Elevating our voice

Children and Young People's Participation Framework

SHAPE
YOUNG VOICES SHAPING CHANGE

Sandwell
Metropolitan Borough Council

Purpose



This process forms part of Sandwell's "Elevating Our Voice" (Children & Young People's Engagement Strategy) approach and supports the Strategic Voice Board in ensuring children and young people's voices influence decision-making across Sandwell.

Themes, learning and outcomes arising from participation activity may be reported through Sandwell Youth Forums Networkers Group to the Strategic Voice Board to support strategic decision-making and accountability across Sandwell.

The information gathered through participation activities helps Sandwell understand children's and young people's experiences, identify emerging priorities and influence strategic decisions across partner organisations.

This framework supports colleagues and partners in the process of involving children and young people in their work. It explains when to use each form, the information required and expected timescales.

Choosing the right form to complete



Young people's participation in local decision making can occur at different levels, both individually and in groups. Please select the form that is most relevant to your youth engagement request.

- **Request for Youth Representation** – when requesting individual young people to participate on decision making boards, panel discussions, meetings, interviews or other participation opportunities. This can be either on a regular or ad-hoc basis.
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- **Request to Engage a Youth Forum or Participation Group –** when requesting to attend an existing youth forum group(s) in Sandwell to involve young people in your work.
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- **Register an Existing Participation Activity –** To provide details on an ongoing youth participation activity that you are involved with.

The SHAPE Team Context: *The SHAPE Team are recording all child and youth participation activity across Sandwell Council and partner agencies to identify support needs, learning and good practice.*

Completing the Forms



Provide details of the aims and objectives of the activity, the full scope of the young person's involvement, the desired outcomes you hope to achieve and how you will feedback on the impact of their contribution.

⚠️ Please note: the completed form will be shared with young people, so you must use age appropriate, jargon free and inclusive language

Timings

Please ensure you provide adequate notice for your request. Forum groups are often booked well in advance, so there may be a longer waiting period before you can engage with your preferred group.

Additionally, you must be flexible when engaging with young people. Any consultation should be based off their timetable rather than yours. Be mindful they may be constrained by school and other commitments including work and caring responsibilities.

Consent & Compliance

- **Parental/Guardian Consent:** May be required for activities involving children and young people.
- **School Approval:** Activities during school hours may require school approval.
- **Image Consent:** If photographs or recordings are taken, appropriate image consent must be obtained.
- **Data Protection:** You should always make sure to comply with GDPR and your organisation's data protection protocols.

Participation Request Process

The diagram below outlines the process for engaging children and young people in participation activities across Sandwell, from initial requests through to demonstrating impact and providing feedback on how their views have influenced decisions.

REQUEST TO ENAGAGE WITH ESTABLISHED YOUTH FORUM/GROUPS

Allow 15 working days for a response

Request to be shared with forum and school councils leads

Forum leads have 10 working days to confirm whether the requester can attend their forum/school council with the SHAPE Team

SHAPE Team will notify outcome to requester within timescale.

If approved, the forum leads will share their group's availablity with the SHAPE TEAM to share with the requester

Feedback outcome of partcipation activity to the SHAPE Team and young people involved

REQUEST FOR YOUTH REPRESENTATIVES

Allow 25 working days for a response

SHAPE Team to share request with forum leads and school voice contacts to share partipcation opportunity with young people

School voice contacts and forum leads have 20 working days to respond to the SHAPE Team

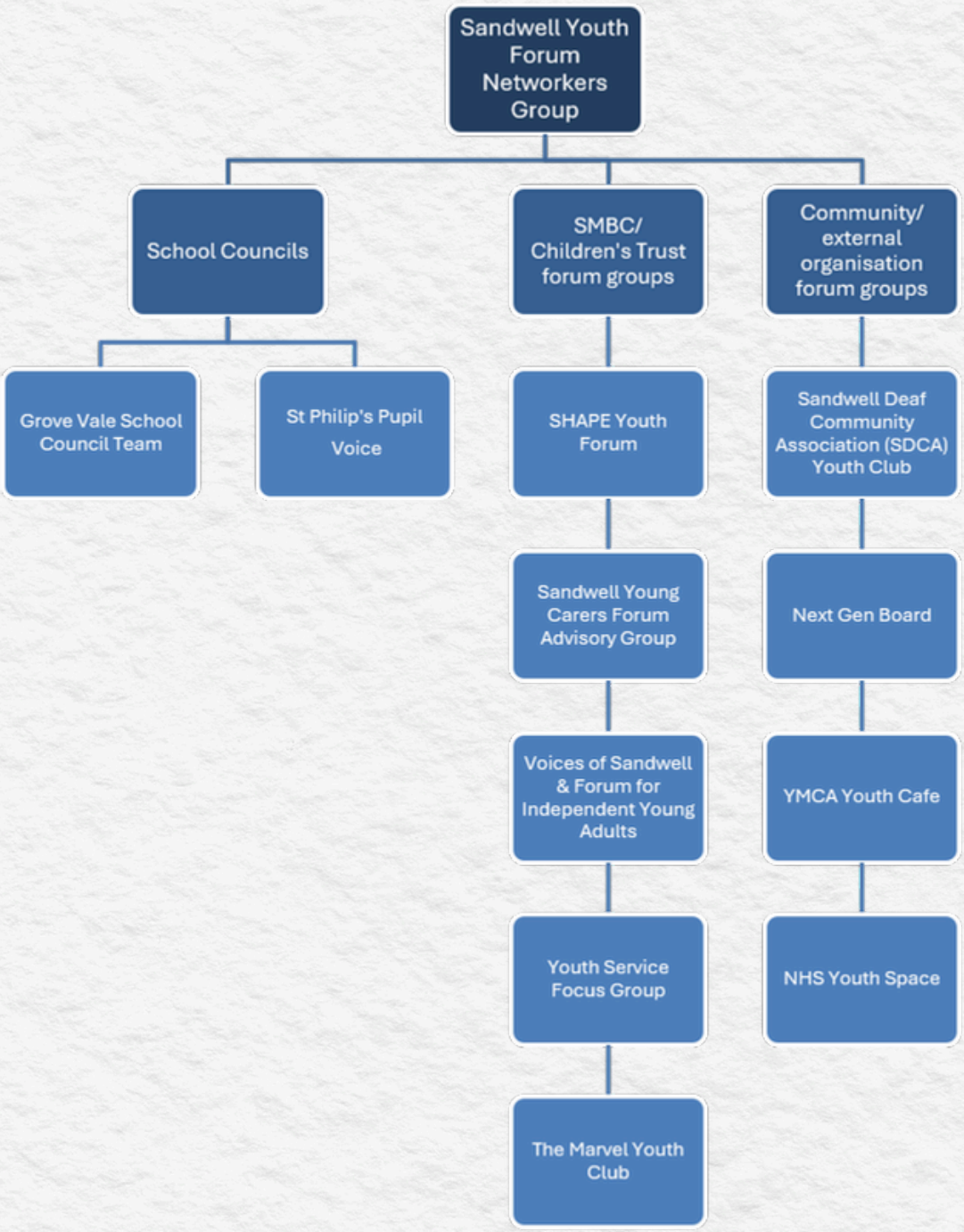
Opportunity will be allocated on a first come first serve basis and SHAPE team will notify requester and share the young person's contact details within the timescale.

SHAPE team to notify requester if no young person has come forward before deadline.

Feedback outcome of particpation activity to the SHAPE Team and young people involved

Sandwell Youth Forum Networker's Group

The Sandwell Youth Forum Networkers Group is made up of forum leads and youth voice champions from across the borough. The request process has been developed and approved by the group. The diagram below illustrates the forum groups and school councils that you can engage with through this process.



Feedback Requirement

As part of the feedback on impact of young people's contribution and reporting outcomes, requesters will be asked to complete a You Said-We Did template where requesters should explain:

- What young people told us
- What action was taken
- What changed as a result
- What could not be changed and why
- How feedback will be shared with young people

Participation Toolkit

A number of resources will be available through the Participation Toolkit, which will support involving children and young people in your work. The Participation Toolkit along with the Participation Framework can be found through Child Friendly Webpage. The resources will include:

- Elevating Our Voice Strategy
- SEND Working Together Charter
- Consent information
- Participation Standards
- Engagement Method Bank
- Guide to Recruit Young People on Strategic Boards
- You Said, We Did Template
- Children and Young People's Evaluation Form
- Participation Self-Assessment Tool
- Participation Impact Report Template

Request Form

If you wish to involve young people in your work, please complete the approrpiate form.

✉️ Questions? If you have any further questions, please email shape_events@sandwell.gov.uk and a member of the SHAPE Team will get back to you.