**St Andrew’s Academy**

**Person Centred Reviews**



**Person Centred Tools**

You may be used to the traditional style Annual Review meeting were we all sit round a table and talk through a report and targets – we want to return to the Person Centred Reviews.

This booklet will give you a clear idea of what Person centred Planning and Person Centred Reviews actually look like.

Hopefully it will help you prepare for the Annual Review meeting so that you and your son or daughter can contribute fully and get the most out of the process.

**What is Person Centred Planning?**

A continual process of listening and learning about what is important to and what is important for the young person, now and in the future. It takes into consideration the Young person themselves, family, friends and other professional all working together to make this happen.

**What are Person centred Reviews?**

A Person Centred Review uses person centred thinking approaches to explore what is happening from the young person and other people’s perspectives. The review looks at what’s working and what’s not working, what’s important to the person now and in the future, and agrees outcomes for change. Person Centred Reviews are an approach that can be used for any reviews including the statutory annual review process.

**Before the Meeting;**

You and other professionals, should receive your invitation to the Person centred review 6 weeks before the planned date. It is really important that if you need to reschedule you do so as soon as possible. It’s really important that you attend on the agreed date as it can be hard to get all attendees together again.

You will receive a report from the class teacher 2 weeks before the meeting. This will give a progress report towards EHCP outcomes and suggestions for next steps.

**Getting Started;**

It is the facilitators (Sam Summer Rell) job to;

* Make sure the room is ready before people arrive.
* Make sure the young person and their family/ carers are there if possible.
* Manage the meeting and make sure that everyone is able to take part in the meting form their point of view.
* Stick to the process and the ground rules.
* Ensure that any additional important information that emerges is recorded on the appropriate sheet.
* Record the action plan, including what, who and when.
* Use the young persons preferred method of communication e.g. pictures, photos, symbols.

**Who will be there?**

The Person centred review brings together the people who care about and work closely with the young person.

We have asked you to complete a form telling us all the people who are involved in the care and support of your son or daughter. We will invite all the people you tell us about. If you have any questions or concerns about this then please contact [ssummerrell@standrews.derby.sch.uk](mailto:ssummerrell@standrews.derby.sch.uk)

**The Person Centred review – What happens?**

***Who Is Here?***

The meeting always starts with people signing in on large sheets of flip chart paper and saying how they are involved with the young person.

***What We Like and Admire About….***

This is the most important part of the review where everyone writes what they like and admire about the child/young person. This part of the process focusses everyone’s attention on the young person who is central to the process.

***What is Important to…/ What is important for…***

Everyone will record what is important to the child/young person; what do they value, what makes them happy? This will include things that the child/young person wants to happen in the future as well as things that are already happening.

It will also record what is important for… what do they need to help and them? These are the things that a child/young person needs and may be recorded as part of their EHC plan.

**What’s Working;**

From the perspective of -

The Young person

The family

School

Other Professionals.

**What’s not Working;**

From the perspective of -

The Young person

The family

School

Other Professionals.

**Questions to ask/ Issues to resolve;**

This sheet is for anything that people are not sure about.

Anything that doesn’t make sense or anything we need to go away and find out more about.

Ensure that everyone is in agreement with any amendments to the EHCP as suggested and outlined in the report sent out.

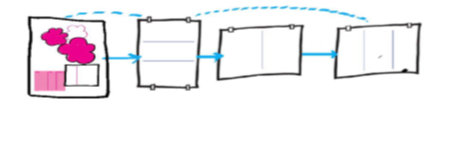
**Action Plan and Next steps;**

Once everyone has had opportunity to contribute and record all the relevant information, key important themes will be identified. Any amendments and changes to the EHCP, including amending targets and long term outcomes, will be recorded, once everyone is in agreement.

At the end of the meeting the facilitator will;

* Ensure everyone is happy with the Action Plan and understands what will be done, by whom and when.
* Ensure that new outcome sand medium term targets are discussed and everyone has agreed to the amendments.
* The facilitator will ensure that copies of the completed LA paperwork are shared with all in attendance within 10 working days.

<https://helensandersonassociates.co.uk/person-centred-practice/person-centred-reviews>.



Notes;