Easy Read

Llywodraeth Cymru
Welsh Government

Person-centred practice: helping everyone understand and support your child

A guide for parents and carers



ADDYSG CYMRU
EDUCATION WALES

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How to use this document

This is an Easy Read version of: **Understanding person-centred practice (PCP) in the additional learning needs (ALN) system: a guide for parents and carers.**



You might need help to read it. You can ask someone you know to help you.

Where the document says **we**, this means **Welsh Government**. For more information contact:

Email: additionallearningneedsbranch@gov.wales

Easy Read Wales made this Easy Read document.
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About this guide



In Wales, there is a system to help children and young people who need extra support to learn.



This support is called the additional learning needs system. We call it the ALN system for short.



This is an Easy Read guide on person-centred practice in the ALN system.

This guide explains:



- What person-centred practice means.



- How it is used in the ALN process.



- What a person-centred review is and how you can prepare for a meeting.



- Things that help find out what is important to your child.

About person-centred practice



Person-centred practice means focusing on what each child or young person wants and needs now and in the future.



Person-centred practice is a way of working with children and young people.



Person-centred practice helps us get to know children and young people better. And think about what is important to them and how to support them.



This makes sure your child feels listened to and valued.

Person-centred practice are things like:



- Seeing your child as an individual.



- Understanding their choices, views, interests and goals.



- Listening to them.



- Looking at what they need.



- Putting their views at the centre of making decisions.

Person-centred practice in the ALN system



A person-centred approach should be used when any decisions are being made about your child and the support they need.



This includes:

- Checking if your child has ALN.
- Planning their support.
- Reviewing their support.



If your child has ALN, the school, college or local council will make an individual development plan. We call this IDP for short.



The plan explains your child's needs. It also explains the support they will get.



This plan must be made using a person-centred approach. Everyone who knows your child best should work together to help understand your child's needs.



To find out more about the ALN system there is a toolkit. You can find out more about it: www.gov.wales/additional-learning-needs-aln-parent-and-carers-toolkit. There is an Easy Read version.

Person-centred meetings



When it is agreed that your child has ALN, you may be asked to come to a meeting.



This is a person-centred meeting. At the meeting you will all look at what your child wants and needs. A plan will then be made about what needs to happen.



You will get details about when the meeting is and who will be there.



Sometimes these meetings are given different names. This does not matter. They should all use a person-centred way.



These person-centred meetings happen more than once. They may happen when the school or college reviews:

- Whether your child has ALN.
- The individual development plan.
- Something big that has changed.



Before the meeting someone who knows your child will collect information about them. This is to help plan for it.



This information is often shared with you before the meeting. It can help you know what will be talked about.



You can also bring information and ideas with you. We will talk more about this later in the guide.

Cymraeg

You can ask for the meeting and information to be in Welsh or in a way that you understand.

How to involve your child in the meeting



It can sometimes feel a lot for children to take part in the meeting. There can be quite a lot of people involved.



But helping your child to share their views and take part will help them to:



- Feel that they are being listened to and valued.



- Know their rights and the services that can help them.



- Feel more in control of their education now and in the future.



The person leading the meeting will think about how to help your child take part.



As your child gets older, they usually get more and more involved. They may share their views more.



If the child is 16 years old, they are called a young person. They have the right to make decisions about their ALN support.



This means they must say yes and agree before decisions are made.

Some things you can do to support your child in the meetings are:



- Use words, pictures, symbols and other tools to help them express their views.



- Plan with them what they want to say or share.



- Ask for a separate meeting with 1 other person. Their views can then be shared in a quieter space.



- Ask for an advocate. An advocate is someone who speaks up for another person. They can help people share their views and wishes.



- Arrange for them to only attend part of the meeting.



- Decide together how they can let you know they need a break.



- Go and see the meeting room before the meeting.



- Take something with you that helps them feel calm.



- Ask for another meeting to follow up on what you talked about.

If your child does not join the meeting, there are other ways of making sure their views are heard. For example:



- Record them talking about what is important to them. Also, what is going well or what they want to change.



- Share photos of what they like doing.



- Write or record questions before the meeting.



- Use an advocate.

What happens at the meeting

All meetings will be different. But these are the things that usually happen:



- People in the meeting say who they are.



- Everyone will share their views about what is working and what is not working.



- What needs to happen next is written down.

What happens after the meeting



After the meeting you will carry on getting support.



You may get notes of what was agreed in the meeting.



If you feel confused or not sure after the meeting, you can ask for help. You can:



- Contact the ALN coordinator, teacher, headteacher or other staff and talk to them.



- Ask for another review.



- Speak to your local councils ALN team for advice.



You can also ask for an advocate to support you. An advocate is someone who speaks up for another person. They can help people share their views and wishes.



Children have the right to an advocate if they need one. This can help make sure your views are heard as well as your child.



You can find out more about advocacy in the ALN Parent and carer toolkit.

Person-centred planning tools



These are things that help your child share what it is they want and need.



They can be used to help plan for meetings and support them to take part.



You can find examples of person-centred planning tools here: www.gov.wales/additional-learning-needs-guidance-parents-and-carers#Person-centredpracticetools:templatesandexamples.

A one-page profile



This is a simple way to share the most important information about your child.



It helps other people understand them and get to know them.



It usually includes information like:

- What people like about them.
- What is important to them.
- How to support them in the best ways.

Appreciation tool



This helps look at what other people like about your child. It also looks at their skills, talents and interests.

What's working and what's not working



This helps look at what is working well and what may need to change.



It helps everyone understand different points of view.

Good day, bad day



This helps look into what a good day looks like for your child and what makes a bad day.



This can help staff working with your child see what they need. It can help your child feel settled and happy.

Relationship circle



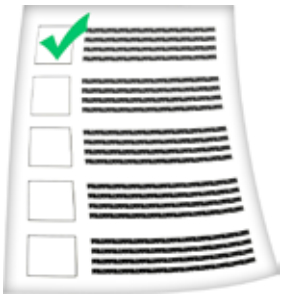
This is a way of showing what is important in your child's life. And how different people support them.

Aspirations



This helps your child think about their future. It helps them think of what is important to them. It also looks at their strengths.

4 plus 1 tool



This tool asks 4 main questions to help find out what really matters to your child. Then 1 question about what happens next.



It helps guide people when talking about things.

Answers to some common questions



How often should person-centred meetings happen?

Every 12 months or sooner if there is a big change. The meeting may also happen if the individual development plan needs to be reviewed.



What should I do if I do not think a person-centred meeting is being followed?

Talk to the person leading the meeting. Or speak to a headteacher or senior staff. You can also talk to your local council.

You can also put things in writing if it would help you.



Can I ask for an individual development plan review at any time?

Yes. You can ask before the 12 months review if you feel there is a good reason.



How long will the person-centred meeting last?

They usually last between 1 and 2 hours.
Sometimes the first meeting may take longer.



Do I have to go to the meeting?

No. But it is very important. If you feel it is too hard, please ask about other ways to take part.



Can I bring someone with me to the meeting?

Yes. You can bring family members, a friend or an advocate. Let the school, college or local council know in advance.



What if I do not agree with what is being said about my child

It is important to say if you do not feel your views are heard.



I have not received anything after the meeting. What should I do?

Contact:

- The person who led the meeting
- The ALN coordinator
- Or the local council ALN team.



If there is anything else you are not happy with or do not understand, you should find out more. Please contact the ALN coordinator, teacher or local council.



If you do not understand something, ask people to speak in plain language.

Useful links



[Additional learning needs: guidance for parents and carers page]

This guide helps parents and carers understand the ALN system and the support available.



[Additional Learning Needs: Parent and carers toolkit]

This guide helps parents and carers understand how the ALN system works and the support available. It explains the law and other documents that make up the ALN system.



[A guide for children, their parents and young people about rights under the ALN system]

This guide explains the rights of children, their parents and young people under the Additional Learning Needs and Education Tribunal (Wales) Act 2018.



[The Education Tribunal for Wales]

This organisation makes decisions on appeals about ALN.



[Family Information Services]

Provides free help, support and advice on a range of family issues.



[Neurodivergence Wales]

Has resources and practical tools to help you understand more about neurodivergence.



Neurodivergence is about how people's brains work. Some people have bigger differences in how they think and communicate to others. They are neurodivergent.



[Nursery education for 3 and 4 year olds]

This is a guide for parents and carers to help you understand nursery education for 3 and 4-year-olds.

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