

APPENDIX 7

Parent Interview Checklist¹

The following points are a conversation guide. One-to-one chats are better than filling in forms. Ensure you advise the family that this information will only be shared with those responsible for care of their child. Thank them for taking the time to share about their child!

- Date of meeting:
- Who is present:
- Personal details – name, age, date of birth, address and contact details during session, parents and siblings, school and year level
- Hear the story – learn how the child and family’s story has unfolded
- Description of child including likes and dislikes, interests and abilities
- Special needs or areas of challenge
- Medications and medical requirements
- Allergies
- Foods enjoyed
- Level of self-care support needed – bathroom, eating, dressing
- Child’s level of communication skills: speech, reading, writing, sign language
- Strategies for involving and managing behaviour. When do parents want to be notified if issues arise? How to reach parents in the church building
- Equipment modifications and accommodations (including physical environment considerations, advice about adapted equipment such as scissors, craft activities, games etc.)
- Brief history of child’s response to separation and play with others. If there are any challenges for them in social settings, what kind of support has been successful?
- Three shared goals to focus on. As you look ahead at this coming year, what are your hopes for your child in relation to Kids Church, peers, and relationships in our church in general?
- How you would like the disability explained to the other children?

1 Parent Interview Checklist from CBM Australia’s Luke 14 Program, ‘Leader Handbook,’ 115.

- Requirements in a buddy
- Items for a buddy bag
- Would it be helpful for you to attend a couple of sessions to show volunteer leaders the ropes?

‘This is Me’ Book²

A ‘This is Me’ Book is designed to be a simply home-made booklet of photos and information about the child/youth and their likes and interests to help generate conversation. This can be a great way for a child/youth with disability to start a conversation with others, and vice versa. For children who are non-verbal or who have little verbal communication skills, it also provides a way for them to communicate through their book.

- The child or youth’s name, age, parents, siblings, pets;
- Where the child or teen attends school;
- Abilities, interests, favourite activities, for example, TV shows, sports, songs, etc.;
- Age appropriate information about the disability, its impact, equipment;
- What the child or youth is learning at school;
- Simple ways to support the child or youth at church.

2 Parent Interview Checklist from CBM Australia’s Luke 14 Program, ‘Leader Handbook,’ 120-122.

Hi, my name is Reuben Smith and this book will tell you about me.

I'm five, and I live with my mum Diane, my big sister Ruth, and a rabbit called Floppy. Do you have any pets at your house?



Me with Floppy and my sister Ruth.

I go to Riverview Special School. I love to catch the bus to school. I stay in my wheelchair in the bus because I can't walk by my-



This is the bus I catch to school.

At school I learn to walk and talk. I have a walker, and I am just learning how to use it. It's hard work!



I do lots of fun things in therapy at school, like bounce on a big ball and swing around in a circle.



I talk to people with a picture talker. I push the picture that I want, and the talker says the word for me. Ask me a question so I can show you!



I bet we like lots of the same things. I like the music we sing at Kids Church and playing with my train set. Do you like those things too?



Me and my mum

Ministry Inclusion Plan³

Inclusion proceeds by meeting the needs of one child at a time. How is *this* child going to be included?

Arrange a meeting with parents and others with valuable insights and consider the following areas:

- Physical and access needs – how will you meet these, what accommodations and adaptations are needed, including equipment and budget.
- Are there any specific education or information needed – how and to whom should it be provided?
- Introducing the child to all who need to know, and recruiting buddies – how will this be done?
- How will you involve the other children in bringing about inclusion?
- Behaviour strategies
- Break strategies
- How to communicate with the child or youth
- What would be helpful to include in a buddy bag for this child or youth?
- How will you work on the goals the parents have expressed?
- How will you notify parents if they are needed, and at what point?

3 Parent Interview Checklist from CBM Australia's Luke 14 Program, 'Leader Handbook,' 118.