

PLANNING TOOL

Pupil-support conversation planner

A structured planning tool for listening to a pupil, exploring barriers and agreeing a small, reviewable next step.

Before the conversation

Checklist

- ☐ Choose a trusted adult, suitable time and private but safe place.
- ☐ Explain that the pupil is not in trouble and can pause or decline a question.
- ☐ Start with a strength, interest or part of school that feels manageable.
- ☐ Avoid asking the pupil to diagnose the problem or speak for every situation.
- ☐ Be ready to act on safeguarding information through the correct procedure.

Listen for context and exceptions

Ask what a difficult moment is like, when it tends to happen and when it is different. Offer concrete choices if open questions are hard, but leave room for another answer. Reflect back what you think you heard and invite correction. Agree one small change the adults can make, one way the pupil can signal for support and a date to check together.