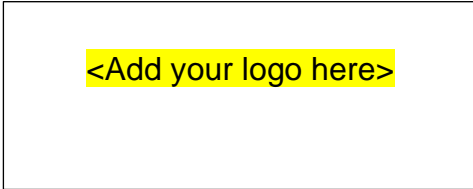


Video process with a child and family partner



This checklist is designed to ensure key processes are followed when a child and family partner is filmed.

Child and family partner name	
Staff member responsible for partnership	
Video topic	
Manager's name and sign-off	

Discussion points	
Staff member has discussed the intent and purpose of the video.	<input type="checkbox"/> Complete
Child and family partner has been provided with interview questions.	<input type="checkbox"/> Complete
Staff member has invited child and family partner to bring a support person.	<input type="checkbox"/> Complete
Travel has been arranged.	<input type="checkbox"/> Complete
The importance of child and family partner wellbeing has been emphasised, including the self-care tip sheet and names and details of staff the partner may contact for support or to provide feedback. Child and family partners understand that they can opt out when/if they need.	<input type="checkbox"/> Complete
Emphasise the importance of child and family partner wellbeing, including the self-care tip sheet and details of which staff they can contact for support or to provide feedback. The child and family partner understands that they can opt out when/if they need, and that they can resume their role anytime they feel ready to.	<input type="checkbox"/> Complete
Confidentiality and privacy have been discussed as per organisational policies.	<input type="checkbox"/> Complete
Remuneration and reimbursement rates and processes have been discussed.	<input type="checkbox"/> Complete
Culturally and linguistically diverse (CALD) or First Nations child and family partners have been connected with appropriate cultural support.	<input type="checkbox"/> Complete
The child and family partner has completed a consent form and staff have clearly explained how the audio or video footage or transcripts will be used. Special conditions have been discussed.	<input type="checkbox"/> Complete
If the interviewee is under 18 years of age, a parent or caregiver has provided consent.	<input type="checkbox"/> Complete

Administration	
Next meeting has been scheduled. Staff have ensured the child and family partner is assisted to be prepared and knows who will be at the meeting and what will happen.	<input type="checkbox"/> Complete
The following documents have been provided as required during the project: <ul style="list-style-type: none"> <input type="checkbox"/> Self-care tip sheet <input type="checkbox"/> Relevant background documents regarding the project or task <input type="checkbox"/> Relevant policies and procedures <input type="checkbox"/> Adult consent form <input type="checkbox"/> Child consent form (video or audio recording) <input type="checkbox"/> Evaluation form 	
Interpreter has been arranged (if necessary).	<input type="checkbox"/> Complete
Staff member's signature	
Date	