

Going to an important meeting about me in Kirkwall



**On I
am going to an
important meeting.**

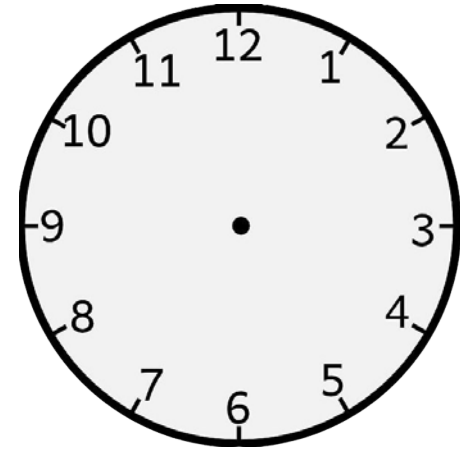


The meeting is called a children's hearing.

**Children's hearings are about finding out
what is best for me. I will be able to go to the
meeting about me.**

I will try to say what I think is best for me.

- **I will leave for the meeting at**



- **I will leave for the meeting at**

.....

- **I will leave for the meeting after**

.....

I might go to my meeting by



**Someone
I know will
be with me.**

The Building

This is a photograph of the building where the meeting will be.

There is free parking outside the building – sign posted Firth Court



Getting in to the building

We have a buzzer entry system once through the front door.

The person I am with will press the buzzer and someone will let us in.



Inside the building

I will see a reception area.

I will try to tell the receptionist my name or the person I am with will help me tell the receptionist my name.

The person I am with will tell the receptionist their name.

The receptionist will tell us where we need to go.



Waiting room

I will be taken to a waiting room. It might look like this. The colours and the furniture might be different.

The person I am with will come with me.



The Reporter

A person whose job is called the reporter will come to the waiting room and tell me when it is time to go to another room.

I can ask the reporter any questions I have.



Other Rooms I might go into

Meetings are held
in rooms like this
one.

The colours and
furniture might be
different.



Sensory items to help me

Sensory and fidget toys can help people keep calm and concentrate more.

I can bring my own sensory toy or I can ask the receptionist or the reporter for a small bag like these ones.

The colours and toys in the bag might be different. If I want to I can take the bag and toys home with me.



The people at my meeting

The people at the meeting that I know might include:

- **Me**
- **My parents or carers**
- **My social worker**
- **Maybe a teacher from my school**

There might be other people at the meeting I do not know. In the meeting people will tell me their name and what their role is.

In the meeting the reporter will usually write things down or type them on a computer. This will help everyone remember what has been said and the decisions that were made.

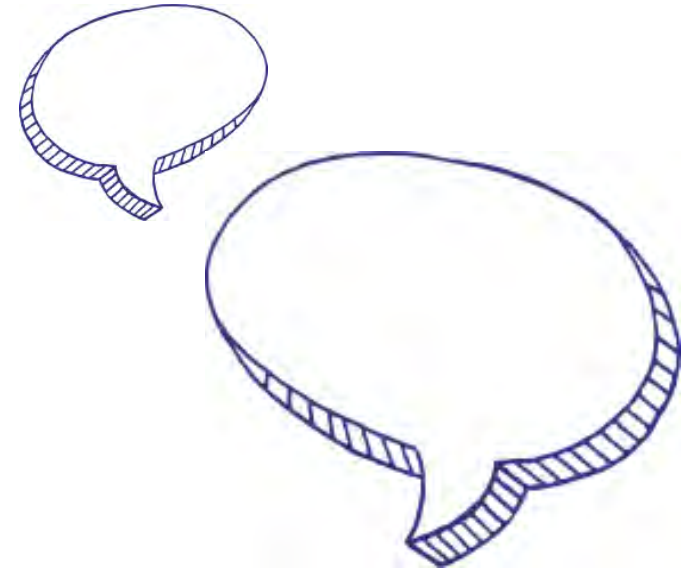
The Panel Members

At the meeting I will usually see three adults who I might not have met before. These people are called the panel members.

Panel members are specially trained people who will make decisions about what is best for me. When I see them they will tell me their names.

During the meeting

At the meeting everyone will be given the chance to speak. People will try to take turns and let one person speak at a time.



Everyone will try to listen to what each other is saying.

My views

At the meeting the panel members will probably ask me questions. I will try to say what I think is best for me.

If I need help to say what I think is best for me at the meeting I can have an advocacy worker to help me at the meeting.

I can ask my social worker to tell me more about what an advocacy worker is.



Things to remember

If I feel worried about anything at the meeting I will try to tell the adults and they will try their best to help me feel less worried.

If I need a break, I can ask the panel members for a break.

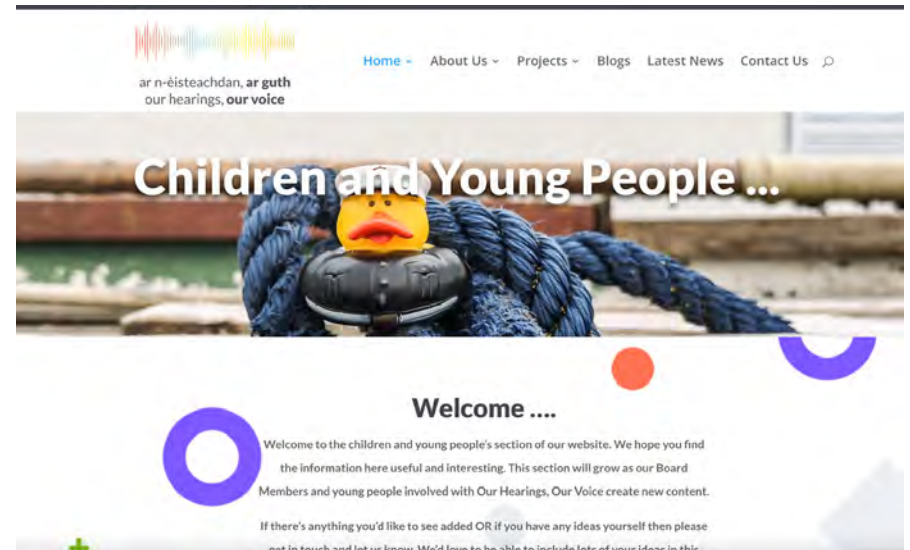
If I have questions, I can ask the panel members or the reporter.



Other information

There are some ideas to help me relax before and after the meeting at:

www.ohov.co.uk/about-us/children-and-young-people/



My feedback

If I have any comments about the guide, me
or my parent/carer can email:
equalities@scra.gov.uk

