



Your advocacy meeting



Your advocacy meeting



Hello and welcome to your advocacy meeting. This meeting is all about you. It is important you stand up for your rights, ask for help if you need it and make complaints if you are not happy. Let's look at what we spoke about in our last meeting.

Do you have any complaints? Is there something that you are not happy about?



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Next let's look at service news about advocacy. Listen carefully & let me know if you have any questions?



Next we are going to talk about infection control. This means keeping yourself, your home & your Day Service clean so you can stay healthy. You can do this by washing your hands or covering your cough. Do you want to show me where you wash your hands? How do you wash your hands?

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Next, we are going to talk about health and safety. This is keeping you safe in your home and in your Day Service. Is there anything that makes you feel unsafe? What do you do if you see water on the ground? What do you do if you hear a fire alarm? What do you do if you fell and hurt yourself?



Next, let's talk about changes that might be happening in your house/Day Service, for example...

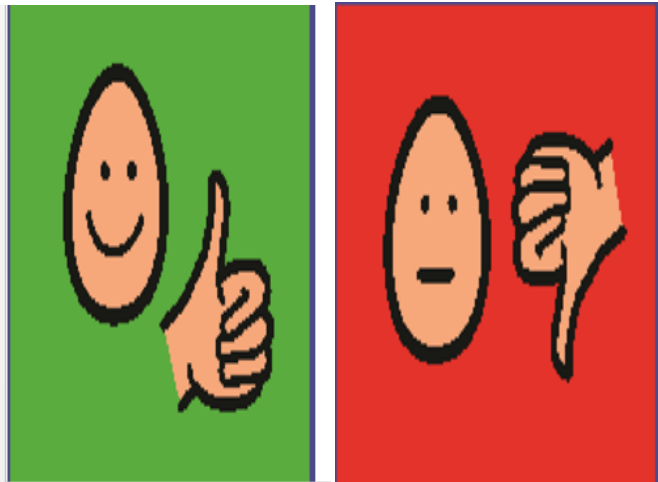
- Painting
- New floors
- New bathroom
- New windows

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Next let's look at ways you can take part in your local community for example going to...

- The shops
- The hairdresser
- The cafe
- Your job
- Work experience



Next, let's talk about things that you like and don't like. Let's talk about your PCP goals.

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Finally, we are going to talk about things that are important to you.

- Have you any news you would like to share?
- Is there anything good that has happened recently?
- Is there anything you would like changed?
- Is there anything else you would like to talk about?

Reader advice:

- Find a time during the day when the individual is calm & relaxed,
- Present the ETR & provide a short introduction on what you hope to discuss “I have a sheet for you, it is about your advocacy meeting”,
- Read through the sheet in a slow & calm manner,
- Ensure to get & hold the individuals attention,
- Draw their attention to the coloured photographs, this will support a person’s understanding of what is being discussed,



Staff Record Form:

Meeting date: _____ **Location:** _____

Start time: _____ **Finish time:** _____

Staff Member taking minutes: _____

In Attendance:

Apologies:

Agenda Item	Actions	Timeframe for completion	Person Responsible
Welcome/ minutes from previous meeting			
Complaints			
Advocacy Update			



Staff Record Form Cont.:

Agenda Item	Actions	Timeframe for completion	Person Responsible
Infection Control/ Hygiene			
Health and Safety			
Home improvements			
Social roles			
Likes/Dislikes			
Anything else?			