

# Person-centred Reviews



Person-centred Reviews were developed by Helen Sanderson Associates based on the person-centred thinking tools developed by The Learning Community for Person-centred Practices.

[www.learningcommunity.us](http://www.learningcommunity.us)  
[www.helensandersonassociates.co.uk](http://www.helensandersonassociates.co.uk)



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2 Person-centred Reviews

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## PREPARATION

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# Who to involve and how

The relationship circle can be used to help the person decide who to invite. This can include:

- Who the person wants there.
- Who is important in the person's life.
- Who needs to be there.

Arrange the date and time of the review with the person and family.

## PREPARATION

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# How to involve the person

Complete communication charts or decision making agreements if required.

Support the person to gather information from their point of view:

- What is important to them now and in the future.
- What support they need to stay healthy and safe.
- What's working/not working now.
- Gather information in a way they can understand - pictures, photographs and symbols.

## PREPARATION

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# How to involve other people

Know how the person and others want to be supported during the review.

Support them and others to gather information to bring to the review, for example which includes:

- What's important to them now and in the future.
- What support they need.
- What's working and not working.

## PREPARATION

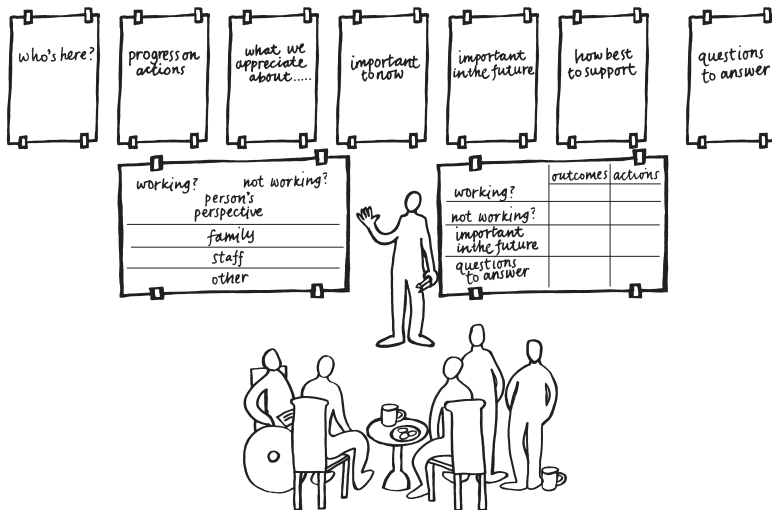
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# Creating a relaxed atmosphere

- Arrange to use a room in school where the person feels comfortable.
- The person should decide on music and refreshments.
- Make sure that you have enough time to set the room up before people arrive.
- Arrange communication aids and any resources such as photos, symbols, video.
- Prepare all necessary resources such as pens, flipchart, large pieces of paper.
- Gain permission where necessary to take photographs or video during the review.
- Agree ground rules with the person.

## PERSON-CENTRED REVIEW HEADINGS

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## PERSON-CENTRED REVIEW HEADINGS

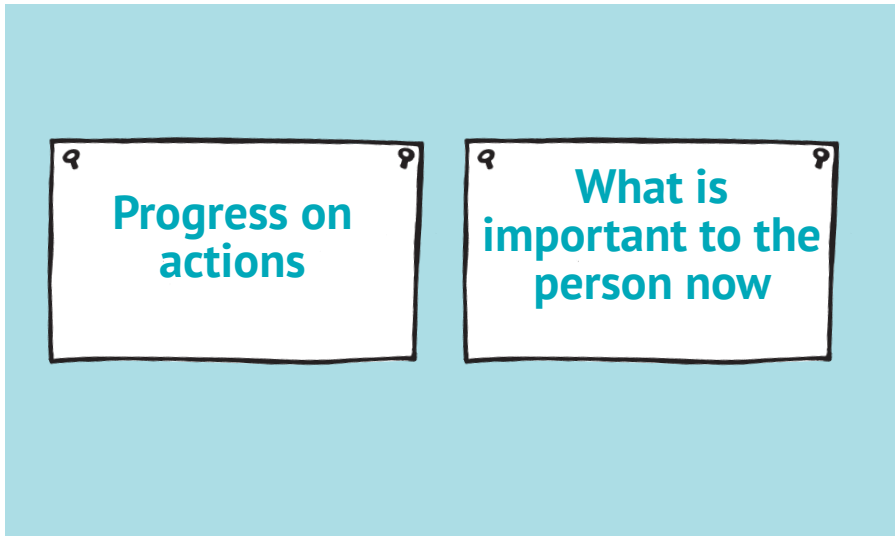
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Who's here

What we appreciate about the person

## PERSON-CENTRED REVIEW HEADINGS

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## PERSON-CENTRED REVIEW HEADINGS

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Q P

**What's  
important  
in the future**

Q P

**How can we  
best support  
the person**

## PERSON-CENTRED REVIEW HEADINGS

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Person

Family

Others



?

**What's working  
and not working  
from different  
perspectives**

?

## PERSON-CENTRED REVIEW HEADINGS

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Q P

**Questions to  
answer**

Q P

**Outcomes and  
action**

## THE MEETING

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# Starting the meeting

### Introduction

Introduce yourself as the facilitator.

Welcome people to the person's review and ask them to introduce themselves and say who they are in the person's life.

Record this on the 'who's here' sheet.

### Groundrules

Explain and agree the groundrules with everyone.

## THE MEETING

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# Starting the meeting

### **What we appreciate about the person**

Ask people to contribute this information in a way that the person is comfortable with.

### **Explanation of process**

What will happen in the meeting.  
What the headings mean.

### **Progress on actions**

Check progress on actions from previous meetings and record anything that hasn't been completed under what's not working or questions to answer.

## THE MEETING

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# Sharing and recording information

Put the music on.

Invite people to start writing on the flip charts.

Allow between 10-20 minutes for this.

Ensure that the person is supported.

Ensure other people are supported if required.



## THE MEETING

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# Reviewing the information

Celebrate what's working.

Check if what is important to the person is working or not working. Record anything that is not working if not already there.

Repeat this with information under how best to support the person.

Share what is important in the future.

Share questions that need to be answered.

Identify themes for discussion.

Use multi-dot voting to prioritise where to focus the action planning.

## THE MEETING

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# Outcomes and action planning

Agree outcomes from the themes to keep what's working, change what's not working and move towards aspirations.

Agree SMART actions to help achieve the outcomes, stating who will do what and by when.

Agree how they will know if they have been successful.

Identify a person to be the 'action chaser' and make sure that actions are completed.

## THE MEETING

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# Closing the meeting

Ask everyone in turn to share one thing they have appreciated about the review.

Check who will be responsible for putting the meeting notes together and who will distribute them.

Take the paper off the walls.



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