

What to avoid:

Do not touch me or get too close.

Do not have too many people in the meeting or make me meet them all at once.

Do not speak too fast or use jargon or words I don't understand.

Do not write notes while I am talking or sit with lots of notes/books in front of you.

Do not talk about me as if I am not there.

Do not stare at me.



Other things which help:

Take some time to get to know me. Knowing my interests and hobbies before you meet me and talking about them can help me gain trust in you.

Talk to me not just to each other after all this meeting is about me.

You should look to gain my interest and keep me focused rather than me having to do that for myself.

Ask my opinion on the times of meetings as there are some things I'd sooner not miss e.g. break times or PE.

We are all different so speak to us individually about what helps us in meetings.



Making meetings work for children and young people –

a guide for organisers of meetings to maximise the involvement of children and young people

When meetings take place about children and young people it is really important that, wherever possible, they are included in those meetings and that their voice informs planning.

We have asked some of our young people in Cheshire East to share their ideas on how meetings can work best for them. The intention being that these inform planning for future meetings.

Our thanks to Springfield, Adelaide Heath and Adelaide schools in sharing their ideas.



Before the meeting

Let me know beforehand that there is going to be a meeting and what it is about.

Tell me who will be in the meeting and the jobs they do (photos of people can help me)

Help me to prepare e.g. support me to put together things I want to say and the questions I could ask

Setting up the meeting

Make it look informal and less official. Have comfortable chairs, maybe sat in a circle or something.

Use a room I am used to e.g. my empty classroom or we could 'Chill' in the library. Somewhere quiet with no distractions.

Let me sit with my parent/carer or let me bring a member of staff, someone I feel comfortable with.

I would like the room to be warm but not too hot!

What helps in meetings?

Let me be in the room first rather than me having to come into a room where you are all sitting.

If you are someone new to me do not ask me questions that require me to speak directly back to you

Explain things slowly and without 'big' words as this will 'turn me off' or make me feel like I don't understand.

Be very clear with me about what you are writing down.

Give me lots of reassurance and tell me lots of positive things.

Keep the meetings short and sweet- check if I want to speak first and leave or if I want to stay for the whole meeting

I would like biscuits on the table and something to drink!
