

Charter for young people participating in adult meetings *(May 2015)*

Please include this Charter and Appendix 1 ('Before and after the meeting') in papers for meetings where young people will be present. Contact cyptrust@salford.gov.uk for the latest version.

At the meeting adults should:

- Help young people to feel welcome and supported, for example by enabling them to sit with their peers, or with adults they already know.
- Listen.
- Recognise the points made by the young people regardless of their age or the words they choose.
- Act as they usually would. Don't be scared of questioning or challenging young people – they are there to take part in a discussion.
- Be careful of assuming that because a young person doesn't understand one thing, they don't understand anything.
- Remember that young people are giving up their own time to attend.

At the meeting young people should:

- Keep in touch if they have changed their plans or will be late.
- Not be afraid to ask questions, or ask for explanations if they don't understand.
- Ask adults to confirm what action they are going to take.

Everyone should:

- Make it clear if anything being said is confidential, and then respect this after the meeting.

At the meeting the Chair should:

- Remind the other adults about this Charter and ask them to follow it.
- Ask people to explain jargon or abbreviations.
- Summarise at the end of each agenda item and check whether there was anything else the young people wanted to ask or say.

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Appendix 1: Before and after the meeting

Deciding whether to invite young people:

- Plan young people's involvement early and properly, to avoid tokenism.
- Consider the time and place. Can young people get here? The time of the meeting is often the most important thing affecting whether young people can attend.
- Think about what's gone before. Find out whether young people have already been asked about these topics. If we are asking them again, what's changed?
- Maturity is important, so consider being flexible about age limits.

When young people are invited:

- Identify one person in charge of young people's participation and ensure the young people have their contact details. This person is responsible for making sure young people have the information they need and that their wellbeing is taken care of.
- Offer an induction: what's the purpose, what's expected, what's appropriate, who will be present? Pictures of the main people can help. Consider using name cards at the meeting. Provide the terms of reference.
- Prepare the agenda in time so everyone can read it and consult others. Invite young people to contribute.
- Offer an opportunity for the young people to meet the Chair prior to the meeting.
- Set up the room so young people feel part of the group.
- Consider additional needs, for example do they need support with access or language.

After the meeting the organiser should:

- Ask the young people how it went, including anything to improve next time.
- Make sure the young people are kept informed. What happened as a result?
- Make sure the young people know how to follow up their actions, for example put them in touch with relevant contacts.