



Checklist for Consultations with Children & Young People

<p>FOCUS OF CONSULTATION – NAME / TITLE</p> <p>WHAT ARE THE PRACTICAL ISSUES TO BE DEALT WITH INVOLVING CHILDREN?</p> <ul style="list-style-type: none"> • Purpose, process and timeframe of any events • Organizational capacity and resources required, who will facilitate the meeting and how; Child Protection; finances and equipment • Ethics, recruitment and informed consent • Communicating with children • Communicating with parents / carers • Permissions • Methodology • Involving children - group size, makeup and structure • Venue: access and risk assessment • Acknowledgement • Recording evaluation and feedback
<p>BRIEF DESCRIPTION OF CONSULTATION</p> <ul style="list-style-type: none"> • Why is the consultation needed? • The issues must be child focused, understandable and relevant to children • The time frame for the consultation and planning for any events must be realistic and consider the needs of and demands made on children's lives, routines and availability • To ensure good practice the consultation must not be a one off but part of an ongoing process
<p>WHAT IS THE ORGANISATIONS CAPACITY TO DELIVER THE CONSULTATION?</p> <ul style="list-style-type: none"> • Are there sufficient resources available to undertake the consultation? • Staff undertaking the consultation must have Child Protection clearance and training • Staff undertaking the consultation must be experienced in facilitating groups of children • Staff undertaking the consultation must respect the rights of children to express their views • Staff undertaking the consultation must actively seek the views of children and support children to express their views and opinions in an enthusiastic, neutral, non judgemental and respectful manner • Staff undertaking the consultation must be involved in planning and organisation meeting, have a clear role / script and participate in both pre and post event briefing / debriefing • Appropriate training and experience to ensure the above must be provided if needed by staff • If external facilitators are required how will they be recruited? • Reasonable costs and budgets should be set for consultation process • Consideration should be given to what equipment / materials will be required
<p>WHAT IS THE PURPOSE AND GOAL FOR INVOLVING CHILDREN?</p> <ul style="list-style-type: none"> • The rationale for involving children in a consultation must be clear and ethical • The purpose of information gathering and its use must be clear and ethical? • Children's involvement must be on a voluntary and informed basis; their right not to be involved or to withdraw at any point must be respected and supported fully by adults in an appropriate way that respects their rights • Children participating must be provided with information prior to the event that will assist them in making informed choices • Children must understand why they are participating in any consultation event or process • Children must be informed about the consultation process in a way that is appropriate and transparent • At all times the safety, welfare, well being and best interest of the child is paramount
<p>WHICH CHILDREN WILL BE INVOLVED?</p> <ul style="list-style-type: none"> • What process will be used to recruit and invite children to take part? • How will the consulting organisation find children and contact them? • Information about the event and permission to take part, media permission etc must be obtained prior

- to any consultation events from parents, carers, those acting in loco parentis.
- Parents, carers and leaders within organisations from which children may be recruited for consultation must be informed of processes and expectations of consulting organisation prior to the event and their supportive role should be encouraged and acknowledged
- What will be the range of children (e.g. age, gender, abilities, cultural / ethnic background) to ensure an inclusive and representative group
- What ethical, inclusion, communication and access support measures need to be taken into account regarding the needs of the target group of children involved in the consultation?
- Familiar supportive adults who can support the child should be present

WHAT ARE THE PARTICIPATION METHODS TO BE USED TO INVOLVE CHILDREN?

- Adults present at a consultation should be introduced to the children participating to ensure their role and responsibilities are clear.
- Programme running order / agenda should be clear and explained to children
- Consultation events should be focussed, use a range of activities and not be so long that children get bored or lose interest
- The consulting organization must ensure that language used and information presented is in an accessible child friendly way
- Opportunities to provide feedback / responses from children should include a variety of settings including one to one, small group and larger group settings
- Age appropriate / child friendly methods must be used, e.g:
 - Play
 - Discussion
 - Art
 - Creative expression
 - Photographs/pictures
 - Other – roving reporters, vox pops, Big brother chair, puppets
- Methods used for eliciting information should have both a facilitator and note taker / scribe

VENUES

- Any venue that will be used for consultation must ensure the best interest and safety of the child will be met, this should include:
 - Convenience
 - Being accessible and welcoming
 - Clear signage
 - Risk assessed and safe
 - Child friendly
 - If possible familiar to the child
 - Health and safety information and procedures should be made known to adults and children in a suitable way

ACKNOWLEDGEMENT

- Children who participate in consultations should be acknowledged in a way that is appropriate

HOW WILL THE INFORMATION BE RECORDED, ANALYSED AND FED BACK TO THE CHILDREN?

- A range of appropriate, robust and creative methods should be used to record and analyse information:
- Feedback to children participating in consultation should be age appropriate and creative, e.g.
 - Written
 - Multi media
 - Photographs
 - Newsletter/comic

HOW WILL THE CHILDREN'S PARTICIPATION IN THE CONSULTATION BE EVALUATED?

- Children must have the opportunity to be involved in the evaluation of the consultation process
- Children must have the opportunity to be able to provide feedback on the consultation process at any time and in their own way

HOW WILL THE CHILDREN BE KEPT INFORMED ABOUT THE PROCESS AND OUTCOMES?

- Adults should provide some immediate feedback to children at the event
- A feedback mechanism and timeframe must be in place to ensure children are informed of any decisions, progress or outcomes