

Service Evaluation

You can use this evaluation form to reflect on your engagement activities. Receiving feedback from young people will support you to complete this form. Evaluating your engagement activity can support improvements.

Planning and working together

1. Did you work in partnership with young people to co-produce the engagement?
2. Did you guarantee all young people's involvement was voluntary?
3. Did you ensure the topic was relevant to those involved?
4. Did you help young people to understand the purpose and the limitations of the engagement?
5. Did you provide safe spaces at suitable times in agreement with young people?
6. Did you guarantee the methods for engaging young people were suitable for those involved?

Reflecting on questions 1-6: **When you were planning the engagement, what worked well and what improvements would you make in the future?**

Included and supported

7. Did you identify barriers for young people and how did you mitigate these?
8. Did you ensure all young people were included in the engagement and it was accessible for all?
9. Did you ensure young people felt safe throughout the engagement?
10. Did you show to the young people that you actively listened to them and valued their opinions?
11. Did you seek consent from young people if you shared their views with others?

Reflecting on questions 7-11: **Did you ensure young people felt included and supported, what worked well and what improvements would you make in the future?**

Communications and engagement

12. Did you use child friendly language and age-appropriate communications?
13. Did you keep young people informed throughout the engagement and provide timely feedback?
14. Did you feedback to young people what had changed as a result of their involvement?

Reflecting on questions 12-14: **When you were communicating and engaging with young people, what worked well and what improvements would you make in the future?**