

Youth Voice Toolkit – Action Checklist

Proceed with each action to successfully implement the youth voice toolkit.

Please note that we would encourage full reading of the online guidance to ensure a genuine approach to youth voice can be facilitated.

Agree Leadership Support	
Action	Achieved?
Read Implementation guidance for specific setting	
Deliver “Youth Voice Toolkit – Summary presentation” to leaders	
Agree leadership support for implementation of the toolkit	

Create a Youth Voice Charter <i>(this step is optional if you already have a local/regional youth voice charter)</i>	
Action	Achieved?
Design a consultation survey with children and young people in youth voice structure(s). This offers children and young people an opportunity to tell adults how they wish to be consulted. Examples can be found in implementation guidance.	
Use an accessible consultation method to ask children and young people across the setting these questions e.g. digital form. Complete over a suitable time frame to allow meaningful engagement.	
Consolidate responses from consultation survey. Take time with children and young people to analyse what has been said and consolidate this into key statements & sentences.	
Create a youth voice charter document for the setting with the consultation survey findings. Sense check with children and young people to ensure it is easily understood.	
Share the youth voice charter within the setting, ensuring that all practitioners and/or establishments display and uphold it with children and young people.	

Use the Empowering Youth Voice Resource Pack	
Action	Achieved?
Familiarise yourself with Part 1 and Part 2 of the resource pack and slide notes. This is based on the principles of peer research to support children and young people to undertake research on any theme.	
Use practitioner judgement to plan appropriate delivery of the resource. Start by delivering Part 1 (Powerpoint 1) to a youth voice structure focusing on children's rights, youth voice and teamwork.	
Deliver Part 2 (Powerpoint 2). If a theme for consultation is not already identified, support children and young people to identify a theme for the research. Provide group with information on the theme (using guidance in support materials) to ensure they are informed on the topic.	
Support children and young people to undertake peer-research on the identified theme using appropriate tools and techniques.	
Analyse research findings and support the group to identify qualitative and quantitative results.	
Co-create a youth voice action plan with the group based on research results and findings, to ensure ideas are translated into clear steps with shared ownership.	
Present findings to leaders and decision makers to share the research results.	
Give feedback to the group, and those who participated in the research process. It essential that all children and young people are informed of what has happened as a result of their involvement.	

Measuring Impact and Sharing Action	
Action	Achieved?
Share youth voice action plan across the school, community setting, organisation or local authority.	
Support the youth voice structure to begin delivering on the steps outlined in the newly created action plan.	
If the group would like to do more research on a different theme, use Part 2 of the resource pack to go through the process again.	
Connect with other practitioners, or where suitable, participate in a wider youth voice network.	
To monitor the impact of the Toolkit and make future improvements, complete the following form: https://bit.ly/esyouthvoice	
Ask questions, receive feedback or get in touch with the team at Education Scotland at youthvoice@educationscotland.gov.scot	