

Terms of reference

Put the date of when these were done so they can be reviewed and kept up to date

Purpose / role of the group:

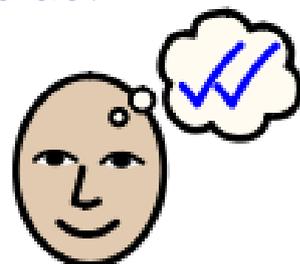
- The purpose of the group is to...
What is your group for?



An example could be that it is to give young people opportunities to share their voice and opinion as well as develop their skills

- The aim of the group is to... What are you trying to do?

- develop informed and upskilled young people
- gather the views and opinions of young people with SEND



- Input into local/ regional/ national issues, consultations and agendas.



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Membership:

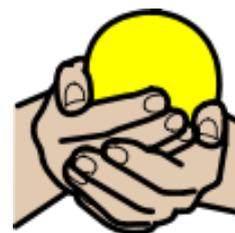
- Members are young people aged ????



- Members have a special educational need and/ or disability (SEND) *Is the group SEND specific?*



- Young people should know their opinions are valid and be able to share them if they wish to



- Young people should be able to self-manage, or have a PA to assist with their needs *(unless you are able to appropriately staff meeting additional support needs)*



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Monitoring and reporting:

- Young people will support staff in reporting on the meetings and creating evidence.
Decide how this will be done



- Feedback is shared – How will this be done?

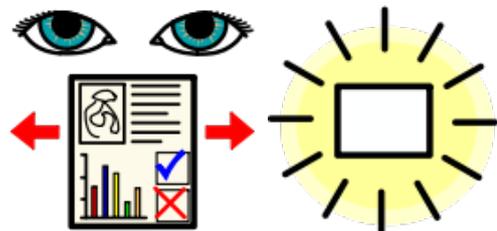


Review:

- How will young people be able to review their development and successes?



- The group will review its year and look at upcoming opportunities upon the renewal of the contract.



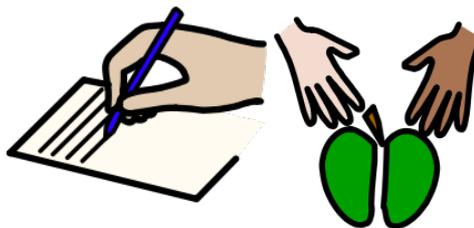
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Working methods / ways of working:

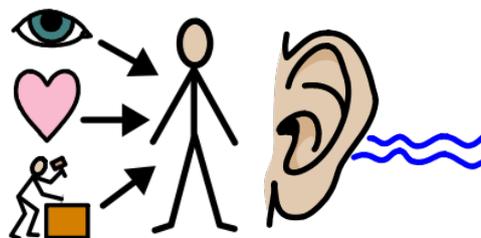
- Where/ how will you meet? In person, online, both?



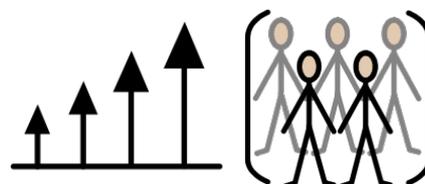
- Record what is said – share this with the young people.



- Share our experiences and listen to young people



- Grow the group – taster sessions, all about me & bio, joining workbook.



- Joining forms – How will you get information from new people joining?



- Meet with key people who have an interest.



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- Communication – Share your organisations policy. How will you communicate?



- Will you use social media?



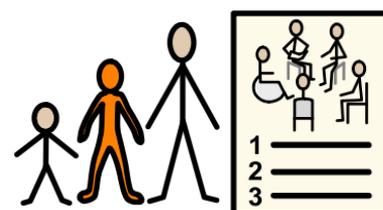
- Confidentiality – information is shared, but only with relevant stakeholders.



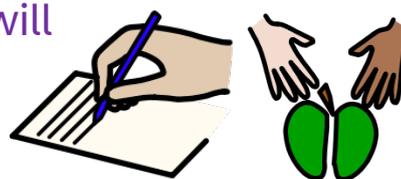
- How often will you meet? How many meetings per year?



- Who will run the meetings and how can young people get topics onto the agenda?



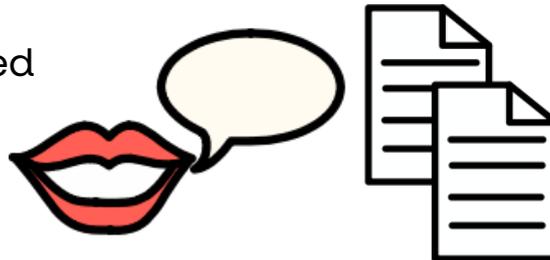
- Will a write up be shared? How will you check young people are happy you have recorded what was said and show them what has been shared?



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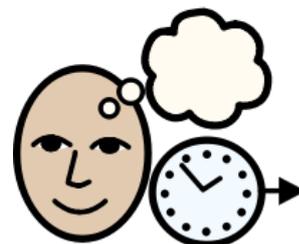
Sharing of information and resources (including confidential materials)

- Information and resources are shared virtually or face to face (spoken or given physical copies of things)



- Information is shared in advance when possible to give young people time to process.

How long in advance would young people like the information to be shared?



- Young people will be told if the piece of work that they are doing is confidential. If needed young people can sign confidentiality agreements (sometimes called non-disclosure agreements)



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Expectations

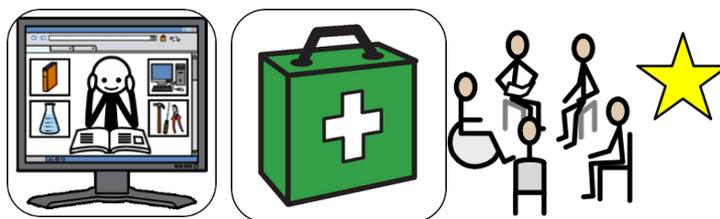
Expectations need to be realistic and achievable. We will make sure you know what they are and understand them

What you can expect from us:

- Adults have a DBS check



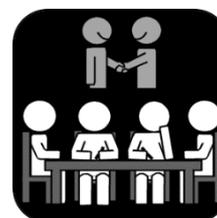
- Have done training such as first aid and understanding SEND



- Young people's voices should be listened to and acted upon with respect

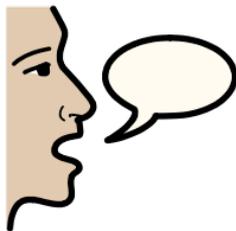


- We should work together in co-production



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- We will report back



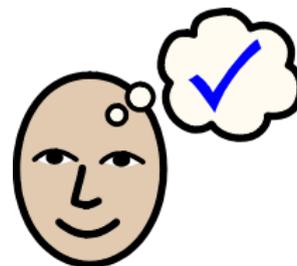
- We will acknowledge your feelings and empower you to be the best you can be



- We will help you to develop skills



- We will let you know what we expect of you and make sure you understand that



- We will value and reward your time

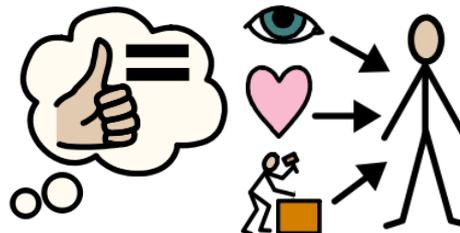


- Is there anything else that young people expect from staff?

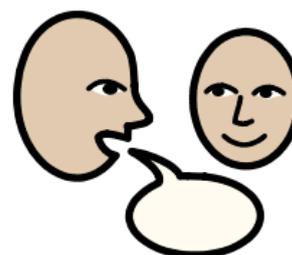
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What we can expect from you (as a group and individually):

- Be respectful of others experiences



- Share your views and experiences when you are comfortable to do so



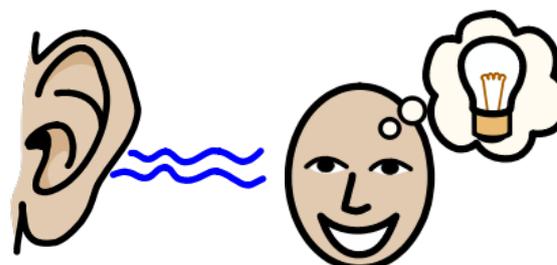
- Expect we are mature and responsible, treating each other with respect and kindness and also engage when we want to / it is needed



- To take part in opportunities given

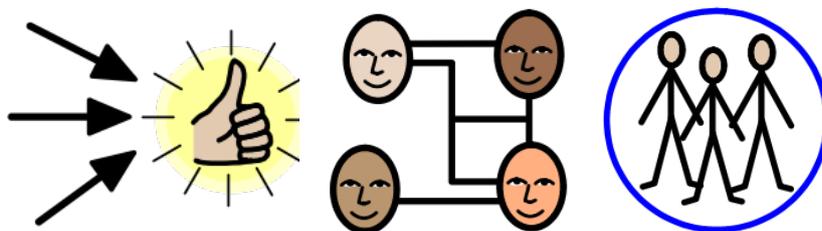


- Listening to each others opinions and respect their ideas

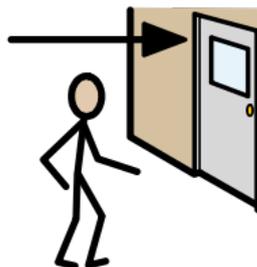


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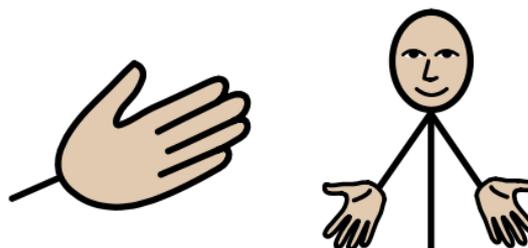
- Share opportunities, network and build relationships



- Attend sessions where you can



- Young people should be able to self-manage, or have a PA to assist with their needs



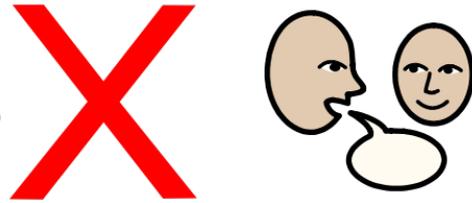
(unless you are able to appropriately staff meeting additional support needs)

- Is there anything else the young people think should be expected of them? This could include things from any rules or group working agreements you make

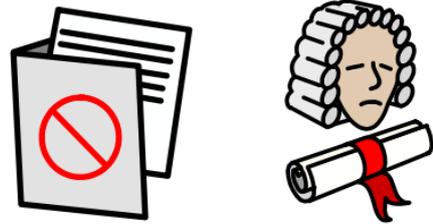
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Definition of terms

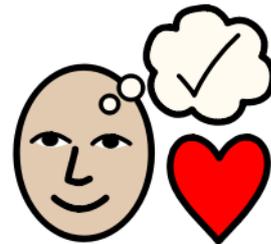
Confidential(ity) – When information cannot be shared outside of the group and practitioners and any relevant stakeholders in the work.



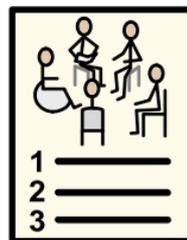
Non-disclosure/ confidentiality agreements – A promise that you won't tell other people about the information shared on a topic. This is a legal agreement.



Stakeholder – someone with an interest or concern in something.



Agenda – a list of things to do.



Are there any other definitions that your group may need?