

**Checklist for Involving Child in Meetings and Reviews:
To be completed by Named Person**

Action	Who	When	Completed
Before the Meeting			
Key person has met with child/ young person to fully inform and prepare them for their meeting. Agenda/format has been discussed with the child.			
Child has been given choice about attending their meeting			
Child is involved in discussing who should be invited to their meeting			
A key adult has met with the child to discuss how they want to express their views during their meeting. My Views about My Team form has been discussed with the child			
The child has been supported to complete the My Views about My Team form and they have been asked if they are in agreement with it being shared at their meeting.			
At the meeting			
Venue is welcoming			
Everyone is introduced and welcomed			
The agenda/ plan for the meeting is shared with everyone			
Adults at the meeting should be encouraged to use appropriate language and avoid jargon. Adults should feedback to the child to show that they are listening to what is being said by the child.			
Child is consulted about and actively involved in any decisions that are made during the meeting			
After the meeting			
Child has received feedback about what was agreed at the meeting.			
A key adult has met with the child to discuss the feedback.			
Child views about their participation in the meeting have been gathered.			