

Guide to completing the Participation Evidence form

Derby City Council

What's the purpose? The purpose of the form is to collate all evidence from Children and Young People practitioners about the various consultation activities undertaken with children, young people, parents and carers each financial year, for example 1 April 2017 – 31 March 2018.

Why has it been sent to me? You will have been emailed a link as the participation lead in your service area or organisation and will need to complete this information. Please check your junk mail to make sure the email is not in there. Members of the Participation Network will quality assure the data and come back to you if any further information or clarification may be needed.

Who should I contact if I have any questions? You can contact Rufaro Hwindingwi or Adele Styles.

What type of information do I need to enter? We only want succinct factual information for example we do not want the 'young people were lovely' **Click here for a document with previous examples.**



DCC Examples.doc



Partnership
Participation Evidence

How does the form work? You will be prompted to answer a number of questions about your consultation. If you have several consultation examples, please enter these one at a time, there is space to enter up to 20 consultations on the form, which are all numbered. If you are entering these on behalf of your service area or organisation please put the name of the person who did the consultation.

You can save as you go along, which gives you the opportunity to update the information at a later date. For example you might not know the outcome of a consultation when you initially enter the details, but later on in the year you may have the outcome, so you can come back and complete the information (please remember to make a note of the entry number(s) you completed).

Please **carefully read the guide below** for a step by step explanation.

STEP 1:

- Click the link in the email received from 'yourcityyoursay' with the title 'Participation Evidence' if you cannot see the email please check your junk mailbox.
- Once you have selected the link, you will be taken to the survey



Derby City Council Children and Young People's Participation Evidence

The evidence submitted will show the improvements or changes made by the local authority and partners as a result of listening to children, young people and parents/carers.

The information collated will be analysed and presented to the Children, Families and Learners Board. This information will also form evidence for any future inspection bodies.

Please tell us about any consultation your organisation or service area has undertaken with children, young people and parents/carers **between 1 April 2017 to 31 March 2018**. Please return your completed form by **Friday 7 April 2018**. This survey allows you to save as you go along and to update the information at a later date. Just remember which section you entered, these are numbered 1 to 20.

Please make sure you only press the **SAVE** button, **do not** press the **SUBMIT** button.

As Participation Champion/Lead, please enter your email address.

Please tell us the name of your organisation and service area.



- Enter your details and click 'Next' and 'Save' but **do not submit until the entire form is complete.**

STEP 2:



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Consultations your organisation or service area has undertaken.

Number 1.

Please tell us the name of the practitioner's entry.

Please tell us the subject your organisation or service area has consulted children, young people and parents/carers on.

Is this a regular or one-off consultation?

- Regular
 One-off

[← Back](#) [Reset](#) [Save](#) [Next →](#) [Submit ✓](#)

- Enter your details and click 'Next'. You can 'Save' and come back later, but **do not submit until the entire form is complete.**

STEP 3:

- You will be prompted to answer some more questions about your consultation.

Please tell us the number of children, young people and parents/carers that were involved in decision making on this subject:

Children aged 10 and under

Young people aged 11 to 19 and up to 25 for disabled young people

Parents/Carers

Please tell us the method(s) used. Please select all that apply.

- survey/questionnaire
 focus group
 forum/council
 workshop
 one to one interview

Other, please specify

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- Enter your details and click 'Next'. You can 'Save' and come back later, but **do not click submit**, until the end of the financial year and you are happy all the information has been entered and the entire form is complete.

STEP 4:

- You will be asked what you asked CYP/ Parents and carers and what they said. Keep this information succinct and to the point. An example is below.

Please provide a summary of children, young people and parents/carers feedback on this subject.

What were the key questions that you asked children, young people and parents/carers?
Please detail these below

We asked CYP:
Do you like the garden in the children's home?
What could be better?
Would you spend more time outdoors if the garden was better?

What did they say? Please give a summary of the key themes

5 out of 6 CYP stated that they do not like the garden.
2 young people asked for more plants and flowers, 2 asked for a new picnic bench, one asked for a football net and one asked for tennis rackets to use in the garden.



- Enter your details and click 'Next'. You can 'Save' and come back later, but **do not submit until the entire form is complete.**

STEP 5:

- You will be asked for a summary of the outcome. Keep this information succinct and to the point. An example is below. Remember, if you are yet to have an outcome you can click 'save' and come back to it later.

Please provide a summary of the outcome - how has your service or organisation improved or changed as a result of what children, young people and parents/carers have told you? This should include:

What did you do about what children, young people and parents/carers said? or What do you plan to do about what they said?
For example if you developed an action plan, what are the actions?

We had an activity day planting flowers and plants. We also took the young people to buy a new picnic bench. Due to funding we could not buy a football net however we did manage to buy tennis rackets.

How have you fed back to children, young people and parents/carers? or How do you plan to feedback to children, young people and parents/carers? For example 'You Said, We Did'

We displayed pictures around the home of young people planting flowers and enjoying the new garden. We explained to the young person who asked for a football net why we were unable to get one but we suggested he could ask for one for his birthday. We also fed back young people the difference they had made by talking about the garden at the fortnightly 'house meeting'



- Enter your details and click 'Next'. You can '**Save**' and come back later, but remember only to click '**Save**' and **do not click 'Submit'**.

STEP 6:

- You will be asked if you have carried out any further consultations. If you have, select **'Yes' and then 'Next'**, where you will be taken to another page and asked the same questions again.
- If you have no further consultations to enter for your service area or organisation click **'No' and then 'Submit'**



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Have children, young people and/or parents/carers taken part in any other consultation carried out by your organisation or service area?

- Yes
 No

[← Back](#) [Reset](#) [Save](#) [Next →](#) [Submit ✓](#)

STEP 7:

- Congratulations, you have completed your Participation Evidence. Time to make a brew! Thank you 😊