**My Journey How to Guide**

My Journey is a tool to aid direct work with children and young people to hear their voice in assessment and planning. The te**mplates, designed by Ambassadors, are for** children and young people who have a care plan, a child protection plan, a child in need plan or a CAF. **The tool enables you** to work with the child/young person to understand important things about them and also to create a plan so that they understand what needs to happen and why. This tool can be used before the plan is created which will help shape and get their views, or it could be used to translate the current plan into a friendlier document.

* The templates are in Tri X in the ‘toolbox’
* The templates can be printed to use as a hard copy or they can be used electronically
* The ‘top tips’ tool can be used to agree the rules that you will both work to, for example ‘I will always be on time or let you know if I can’t keep our appointment’ This can be referred back to and changed as necessary.
* The ‘my journey’ tool is a booklet. It has pages where the child can complete their profile of likes and dislikes as well as saying who is important to them and who helps them. It can be used for very young children, for example describing how they like to sleep, or what helps them to get off to sleep, how they like to be held etc. These can be used with profiles if children have to be placed outside the home.
* They can be mixed and matched e.g. the front cover of one with the inner pages of another
* They are designed to be used flexibly e.g. use the pages that are relevant to each child/young person. Pages can be used in any order.
* Booklets/pages are to be kept by the child/young person if they want to keep them
* Practitioners to scan the pages onto Liquid Logic then return to the child/young person
* The front page has a space for the child/young person to draw a picture of themselves or insert a photograph. The other space is for their name.
* The child/young person can write/draw for themselves or the practitioner could scribe depending on the preference of the child/young person
* The three columns on the ‘My Journey’ page reflect the three columns on the Liquid Logic Plan

What are we worried about = What do needs to change?

What do we need to see (outcome) = How is it going to happen?

What are we going to do = Who is going to help and when?

* ‘What has changed’ page is to capture what changes have happened in their life since the start of the plan
* ‘What helped?/What didn’t help?’ page can capture the views and thoughts of the child/young person about what they think has made the difference
* There is no time limit to complete the template, work at the pace of the child/young person and revisit as often as you need
* The child’s booklet can be scanned and stored in documents in liquid logic. Case notes can be used to record when the booklet is being completed and when it was stored in documents so future workers can access it easily.