



## INFORMATION FOR PARENTS TEAM AROUND THE FAMILY MEETINGS

### **Before the meeting**

- Prepare any questions you would like to be answered at the meeting
- Think about how you and your family can be involved in the actions from the meeting as part of your family action plan
- Ask a friend or advocate to attend the meeting to support you
- Ensure you have the date, time and venue for the meeting
- Arrange any childcare needed
- Ask your Lead Professional for all the documents which will be shared at the meeting

### **Before the meeting discuss with your Lead Professional**

- What you would like to achieve at the meeting
- Anything you would like to raise at the meeting
- Find out who will be attending the meeting
- Ask for copies of any report that have been sent to those involved
- Think about what would support you and your family? What would you like to be included in your family action plan? How will this be discussed at the meeting?

### **At the meeting (called the Team Around the Family)**

- Take pen and paper to take notes (or ask a friend/advocate to take )
- Ask your prepared questions
- Ask your Lead Professional for support if needed
- It is ok to disagree politely, but make sure you have the evidence to support your view
- Ask for the review meeting date, time and venue
- Ask when you can expect to receive the notes from the meeting including the family action plan

### **After the meeting**

- If you are unhappy with any aspect of the meeting discuss with your Lead Professional. Also think about ways of solving these issues. If issues are regarding the Lead Professional ask others working with you and your family for advice
- Make sure you read all the notes from the meeting and be prepared to update at the review meeting.
- Continue to ask for support from those working with your family including your Lead Professional if needed