

## Appoint a liaison person and clarify role

Appointing a dedicated liaison person who knows all the people involved is immensely helpful for whānau, the child or young person, and professionals.

Defining responsibilities helps keep everyone on the same page.

- ✓ Coordinate regular communication between home and school or early childhood setting (communication book, social media, texting, email).
- ✓ Develop and manage the Individual Education Plan (IEP) process to support planning the next steps.
- ✓ Document progress, for example, through an [e-portfolio](#).
- ✓ Liaise with the rehabilitation team.
- ✓ Allocate a key contact for the child or young person and whānau when they need someone to talk to.
- ✓ Make staff aware of how to provide assistance and ensure safety.
- ✓ Coordinate scaling activities or workload up and down (sometimes children and young people will do fine for a while, and then need to reduce their activity).
- ✓ Oversee the individualising of supports.
- ✓ Coordinate medication management.
- ✓ Watch for new or recurring symptoms.
- ✓ Monitor the child or young person's levels of anxiety and frustration.

This information was downloaded/printed from the Ministry of Education's website "Inclusive Education". Except where otherwise noted it is Crown Copyright 2018.

Information on the Inclusive Education website is regularly updated so we recommend you check the website version of this information to ensure it remains current.

