It considers the wishes, views and aspirations of the child or young person
- The child or young person is the focus. It considers the whole person and not simply what they can't do or their diagnosis
- The child, their parents/carers or young person are at the centre of the planning and decision making
- It involves all those who live, work and spend time with the child/young person (family, health, playgroup, education, social care – a multi-agency approach)
- It's about on-going listening, observing and learning



Why are Person-Centred meetings arranged?

A school or Local Authority may arrange a Person Centred Meeting in order to gather information from everyone who is involved in supporting your child. This may be to support their healthcare, educational or wellbeing needs at school.

Together, a decision could be made as to whether your child has Additional Learning Needs which requires Additional Learning Provision or whether appropriate referrals need to be made.

What happens before the Person-Centred Meeting/Review?

The person leading the meeting will:

- Make sure that you and your child are involved
- Invite relevant professionals actively involved
- Arrange a suitable meeting place
- Gather information
- Answer any questions you have

Prior to the meeting everyone needs to think about the following questions:

- What we like and admire about the child?
- What's important to the child?
- What's working?
- What's not working?
- What's important for the child now and in the future?



What happens in a Person-Centred Meeting?

The person leading the meeting will try to make everyone feel welcome. The meeting will be as interactive as possible and everyone will have an equal chance to contribute. All of the information below will be discussed at the meeting and will be used to put an Action Plan in place to support the child or young person at school or college.



What is a One Page Profile?

A One Page Profile may be developed with you or your child before or during the Person Centred Meeting. The One Page Profile aims to give a positive snapshot of your child, including: What is great about your child, what is important to your child and how can we support them?

A One Page Profile can be developed further and information added before, during or following the Person Centred Meeting.



What may happen after a Person-Centred meeting?

A Person Centred Meeting or Review will be held by the school or Local Authority in order to put a plan in place to support the child or young person. A Person Centred approach is not a process to be done TO the person and it is not a static plan, template or document.

What are the possible outcomes of a Person-Centred meeting?

The information gathered at the Person Centred Meeting or Review can be used to inform a range of plans such as an Individual Healthcare Plan, a One Page Profile or an Individual Development Plan.

All plans will be reviewed with you and your child at least once a year or sooner if there is a significant change in your child's life.

If you need additional help and support around Additional Learning Needs, it can be sought from an advocate. An advocate is someone who will attend meetings with you and speak on your behalf. If you need a professional advocate, you can contact SNAP Cymru, a national charity working across Cardiff that offers free and independent information, advice and support for parents of children and young people who have/or may have additional learning needs. Please visit www.snapcymru.org for more information or you can contact them on; Tel: 0808 8010608

If you have questions or queries, you can contact the Local Authority's ALN Help and advice line on;
Phone: 02920 872 731 or Email: ALNHelpline@cardiff.gov.uk