

Template for: Meetings with children and parents/carers

Who is in the meeting and what is their role?

What is the reason for the meeting?

(write the main points here)

Does everyone understand the purpose of the meeting and what you hope to achieve? Do all agree the need for the meeting?

(if the answer is no, then you may not be able to proceed with the meeting. State the next course of action if the meeting cannot continue).

Purpose of meeting agreed? YES (please circle)

NO Next step:

Has a way forward been agreed by all? (If not, what is the next route of resolution?)

(write the agreed SMART targets here – Specific, Measurable, Achievable, Realistic and Time related)

Is the result and any actions from the meeting known and understood by all?

(Check for understanding, especially from the child/young person)

Agree a follow up meeting to review

Date of review meeting:

Time:

Venue:

End the meeting on a positive

Thank everyone for attendance and stress how the outcome will assist the young person in playing rugby league.

ADDITIONAL NOTES: