**Video process with a child and family partner**

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This checklist is designed to ensure key processes are followed

When a child and family partner is filmed.

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

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| **Discussion points** |
| Staff member has discussed the intent and purpose of the video.  | [ ]  Complete |
| Child and family partner has been provided with interview questions.  | [ ]  Complete |
| Staff member has invited child and family partner to bring a support person.  | [ ]  Complete |
| Travel has been arranged.  | [ ]  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.  | [ ]  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.  | [ ]  Complete |
| Confidentiality and privacy have been discussed as per organisational policies.  | [ ]  Complete |
| Remuneration and reimbursement rates and processes have been discussed.  | [ ]  Complete |
| Culturally and linguistically diverse (CALD) or First Nations child and family partners have been connected with appropriate cultural support.   | [ ]  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.  | [ ]  Complete |
| If the interviewee is under 18 years of age, a parent or caregiver has provided consent.  | [ ]  Complete |

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| **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.  | [ ]  Complete |
| The following documents have been provided as required during the project:  [ ]  Self-care tip sheet [ ]  Relevant background documents regarding the project or task [ ]  Relevant policies and procedures [ ]  Adult consent form[ ]  Child consent form (video or audio recording) [ ]  Evaluation form  |  |
| Interpreter has been arranged (if necessary).  | [ ]  Complete |
| **Staff member’s signature** |  |
| **Date** |  |