



Participation Works



hear by right 

Self-Assessment Tool

To map and plan the participation of children and young people in your organisation

Name:

Date:

Contact:

1 SHARED VALUES: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	1.1 The active involvement of children and young people is a central commitment of the organisation			
	1.2 The organisation adopts shared values for the active involvement of children and young people, see for example the <i>Hear by Right</i> Shared Values on the inside cover			
	1.3 The organisation adopts the Convention on the Rights of the Child, recognising Article 12's central role			
Established	1.4 Children and young people take part in reviewing and agreeing the shared values for the active involvement of children and young people			
	1.5 The shared values are made visible and accessible to a wide range of staff and children and young people by, for example, mission statement, charter, pledge or entitlement card			
Advanced	1.6 Shared values are agreed with partner organisations and community groups			
	1.7 The agreed shared values are used to set policy and review performance across the organisation and with partners			

PLANNING ↓

1 SHARED VALUES: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
MAPPING ↑	Emerging	1.1						
		1.2						
		1.3						
	Established	1.4						
		1.5						
	Advanced	1.6						
		1.7						

2 STRATEGIES: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	2.1 Resources and expertise are mapped for building the participation of children and young people (an audit)			
	2.2 The strategic plan for active involvement is agreed and in place, with key staff, roles and resources identified for its implementation			
Established	2.3 Children and young people contribute to developing and reviewing the strategic plan for active involvement, agreeing objectives, boundaries and benefits			
	2.4 Other plans in the organisation are complementary and refer to the participation strategy			
Advanced	2.5 The strategy identifies and includes key local partnerships to promote the active involvement of children and young people			
	2.6 The strategy includes resources to sustain, develop and regenerate children and young people's involvement			
	2.7 The strategy develops the links between local and any regional or national structures and initiatives for the active involvement of children and young people			

PLANNING ↓

2 STRATEGIES: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
MAPPING ↑	Emerging	2.1						
		2.2						
	Established	2.3						
		2.4						
	Advanced	2.5						
		2.6						
		2.7						

3 STRUCTURES: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	3.1 Children and young people are consulted on and help review structures for their active involvement			
	3.2 A range of approaches are in place, both formal and non formal, that encourage and enable the participation of children and young people on their own terms and in ways they feel comfortable with			
Established	3.3 There are structures that make sure a range of children and young people's views are built in to decision-making			
	3.4 Links with other relevant organisations are established and maintained to ensure the inclusion of marginal groups			
Advanced	3.5 Children and young people are joint partners in decision-making and scrutiny structures			
	3.6 Children and young people have effective representation on local cross agency partnerships that affect them			
	3.7 Links with a range of regional and national organisations and initiatives are established, maintained and resourced			

PLANNING ↓

3 STRUCTURES: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
EMERGING	3.1							
	3.2							
ESTABLISHED	3.3							
	3.4							
ADVANCED	3.5							
	3.6							
	3.7							

MAPPING ↑

4 SYSTEMS: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	4.1 Policies are in place to make sure children and young people's participation is safe, sound and effective, covering consent, protection, safety, access, transport, complaints, incentives and rewards			
	4.2 Budgeting and financial systems are in place for supporting the active involvement of children and young people			
	4.3 Recording and evaluation systems are in place to identify and share learning and evidence of change arising from children and young people's participation			
Established	4.4 Communication systems are in place for recording, reporting and celebrating children and young people's active involvement, for example, newsletters, web, radio, articles, awards evenings			
	4.5 Children and young people and partners are involved in reviewing and updating relevant policies and systems			
Advanced	4.6 Children and young people help decide appropriate rewards for their active involvement and / or have direct control over identified budgets			
	4.7 Systems, such as compacts and agreements with partner organisations, reflect the commitment to active involvement			

PLANNING ↓

4 SYSTEMS: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
MAPPING ↑	Emerging	4.1						
		4.2						
		4.3						
	Established	4.4						
		4.5						
	Advanced	4.6						
		4.7						

5 STAFF: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	5.1 Relevant job descriptions specify skills and commitment to active involvement			
	5.2 Children and young people contribute to the recruitment and selection and induction of key staff			
	5.3 Supervision and appraisal of relevant staff include reviewing their contribution to enabling the effective influence of children and young people on the organisation			
Established	5.4 Recruitment information and induction of all staff and managers identify the importance of the voice and influence of children and young people for the organisation			
	5.5 Young people are volunteers or employed in the organisation, for example as trainers, researchers or mentors			
Advanced	5.6 Children and young people take an active part in the recruitment, selection and induction of a range of staff and managers across the organisation or partnerships			
	5.7 Children and young people take an active part in the induction of elected members or trustees			

PLANNING ↓

5 STAFF: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
MAPPING ↑	Emerging	5.1						
		5.2						
		5.3						
	Established	5.4						
		5.5						
	Advanced	5.6						
		5.7						

6 SKILLS AND KNOWLEDGE: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	6.1 There is capacity building for children and young people to develop skills and knowledge to make change happen, including in negotiation, presentation and finance			
	6.2 There is capacity building for staff to gain skills for the safe, sound and effective participation of children and young people			
	6.3 Children and young people have access to information to allow them to participate fully in the issues of importance to them			
Established	6.4 Children and young people help plan, deliver and evaluate active involvement training to staff, managers and leaders			
	6.5 Children and young people help develop the capacity of other children and young people to participate			
Advanced	6.6 Children and young people help deliver training and capacity building to partner organisations			
	6.7 Consultancy and mentoring arrangements that support children and young people's active involvement are in place			

PLANNING ↓

6 SKILLS AND KNOWLEDGE: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
MAPPING ↑	Emerging	6.1						
		6.2						
		6.3						
	Established	6.4						
		6.5						
	Advanced	6.6						
		6.7						

7 STYLE OF LEADERSHIP: MAPPING

1 - In place and effective; 2 - In place, but needs improving; 3 - Currently being established; 4 - Not in place

	Indicator	What is the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	Score 1-4 (as above)
Emerging	7.1 Key managers and leaders act as champions for the active involvement of children and young people, with clearly identified responsibilities			
	7.2 Managers and leaders support innovation on active involvement, accepting risks of mistakes and are committed to reflection and learning			
	7.3 Managers and leaders in the organisation publicly acknowledge and celebrate the active involvement of children and young people and take an active part in key consultation and participation events			
Established	7.4 A leadership programme for managers and children and young people is established, based on the principles of active involvement			
	7.5 Children and young people have a range of opportunities to meet senior staff, elected members or trustees to be included in decision making and promote active involvement			
Advanced	7.6 The organisation demonstrates to partner organisations an open style of leadership, collaboration and shared objectives on the active involvement of children and young people			
	7.7 Leadership of specific projects and appropriate services involves both children and young people and adults			

PLANNING ↓

7 STYLE OF LEADERSHIP: PLANNING

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Barriers and solutions	By when	How are we planning to involve children and young people?
MAPPING ↑	Emerging	7.1						
		7.2						
		7.3						
	Established	7.4						
		7.5						
	Advanced	7.6						
		7.7						

The **Hear by Right Self-Assessment Tool** makes it easy and practical to map evidence of current participation in your organisation and then develop your strategy to build on it. It has been produced with Participation Works for organisations to help you measure and improve participation in your organisation and show evidence of this to funders and commissioners of services.

This tool is underpinned by the **Hear by Right participation standards framework book** published by The National Youth Agency and supported by the **Participation Works Hear by Right and Third Sector organisations briefing paper**. Please refer to both of these documents, which will provide you with the full context of the *Hear by Right* participation standards framework and details of the what, why and how of using the tool.

MAPPING

1. Either individually or with a small group of key staff, use the **mapping** side of the page to map how well you are doing by scoring each indicator for each standard between 1 (in place and effective) and 4 (not in place).

We strongly recommend that you start by focusing on the highlighted Emerging level indicators (see the Participation Works Hear by Right and Third Sector organisations briefing for more information on this).

2. Put the evidence you have for each indicator in the relevant box on the mapping pages of the table.
3. Ask a stakeholder group of children and young people to add their views of the evidence for each standard.

PLANNING

1. Assess and agree what needs improvement. Write this on the **planning** side of the page.
2. Agree who's responsible for taking action and some idea of resources, solutions to potential barriers and timescale.
3. Finally, consider how children and young people can be involved in improving the outcomes of the plans.

You should involve children and young people throughout the process. The Building Standards tools, which are part of Hear by Right will help you to do this.

The evidence you have mapped and the priorities you have planned form the basis of your participation strategy

- **Please send a copy** of your completed map and plan to participation@nya.org.uk, so that good practice examples of more organisations can be viewed on the The National Youth Agency's *Hear by Right* shared learning web pages.
 - You can access them via www.participationworks.org.uk/nya.org.uk/hearbyright.
 - There are case studies here of how others have used *Hear by Right*, free downloads of supporting tools and materials and also **top ten tips** on how this Self-Assessment Tool converts words into action.
 - For more support, training and consultancy on using *Hear by Right* contact Jake Manning or Harry Wade on 0116 242 7405
- Further information** on other participation issues contact Participation Works Enquiry Line on 0845 603 6725, email enquiries@participationworks.org.uk or visit www.participationworks.org.uk

Participation Works is a consortium of six national children and young people's agencies

