Planning Checklist

This checklist guides you on how to listen to children and young people and involve them in decision-making when you are developing policies, plans, services, programmes, governance, research and legislation at national, local and organisational level.

You should inform children and young people that they have the right to a voice in decision-making and that you will take their views seriously.

SPACE

- How will you ensure that children and young people are involved as early as possible?
- How will their involvement be sustained?
- How will those who have been, or may be, directly affected by the topic be involved?
- What steps will be taken to ensure the process is inclusive and accessible?
- How will they be supported to feel safe and comfortable expressing themselves?
- What support will be provided to those who become anxious, upset or uncomfortable?

VOICE

- Have you made a clear list of the topics on which you want to hear the views of children and young people?
- How will you ensure that the key focus of the process stays on the topics you identified?
- How will they know that participation is voluntary and that they can withdraw at any time?
- How will you support them in giving their own views, while including age-appropriate and accessible information?
- How will you ensure that they are given a range of ways to express themselves that best suits their needs and choices?
- How will the process allow them to identify topics they want to discuss?

INFLUENCE

- How will children and young people be informed about the scope they have (including the limitations) to influence decision-making?
- How will they be given age-appropriate and accessible feedback at key points during the development of a service or policy?
- What are your plans to make sure that children and young people's views impact on decisions?
- How will they be given age-appropriate and accessible feedback explaining how their views were used and the reasons for the decisions taken, in a timely manner?
- How will you ensure that they are given opportunities to evaluate the process throughout?

AUDIENCE

- How will children and young people know to whom, how and when their views will be communicated?
- How will you show your commitment to being informed and influenced by their views?
- How will you identify and involve relevant decision-makers (those responsible for influencing change)?
- How and when will a report/record and a child or youth friendly summary of their views be compiled?
- How will you ensure that they are given an opportunity to confirm that their views are accurately recorded?
- What plans are in place to support them to play a role in communicating their own views?