**Suffolk Youth Charter: Youth participation points for you to consider**

This process may help you embed the principles of the Youth Charter and help you recognise the work you already do.

**Point 1**  
We are committed to children and young people participating in their service and we do some, or all of the following.

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | We have a forum to have conversations with and collect feedback from young people about the organisation |
|  |  | Young people attend meetings that are relevant to them and inclusive of them |
|  |  | Young people regularly contribute to and shape the programmes on offer |
|  |  | We have a Youth Board working with our Board |
|  |  | We have young people from the service/organisation on the Board |
|  |  | We have a youth participation policy and procedure that we use |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve in this area?

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**Point 2**  
We are committed to children and young people’s personal, emotional and physical safety. We are inclusive, welcoming and have a zero tolerance position on bullying. Our staff are confident in challenging bullying, offensive language and disrespectful behaviour and do some, or all of the following.

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | We have a code of conduct for our staff and volunteers |
|  |  | We have a ‘code of conduct’ that the young people created for acceptable behaviour that is understood |
|  |  | We provide training for staff and volunteers about equality and dealing with unacceptable behaviour |
|  |  | Images around our organisation are welcoming, inclusive and representative of the children and young people using the organisation |
|  |  | We have clear boundaries about what is acceptable and unacceptable behaviour |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve in this area?

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**Point 3**  
We are committed to children and young people’s participation and to improving the quality of their experience. We have conversations with young people and listen to their ideas and feedback about their experience of the organisation. We do some, or all of the following.

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | Young people have ways of providing us with feedback from our events, via forms, anonymous feedback boxes, online comments, conversations |
|  |  | Our website and social media regularly reflects young peoples views on their experience |
|  |  | We discussed the Youth Charter with them and got their views on how well we meet the Charter and what we can improve |
|  |  | We act on the feedback from young people to improve the service where possible |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve this area?

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**Point 4**  
We ensure that all young people feel welcome whenever they attend the group. We create an environment where everyone has an equal opportunity to participate, whatever their background

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | We promote the organisation widely to enable a range of communities to be aware of it, including on Suffolk Infolink |
|  |  | We have an equality and diversity policy and procedure that we use |
|  |  | Young people understand what equality and diversity means for the group and have created their own guide for young people to understand |
|  |  | We ask young people what they need from us in order to make them feel welcome and able to participate fully in the group |
|  |  | Our programme is inclusive and contains opportunities to learn about different groups in order to build understanding and inclusivity |
|  |  | We access support from specialist organisations and parents/carers to help us provide an inclusive environment for specific needs of young people |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve this area?

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**Point 5:**  
We offer an appropriate range of activities that recognise the importance of children and young people’s self esteem and their health and wellbeing. We do some, or all of the following activities.

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | We recognise young people’s successes, no matter how small they may appear |
|  |  | We provide opportunities through discussions with young people to learn and develop positively from any situation |
|  |  | We provide a programme of events that is developmental and has a purpose, that is not ‘diversionary’ or ‘a distraction’ |
|  |  | We understand the importance of young people’s self esteem on behaviour, staff have attended training on the importance of young people’s self esteem on mental health |
|  |  | We provide positive role models for young people in the way staff treat each other and young people |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve this area?

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**Point 6**  
As an organisation we recognise and celebrate the achievements of young people and we do some, or all of the following.

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | We include regular articles on young peoples achievements in our newsletters, on our website |
|  |  | We have an awards celebration event that recognises their achievements |
|  |  | Young people can transition into positions of leadership in the organisation e.g. Young leaders/volunteers |
|  |  | We have certificates of achievement that we issue |
|  |  | We tell young people that we have seen what they have done well |
|  |  | We have positive images and role models that demonstrate young people’s achievements and show what can be possible |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve this area?

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**Point 7**  
We are committed to children and young people’s personal, emotional and physical safety and ensure that they are safeguarded. Our staff are confident in their responsibilities towards safeguarding children and young people and do some, or all of the following.

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| **Yes** | **No** | **Please choose all that apply or add your own activities** |
|  |  | We have a code of conduct for staff, volunteers and young people |
|  |  | Our staff understand their safeguarding responsibilities and that safeguarding children is of paramount importance |
|  |  | We have a Suffolk Safeguarding Children Board compliant safeguarding children policy and procedure that we understand and use |
|  |  | We have a health and safety policy and procedure that we understand and use |
|  |  | We complete regular risk assessments and learn from them to improve safety |
|  |  | Other |

If you answered No to the above ideas what could you consider doing to improve this area?

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