

## GUIDANCE & PROFORMA FOR CONSULTING WITH YOUNG PEOPLE THROUGH HARINGEY YOUTH COUNCIL

The aim of this form is to assist in developing systems to enable children and young people to participate<sup>1</sup> in decision making through Haringey's Youth Council.

Haringey Youth Council consists of representatives from across Haringey secondary and special schools, social care and youth organisations (11-19 years of age)

The aim of the Youth Council is for young people to contribute to decisions on matters that affect them. By listening to their views and promoting active engagement, Haringey Council and partners hope to improve the quality of services for children and young people.

The need to consult and involve children and young people is not confined solely to services regarded as "children and young people services". Provision for the whole community will include and affect children and young people.

By completing this form you to tell us why and how you would like to consult/work with the Youth Council. It will also allow the Children's Service to process and monitor progress across the Council and partner organisations key priorities.

Please take into consideration the following factors when choosing to consult with children and young people through the Youth Council  
Allowing enough time – preparation work usually needs to be done to ensure young people understand what is being asked of them (you should normally allow at least two months preparation time)

Be aware of sensitive issues – take into consideration young people may not be comfortable talking about some issues, be prepared for any forms of disclosure, including taking appropriate measures to protect the identity of the young people

Avoid using jargon – use language that young people are comfortable with  
Think about why you want to consult or involve the young people? What are the benefits for you and the young people?

Make sure you have the capacity to feedback to young people in an appropriate way. Feedback should always be given.

All consultation and participation events must comply with the Council's child protection procedures.

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<sup>1</sup> For us, participation means not just doing something or 'being present' but an **active, creative** involvement by young people with **responsibilities** for making decisions, practising skills and engaging others. The participation activity should be fun, interesting, stimulating and goal directed. It should seek to be inclusive and non-discriminatory – *Haringey Participation Training Toolkit 2007*

Please complete the below form and return to:  
 Ana Beaumont – Youth Participation Strategy Officer  
 E-mail: [ana.beaumont@haringey.gov.uk](mailto:ana.beaumont@haringey.gov.uk)

1.	<b>Name of organisation/directorate?</b>	
2.	<b>Contact officer's name: Telephone Email: Address:</b>	
3.	<b>Name if event/activity in which you wish to involve children and young people:</b> (if this is not an event but a consultation with children and young people, please go straight to question 4)	
	<b>3a. When? (date):</b>	
	<b>3b. Where? (venue)</b>	
4.	<b><u>Consultation</u> If you would like to consult young people, please provides a brief outline: Also, what is the deadline for consultation?</b>	
5.	<b>What is the purpose/aim of children and young people's involvement?</b>	
6.	<b>How will you resource/finance it?</b>	
7.	<b>Nature of involvement/consultation?</b>	

8.	<b>How many young people do you want to involve/consult?</b>	
9.	<b><u>Target Group</u></b> <b>Who are your target group?</b> <b>(i.e. schools, voluntary organisations, subject, theme group etc.)</b>  <b>Age group?</b>	
10.	<b><u>Outcome</u></b> <b>What do you plan to do with the information you collect?</b>	
11.	<b><u>Feedback</u></b> <b>How will you feedback to the young people?</b>  <b>When?</b>	
12.	<b><u>Rewards</u></b> <b>What rewards are you going to provide to the young people?</b>  <b>When?</b>	

**For Youth Council Use Only**

Event  Consultation  Both

Groups Identified:  
 Primary  Secondary  Youth Organisation  Social Care

Action Required:  
 By (officers)  
 Deadline date for action:

Monitoring purposes only  
 Feedback given to the young people: Yes  No  (if no, please chase)