

# INVOLVING CHILDREN AND YOUNG PEOPLE IN FORMAL MEETINGS

**FOR MANY CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND), ATTENDING A FORMAL MEETING IS AN EMPOWERING EXPERIENCE.**

**TO MAKE SURE THAT THIS INVOLVEMENT IS MEANINGFUL, STEPS SHOULD BE TAKEN TO ENSURE THAT CHILDREN AND YOUNG PEOPLE FEEL COMFORTABLE AND CONFIDENT IN THE MEETING, AND THAT THEIR INPUT IS VALUED AND RESPECTED.**

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## BEFORE THE MEETING



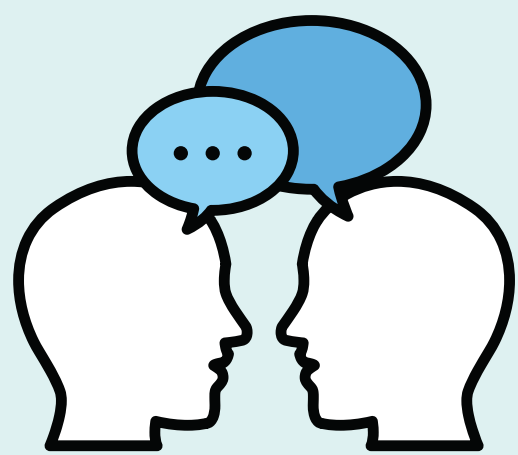
- Work with children and young people to ensure that they are able to attend the meeting and that the venue is accessible.
  - Ensure that they are able to share their views in their preferred style.
  - Make sure that everyone has all of the information they need well before the meeting.
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## DURING THE MEETING



- Be aware of power dynamics - a less formal atmosphere allows people to share and feel heard.
  - Welcome different communication needs and styles.
  - Speak clearly, try not to use jargon, and give people plenty of time to respond.
  - Try not to pressure people into making important decisions on the spot.
  - Keep the focus on the future, on people's strengths, and on creating clear outcomes.
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## AFTER THE MEETING



- Give good quality feedback.
  - Invite feedback - give children and young people an opportunity to share their thoughts on the meeting.
  - Share summaries and any outcomes from the meeting in good time.
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**THE COUNCIL FOR DISABLED CHILDREN HAVE CREATED A FACTSHEET TO PROVIDE SOME GUIDANCE ON ESTABLISHING A POSITIVE ENVIRONMENT FOR CHILDREN AND YOUNG PEOPLE WITH SEND IN FORMAL MEETINGS.**

**SCAN THE QR CODE FOR MORE DETAILS:**

