

Principles into practice

a checklist for implementation



This checklist, based on the **National Principles for Public Engagement in Wales** and the **National Children and Young People's Participation Standards in Wales** is to enable those designing engagement to plan effectively for success. As part of your planning process work through each principle / standard, asking yourselves the following questions.

1 Engagement is effectively designed to make a difference

Respect - Your opinion will be taken seriously - CYP standard 4

- Will it make a difference?
If yes, are you clear about the purpose and outcome of the engagement activity?
If unsure, then spend more time to gain clarity on the purpose and outcome.
If no, then don't do it or challenge those who are expecting you to do it.
- Are you clear as to what can and can't be changed or what is and isn't up for discussion or decision making?
- How will you measure what difference the engagement has made?

2 Encourage and enable everyone affected to be involved, if they so choose

It's Your Choice - enough information and time to make an informed choice - CYP standard 2

- Who needs to be involved?
- Who wants to be involved?
- How do you reach these people?

3 Engagement is planned and delivered in a timely and appropriate way

- How long are you allowing for the planning stages of engagement? (it ALWAYS takes longer than you think)

- Are you clear about the level/ s of engagement needed?
- What variety of mechanisms are you going to use?

4 Work with relevant partner organisations

- Who are you currently working with?
- Who else do you need to work with?
- Are you able to shared existing engagement information?
- Are you working with the third sector to access groups?

5 The information provided will be jargon free, appropriate and understandable

Information - which is easy for children and young people to understand - CYP standard 1

- Is the information free of jargon?
- Is the information relevant to the engagement?
- Is it accurate and up to date?
- Does it give people everything they need to know to engage?
- Have you tested it out with a user group?
- Are there different formats available e.g. children and young people's version, easy to read, audio, large print, bilingual

6 Make it easier for people to take part

No Discrimination - every child and young person has the same chance to participate – CYP standard 3

- Is the engagement mechanism appropriate to the target audience?
- Have people been given a choice of engagement mechanisms e.g. face to face or on-line?
- Have the barriers to engagement been identified for each specific group, asking the people themselves what these are?
- Have solutions to the barriers been considered and actions taken to overcome them where possible?
- Are venues fully accessible?

7 Enable people to take part effectively

You get something out of it - You will enjoy the experience - CYP standard 5

- Has the engagement activity been designed to empower people?
- Will it enable quieter voices to be heard?
- Is the necessary support in place to enable those less able or confident to take part?
- Has the engagement been designed to offer participants the best possible experience?
- Will the engagement allow for on-going contact and involvement?

8 Engagement is given the right resources and support to be effective

- Do you feel that you have sufficient resources to carry out this work effectively?
- Have you costed the engagement work out?
- Have you included the covering of expenses for participants?
- Will you be able to offer refreshments?

- Do you have sufficient staff to carry out the engagement?
- Are you able to work with partner organisations to pool resources?
- Are staff trained in effective engagement and facilitation?

9 People are told the impact of their contribution

Feedback - You will find out what difference your opinion has made - CYP standard 6

- Have you planned how you are going to feedback to people?
- Are you able to keep people informed of progress and lack of it, if necessary?
- Have you been able to offer people a choice of feedback mechanisms?

10 Learn and share lessons to improve the process of engagement

Improving how we work - Adults will ask you how they can improve how they work for the future - CYP standard 7

- What plans have you in place to review or evaluate the engagement process?
- How will you get feedback from participants?
- How will you use this information to better inform practice in the future?
- Have you accessed the National Principles' Evaluation Toolkit?

More information available at
www.participationcymru.org.uk/principles
and www.youngwales.wales