

REMEMBER ME!

Messages from Fife children & young people for adults arranging meetings

1. Understand what it's like for me to attend adult meetings. Try to see things through my eyes.
2. Help me to prepare for meetings. Sometimes I need to think about what I want to say beforehand. I might want to have someone help me write down what I want to say.
3. Adults need to prepare for the meeting with me in mind. Understand that a table of adults, especially when there are lots of adults, is scary for me. Ask me how I am and what might make things easier for me. It's harder for me to speak out at meetings when there are lots of adults there. Meeting rooms can seem very serious and can make me feel nervous. Can you think of ways of making meeting rooms less daunting? For example I might want to have someone read out for me what I want to say.
4. Talk more about now and the future and less about the past. If the adults must speak about the past, can you agree with me at the very start of meeting when this will happen and ask me if I want to step out for that part?
5. Make eye contact with me, I need to feel as important as the adults at the meeting.
6. Please give me the chance to share my views at meetings, ideally before everyone else at the meeting and then again after others have spoken. I need to feel that my views are valued.
7. If I share with you my views or wishes, please take time to repeat them and respond to what I have said. Please help me to understand what will happen next. Explain decisions that are made and if what I want is not possible, please explain why.
8. Take time to find out about me and not just my situation, I have interests, hopes and dreams. Help and encourage me to achieve. Help me to see what is possible, not just what's not possible. Help me to know how to work towards what I want, even if it's not possible right now.
9. Don't assume things about me. Don't assume that I will be able to read parts of reports or instructions. Don't assume I can write things down or complete forms. I might need help with this no matter what age I am.
10. Remember to follow up on the actions agreed!

**Remember me! I'm a person,
not a set of circumstances.**