



## Person Centred Planning

A continual process of listening and learning about what is important to and for the person, now and in the future with family, friends and professionals working together to make this happen.



*'All about me'*

## Person Centred Planning?

You may be used to a traditional style Annual Review meeting and have heard that Local Authorities and Schools are developing a new approach called a Person Centred Review. This booklet will give you some idea of what Person Centred Planning and Person Centred Reviews actually look like. Hopefully it will help you prepare for your meetings, so you and your son or daughter can contribute fully and get the most out of the process.

### What is Person Centred Planning (PCP)?

A continual process of listening and learning about what is important to and for the person, now and in the future with Family, friends and professionals 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 person and other people's perspectives. The review looks at what's working and 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.

## A positive focus on the individual

Person Centred Planning has been used for 30 years and is about planning with the child or young person, rather than for them. It's an approach that considers **what's important to them now, what they want for the future and the support required to get them there.** This will be achieved with a team or circle of people to support them, including parents/carers and professionals.

## How are families involved

Whilst Person Centred Planning focuses on the CYP foremost, you have a valuable contribution to make. Using this approach you are invited to tell your side of the story.

**All families have legitimate concerns about the provision and support for their children that should be acknowledged and addressed. Person Centred Planning encourages this.**

Person Centred Planning means being actively involved in building partnership based on families and professionals getting to know and trust each other. Person Centred Planning has been identified by the Welsh Government as an inclusive approach, which will be used to create **Individual Development Plans** for children and young people with Additional Needs.

## Arranging the Meeting

Like your usual Annual Review, the meeting will be set up, and managed, by someone who is likely to be known by you and your son or daughter - this is usually the SENCO. Their role is to facilitate the meeting, this means to prepare for the meeting, and to make sure that everything happens smoothly on the day. They are referred to in this booklet as 'the facilitator'.

## Before the Meeting

The process of the meeting should be explained to the person, including their role in their meeting.

Everyone should be informed of the time of the meeting and of the importance of being punctual.

If the person has an existing plan from elsewhere, the information should be gathered to inform the review.

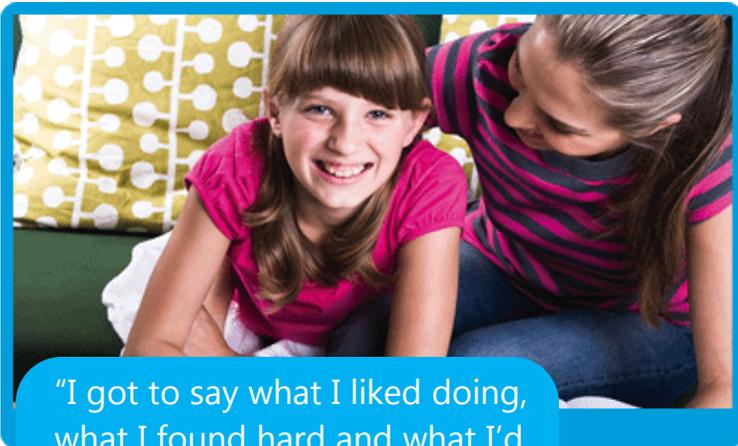
The facilitator will check with the person how they want to communicate at their meeting and how they want others to communicate with them.

**Everyone should be informed that the meeting will be a Person Centred Review and that it may be different to previous experiences.**

# Getting Started

It's the facilitator's job to:

- Know that the venue is suitable before the meeting time
- Make sure the room is ready before people arrive
- Make sure the environment is comfortable
- Make sure the person and their family/carers are there
- Manage the meeting and make sure that everyone is able to take part and give their point of view
- Stick to the process and ground rules
- Ensure additional important information that emerges is recorded on the appropriate sheet
- Record the action plan, including what, who & when
- Use the person's preferred method of communication e.g. pictures, photos, graphics



"I got to say what I liked doing, what I found hard and what I'd like to try in the future. It was also nice people saying what they thought I was good at"

## A review meeting following a person centred approach will:

- Ensure that everyone, including the person, has an opportunity to have their say
- Ensure a visual record of what is being said is produced with no hidden agendas
- Encourage people to add to each other's comments
- Stop people reading from impersonal documents or reports
- Use other visual aids e.g. pictures or DVD's to help the person understand more easily what is going on

## Who will be there?

The Person Centred Planning meeting or review process brings together the people who care most about the person including those professionals who work closely with them.

Whoever is facilitating the meeting will ask people to either say who they are and write their names on the flip chart paper, or invite people to write their names themselves.

At this point everyone will be invited to contribute their views at the same time, on all of the following headings:

### **Like and admire...**

This is the most important part of the review where everyone writes what they like and admire about the child/young person

This is central to the PCP process, the One-Page Profile, and ultimately the development of the Individual Development Plan (IDP)

### **What is important to...**

Everyone will record what is important to the child/young person here.

This will include the things that the child/young person wants to happen in the future as well as things that are already happening

## **How to support...**

Everyone will record what support they think is important for the child/young person here

## **Questions to ask/issues to resolve**

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

- Things that are not happening for the child/young person
- Differences of opinion between people involved in the child/young person's life
- Anything that doesn't make sense
- Anything we need to go away and find out about
- Anything additional or different including things that need to be added

## **What is working?**

From:

The person's perspective

The family's perspective

Others perspectives e.g. School, Speech  
Therapist, or other professionals

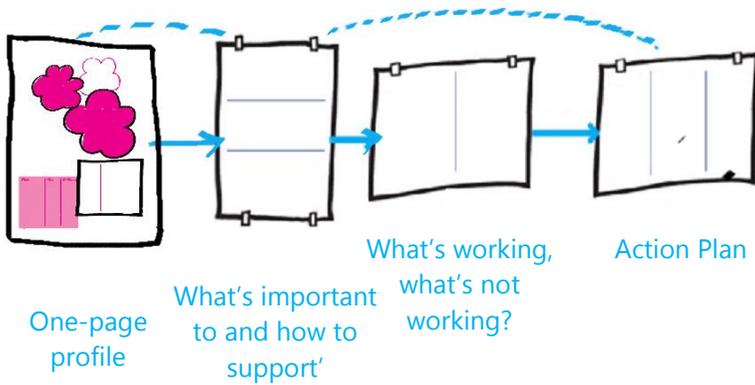
## **What's not working?**

From:

The person's perspective

The family's perspective

Others perspectives e.g. Staff, Social  
Worker, or other professionals



## Action Plan

Once everyone has had an opportunity to contribute and record the relevant information, key important themes will be identified and added to the action plan

- What needs to be provided?
- Who will do it?
- When will it be completed?
- When will it be reviewed?

<i>what</i>	<i>who</i>	<i>when</i>	<i>success criteria</i>	<i>review date</i>
What needs to be done?	Who will do it?	When will it be done by?	How will we know if it's successful	To be reviewed by all attendees at the next meeting

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 by when
- Ensure the Action Plan is sent to the Local Authority
- Agree review dates

Person centred planning is not something that just happens once. Everyone involved keeps on listening, learning and making things happen. Putting the plan into action helps the person to achieve what they want out of life. Plans can be changed as your needs and wishes change.



Children and Young People with Special Educational Needs have a unique knowledge of their own needs and circumstances, and their own views about what sort of help they would like

## About Snap Cymru

SNAP Cymru delivers the Parent Partnership Service in Wales and offers accurate information, impartial advice, support and key-workers for families of children and young people who have, or may have, Special Educational Needs and or a Disability. The SNAP Cymru service is free, confidential and impartial. SNAP also provides a formal disagreement resolution service and independent issue based advocacy for children and young people.

For support or further information please contact:

**Our telephone helpline on 0845 120 3730**

**Or visit our website [www.snapcymru.org](http://www.snapcymru.org)**