

Early Years Support

Early Years Support family meetings - Information factsheet for lead professionals

Planning the family meeting:

- Discuss and agree a date /time for the meeting with the family - ensure the time and date is suitable for parents to attend
- Are parents clear about the purpose of the family meeting?
- If it is a first family meeting share a blank copy of the support plan with the family to help them prepare
- Consider and agree with the family who to invite to attend the meeting
- If the family meeting is to be held face to face - book the venue, check the room lay out, consider refreshments, ensure venue booked is welcoming yet provides a private space to ensure confidentiality
- Request templates for support plan from Early Years Support or use the East Riding local offer
- Invite professionals by phone / e-mail to inform them of the meeting date and time
- Would parents like support in the family meeting from a family member or friend?
- Who is chairing the meeting – are you doing this yourself or appointing another professional within the family meeting?
- Consider the number of practitioners attending the meeting - you only need one representative from each service who can feedback on behalf of their agency
- Is the use of an Interpreter/signer needed?
- If the family meeting is to be held virtually ensure that all attending have access to internet, IT equipment, software, links etc.

Before the family meeting:

- Have you received apologies / confirmation of attendance?
- Check if you are able to share any reports or letters collated for the meeting with the rest of the attendees
- Has everyone received a copy of the previous support plan?
- Establish any changes in lead professional
- Be aware of all agendas- no surprises in the meeting
- Have the family received and understand information
- Check that consent for information sharing is still valid and update this if needed

Prior to the family meeting starting:

- Arrive slightly earlier to welcome and meet with the family and discuss any concerns they may have
- Ask for parental consent to share any reports / letters within the meeting
- Ensure everybody feels welcome and introductions are made

September 2021

- Has everyone has signed in?
- Confirm note taker
- Note confidentiality and how the meeting will be recorded

During the meeting:

- Endeavour to create a relaxed and friendly atmosphere
- Note taker to use the support plan template to summarise key points from the discussion - what has worked well, further support needs and action to be taken
- Direct the discussion
- Reflect on what people are saying
- Be aware of timings
- Go back over what is not clear
- Ask questions to clarify any points raised
- Encourage each participant to have their say
- Be engaging and attentive
- Draw out the action points
- Encourage clear and jargon free communication

Closing the Meeting:

- Summarise the support plan and actions agreed including name of person responsible and deadlines
- Ensure that if you are adding an action for a person not at the meeting in the support that you feedback the action to them
- Plan a date and time for the next meeting
- Thank everyone for attending the meeting

After the meeting:

- Discuss outcome with parents
- Ensure you read through the meeting notes with the note taker and discuss any queries.
- Write up support plan ensuring all sections are completed
- Ask parents to check through the support plan so that they are happy with this and make any necessary amendments.
- Follow up any actions identified for you
- Circulate the support plan to parents and professionals
- Submit a copy of the support plan to Early Years Support.
- Advise other professionals / services of next meeting date and time
- Check actions agreed in the support plan to make sure others complete the action points

Contact Early Years Support – 01482 392227 / 392220 or e - mail eyst@eastriding.gov.uk