



# Bromley Parent Voice

working in partnership to give parents and carers a voice



## Top tips from Bromley Parent Voice for parents going to a transfer review meeting:

- 1** Start early, completing Section A (**Personal Profile**) will take time. Think about the aspirations that you have for your son or daughter and the **outcomes** you would like them to achieve.
- 2** Be prepared, taking along evidence to back up the points you wish to make. Prepare your arguments, and demonstrate why you have a particular view. Think about any assessments that your child may need as part of the process and any reports you have. Are they relevant and current?
- 3** Participation requires all parties to come to the table with an agreement to work together to agree outcomes. It needs all parties to let go of previous history and to look forward rather than continue over old ground. A discussion about previous experiences may be useful but only if in the context of how to do things differently and more positively moving forward.
- 4** Be willing to compromise. Understand what is important to you, and the things you will not compromise on, but also be prepared to make concessions. It is about meeting in the middle and finding a solution that works for everyone.
- 5** Remember it takes time – old habits die hard. Participation requires a change in approach from both parents and professionals, and it is easy to fall back into old ways of working. When this happens, stop, take time to reflect and then move forward. Do not give up if it is not perfect at the first attempt.
- 6** Try and get the views of the child or young person in advance of the meeting, they may choose not to contribute on the day. Every child and young person has a voice.
- 7** Take a photo of your child or young person to remind everyone who the meeting is about.
- 8** Make sure everyone introduces themselves and explains what their role is, and if you don't understand ask.
- 9** Take someone with you, even if it's just to take notes. You won't hear everything that is being said.

Make use of the Independent Support Service for impartial support at meetings, review of draft plans, putting the personal profile together or for relevant information regarding the process.

Please contact Funke Adeloje on  
**0208 466 0790** or email [is@bromleymencap.org](mailto:is@bromleymencap.org)  
or visit <http://bromleyparentvoice.org.uk> for further information.

