

We Matter,

Value Us.

Checklist for organisations
engaging young people
in their work

Digital
version for
using on
screen



GLOBAL NETWORK OF
YOUNG PEOPLE
LIVING WITH HIV

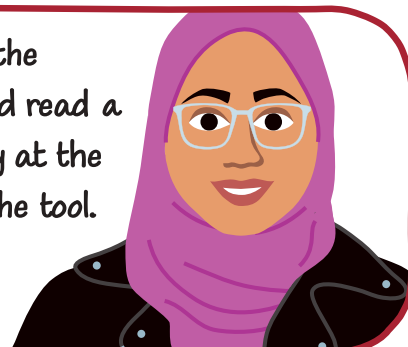
MEASURING OUR ORGANISATION'S WORK WITH YOUNG PEOPLE

1 = poor **2** = below average **3** = average **4** = good **5** = excellent

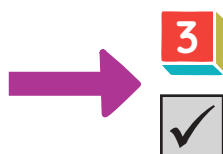
Read through each of the statements and score the organisation from 1-5.



Add up the totals and read a summary at the end of the tool.



NOTE: Click the check box under the chosen number. Then save the PDF after you have finished.



KEEPING YOUNG PEOPLE SAFE



1	We have a safeguarding policy which provides clear information on working with young people and vulnerable adults and procedures for reporting any incident.	1	2	3	4	5
2	We train staff on working with young people and the importance of the safeguarding policy and our duty of care.	1	2	3	4	5
3	We carry out a risk assessment for activities where we work directly with young people to identify potential risks and actions to mitigate risk and harm.	1	2	3	4	5
4	We put in place identified actions to prevent or mitigate risk and harm to young people working with us.	1	2	3	4	5
5	We provide young people with information and training on our safeguarding policy, safety and security for travelling and reporting procedures.	1	2	3	4	5
6	We handle young people's information and data safely and ensure we have consent for all activities.	1	2	3	4	5
7	We offer practical and personal support to young people working with us to safeguard their health and wellbeing through mentoring, counselling, communication or accompaniment.	1	2	3	4	5

VALUING THE CONTRIBUTION OF YOUNG PEOPLE



8	We contact youth organisations and understand who they are, what they do and how we can work together.	1	2	3	4	5
9	We allocate budget to support youth engagement either through a grant or support to an organisation or to provide stipends, per diems, scholarships to young people.	1	2	3	4	5
10	We demonstrate clear commitment to working with young people at every level and are explicit about the value the organisation sees from meaningful and ethical involvement of young people.	1	2	3	4	5
11	We engage young people at every stage of the project.	1	2	3	4	5
12	We give space for young people to lead the work and make decisions that have impact and create change.	1	2	3	4	5
13	We ensure we appreciate the efforts of young people and make them feel involved.	1	2	3	4	5

ENSURING DIVERSE REPRESENTATION OF YOUNG PEOPLE

14	We ensure we work with a diverse range of young people, increasing wider representation by removing barriers to participation of young people – such as access, location, criminalisation, language.	1	2	3	4	5
15	We allocate time and funding to reach young people from more diverse communities for more genuine representation.	1	2	3	4	5
16	We ensure requests for young people to take part in policy, advocacy or programme activities are transparently advertised.	1	2	3	4	5
17	We explore creative ways to engage other young people who we don't normally work with. We use online platforms, digital tools.	1	2	3	4	5
18	We build partnerships with youth-led organisations to support wider representation of young people.	1	2	3	4	5

PROVIDING SUPPORT



19	We discuss with young people about an event or piece of work in advance. We discuss payment, travelling and logistics before asking them to accept.	1	2	3	4	5
20	We support all travel costs – visas, travel to embassies, insurance, vaccines, connecting flights, per diems and prepare well in advance.	1	2	3	4	5
21	We remunerate young people through per diems, stipends, data and phone credit, and funding to organisations. We discuss and explore what they need to work effectively.	1	2	3	4	5
22	We provide money in advance, so young people have money to travel with and are not expected to pay up front.	1	2	3	4	5
23	We provide information on a new country, on safety, culture, language, money and ensure the young person has insurance and details about security.	1	2	3	4	5
24	We offer accompaniment to meetings and events and translation to allow young people to participate fully.	1	2	3	4	5
25	We recognise the wellbeing of young people. We don't overburden the same people and risk burn out.	1	2	3	4	5

BUILDING POSITIVE YOUTH-ADULT PARTNERSHIPS

26	We provide training to staff on how to work effectively with young people. We explore attitudes and values, and challenge power dynamics to create more equal partnerships.	1	2	3	4	5
27	We provide space and mechanisms for young people to feedback and challenge the organisation without fear of rejection or exclusion.	1	2	3	4	5
28	We allow young people to speak their own words and bring their own ideas, we do not coerce young people to talk about things they are not comfortable with.	1	2	3	4	5
29	We support youth-led organisations to lead the work with young people, we trust in their ability to do the work with the right support.	1	2	3	4	5
30	We facilitate connections for young people with different organisations and networks. We don't create competition or become territorial about our relationships with young people.	1	2	3	4	5

INVESTING IN THE SUSTAINABILITY OF YOUTH-LED ORGANISATIONS

31	We think long term when working with young people. We don't plan one-off events.	1	2	3	4	5
32	We design pathways for young people within our organisation. We identify roles and points of progression.	1	2	3	4	5
33	We invest in skills building and mentoring of young people to prepare for them for current and future work.	1	2	3	4	5
34	We plan for 'aging out' when young people move out of the youth sector, and we invest in the next generation of young people.	1	2	3	4	5
35	We ensure our expectations of young people are realistic and that we are not at risk of overburdening them.	1	2	3	4	5
36	We document and promote the value of our work with young people. We report to donors and advocate for greater investment in youth-adult partnerships.	1	2	3	4	5

PROMOTING GREATER ACCOUNTABILITY TO YOUNG PEOPLE

37	We collect consent from young people after they are informed of the activities they will be involved in and where appropriate ensure parents and caregivers are informed about the work and seek their permission.	1	2	3	4	5
38	We design mechanisms to get feedback from young people on their engagement and participation, evaluating how well they were supported how valued they felt.	1	2	3	4	5
39	We ensure young people engaged in work are provided with feedback on the outcomes and the contribution they made.	1	2	3	4	5
40	We provide young people with references, commendations, letters of support for their work with us.	1	2	3	4	5
41	We ensure that young people working with our organisation are engaged in ongoing learning and development.	1	2	3	4	5
42	We ensure we appreciate the efforts of young people and make them feel involved.	1	2	3	4	5

HOW DID YOU DO?



Below 90

Your organisation is not considering how to work with young people in a 'meaningful and ethical' way. You need improve your approach before you engage any young people.



90 - 130

Your organisation is demonstrating some measures to support young people in a 'meaningful and ethical' way. You should review your scores in specific areas and identify where you still need to make improvements. Use the actions in the guideline to support you.



130 - 170

Your organisation is doing well with engaging young people in a 'meaningful and ethical' way but there is still more you can do. Consider the areas where you can improve your scores and use the actions in the guideline.



170 - 210

Your organisation is thinking carefully about how to work with young people in a 'meaningful and ethical' way and you have shown that you have things in place to ensure young people are supported, valued and respected. Young people will enjoy working with you but make sure you regularly review your work to ensure you are maintaining the standards and remember there is always room to improve!

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