



# Planning a voice initiative in your school

## A TEMPLATE



# Planning a voice initiative in your school

Start Date:

Finish Date:

<b>This initiative aims to</b>							
<b>What are we hoping to achieve?</b>							
<b>Who do we need to involve in this initiative?</b> Has the proposed initiative been discussed with all of these people?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Students <input type="checkbox"/></td> <td style="width: 50%;">Board of management <input type="checkbox"/></td> </tr> <tr> <td>School management <input type="checkbox"/></td> <td>Parents <input type="checkbox"/></td> </tr> <tr> <td>School staff <input type="checkbox"/></td> <td>Other <input type="checkbox"/></td> </tr> </table>	Students <input type="checkbox"/>	Board of management <input type="checkbox"/>	School management <input type="checkbox"/>	Parents <input type="checkbox"/>	School staff <input type="checkbox"/>	Other <input type="checkbox"/>
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School management <input type="checkbox"/>	Parents <input type="checkbox"/>						
School staff <input type="checkbox"/>	Other <input type="checkbox"/>						
<b>With whom are we going to work with? How and when?</b> <b>How, when, and to whom do we plan on reporting on the outcomes?</b>							
<b>How do we plan on providing feedback to the young people and other participants on the outcomes of the initiative?</b>							

<b>STEPS</b> <i>Each step has a title.</i>	<b>WHAT WILL HAPPEN?</b> <i>Description of the key activities to be undertaken and their purpose.</i>	<b>WHO ARE THE KEY PARTICIPANTS IN THE SCHOOL COMMUNITY FOR EACH ACTIVITY?</b>	<b>BY WHEN?</b> <i>Date by which activity is to be completed</i>
Step 1			
Step 2			
Step 3			
Step 4			

Have you used the Participation Prompts; Planning and Review document (below) to support this planning process?

## Space

Provide a safe and inclusive space for young people to form and express their views

- Are the young people affected by this issue involved?
- Are steps taken to ensure that the process is inclusive?
- Do the young people feel safe to express themselves freely in the space?
- Are the young people who are interested in the issue involved?
- Are the young people involved from the start?

## Voice

Provide appropriate information and facilitate the young people to form and express their views

- Do the young people have the information they need to form a view?
- Are the young people be given a range of options on how to express themselves?
- Do the young people know to whom their views will be communicated?
- Does the process include opportunities for young people to identify issues that they want to discuss?
- Do the young people know they have a choice about their participation?

## Participation Prompts; Planning and Review

## Influence

Ensure that young people's views are taken seriously and acted upon, where appropriate

- Are the young people clear about the scope of their influence, (opportunities and limitations)?
- Will young people be given feedback explaining the reasons for decisions taken?
- Will the young people be given an easily accessible summary of their views?
- Do the young people know who the key decision makers involved are?

## Audience

Ensure that young people's views are communicated to someone with the responsibility to listen

- Are the right decision-makers involved, i.e. those responsible for decision making on this issue?
- Have these decision makers committed to taking the young people's feedback seriously?
- Is there a process in place to ensure that the young people's voices are given due weight and consideration?
- Are there plans to have the young people involved in presenting their views