

## Checklist before you start your engagement

### 1. What is the purpose of your engagement?

You might engage with mokopuna to:

- Seek children and young people's views on issues that are important to them
- Inform your strategic directions and priorities
- Support improved policy, programme or service design
- Incorporate into evaluation or monitoring activities of programmes or services

All engagements with need to have a clear purpose which can be understood by mokopuna who will be participating.

### 2. Who are the children you want to engage with?

Mokopuna, their whānau and communities are diverse and it is important to recognise their diversity in your planning. Engagement methods for rangatahi (young people) may not work well for mokopuna under 8 years old.

Similarly, when engaging with mokopuna who are Māori or Pacific, you need to consider their cultural experiences, such as when developing consent information, when considering ethical issues, and implementing engagement methods.

Identifying your participants will drive how you will include them in the process. It is important to be transparent about the type of engagement opportunity that you will be able to provide to mokopuna. Be clear on what type of opportunity you are creating including what the predicted impacts and outcomes will be. The type of opportunities range, and include consultation, adult led discussions, co-designed forums, or youth-led participation opportunities.

### 3. How will you apply what you have heard to your work and what influence will children have?

If you plan ahead about how you will use the information you collect, then your method of engagement is more likely to fulfil your needs. For example will you:

Use quotes to demonstrate what mokopuna say	<i>"Mental health affects more than just one person in the family, it affects the whole family"</i> Youth Advisory Group Member, 2014
Incorporate data and summary analysis into an impact assessment	<i>"16 percent of children we surveyed said they did not participate in a desired out-of-school activity because it cost too much."</i> Voices Project, 2015
Use the ideas put forward to develop options, amend policy, and design your programmes	<i>"Support park and recreation facilities in low socioeconomic status neighbourhoods so that children have free or low cost opportunities to play."</i> This became a recommendation after consultation with children on options to address poverty.

There are three broad levels of influence mokopuna have in decision making processes.

<p>Mokopuna lead the decision making process and are supported by adults</p>	<p>i.e. a group of students approach the school principal wanting to change the school uniform. The principal and board agree and the students are provided with time and resources to design a number of uniform options. Students are included in the final decision-making.</p>
<p>Adults share decision-making with mokopuna</p>	<p>i.e. a local authority wants to build a playground for mokopuna. The organisation runs a series of co-design workshops with mokopuna. Their ideas influence the design of the playground.</p>
<p>Mokopuna are consulted with, and their views are considered by adults</p>	<p>i.e. a community organisation is preparing a submission on local liquor licences. The organisation surveys mokopuna to gather their views on how having alcohol shops in their area impacts on them. Feedback from mokopuna is considered as part of the recommendations in the submission.</p>

Mokopuna should always be told the limitations and boundaries of their input, so you can manage expectations about their level of influence.

Similarly, you should feedback to participants in a timely manner so they can see the results of their participation, for example how they have influenced your decisions, a process, or programme design. Prompt feedback means incorporating time into your project plan to do this as a priority, rather than an afterthought.

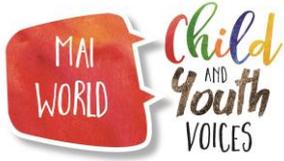
#### **4. What engagement method or methods will you use?**

The engagement method or methods you choose should consider your purpose and the fit for the mokopuna and communities you will be working with. Each method has different strengths and challenges. We have some examples and guides to engagement methods on our website, which are a good starting point.

#### **5. What are the consent and ethical issues you will need to consider?**

There are consent and ethical considerations that you need to think about before you engage with mokopuna. These requirements will vary from project to project. If you are engaging with mokopuna for research, for example, you could submit your plan to an established human ethics committee for feedback and approvals.

Have a look at some of our general information on ethical considerations and consent processes for more information.



## **6. How will you incorporate engagement into your wider project planning and budgeting?**

Quality engagement with mokopuna requires time, specialist skills and resources. Ideally you will determine your timeframes and the engagement method/s that will give your organisation and mokopuna the best results. Once you have outlined your project plan, then you would work a budget around the timeframes and method/s.

However, this is not always possible and there will be times when your engagement options will be constrained by timeframes and resources. We have provided you with an idea of some of the costs you need to think about when engaging with children.

## **7. How will you know you have been successful?**

Your engagement process will have been successful if you end up informed by and incorporating views and needs of mokopuna in your policy, programme, or process. Importantly, the mokopuna will have enjoyed participating, and you will get positive feedback from them and users of the information.

As you develop your project plan, you can set key performance indicators that measure the benefits of your engagement with mokopuna, for example how well the policy, process or programme delivers particular needs of mokopuna. This should be embedded in your monitoring and evaluation programme. Business reporting that includes outcomes for mokopuna demonstrates your commitment to their rights and wellbeing.

**If you have any questions or queries around engaging with mokopuna please feel free to contact our Mai World team at [voices@occ.org.nz](mailto:voices@occ.org.nz).**