

Checklist for Service

You can use this checklist to plan and meaningful engage young people in decision-making. The checklist aligns to the principles and methods of communication and engagement in the guidance.

Planning and working together

1. How will you work in partnership with young people to co-produce the engagement?

2. How will you guarantee all young people's involvement is voluntary?

3. How will you know the topic is relevant to those involved?

4. How will you help young people to understand the purpose of the engagement?

5. How will let young people know what they can influence?

Planning and working together

6. How will you provide safe spaces at suitable times in agreement with young people?

7. How will you guarantee the methods for engaging young people are suitable for those involved?

Included and supported

8. What barriers for young people have you identified and how will you mitigate these?

9. How will you include all young people and ensure the engagement activity is accessible for all?

10. How will you ensure young people feel safe throughout the engagement?

Included and supported

11. How will you show young people you are actively listening to them and valuing their opinions?

12. How will you seek consent from young people if you are sharing their views with others?

Communications and engagement

13. How will you use child friendly language and age-appropriate communications?

14. How will you keep young people informed throughout the engagement process and provide timely feedback?

Evaluation

15. How will you evaluate your engagement activity and its impact to improve practice?