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Coproduction Policy and Procedure

Purpose and Scope of Policy

The coproduction of services for children and young people with additional needs is a key aspect of Me2 Club's strategic objectives.

This policy sets out our aims and objectives, how we will achieve coproduction and evaluate our work. The policy applies to

- The office of Me2 Club
- All staff and volunteers of Me2 Club
- Me2 Club Trustees

Definitions:

Coproduction is a way of inclusive working, supporting beneficiary involvement in decision making. In the context of children and young people, it is doing with children and young people, not doing to or doing for. It includes our work with children and young people on an individual basis, group work and the charity as a whole.

SEND means Special Educational Needs and/or Disability

Aims and Objectives

In coproducing our work with SEND children and young people, Me2 Club aims to:

- Develop and deliver services that meet children and young people's needs and are quality assured to a high standard.
- Ensure children and young people are included and develop their skills in self-advocacy and independence.

Law

Children have a right to receive and impart information, to express an opinion and to have that opinion considered in any matters affecting them from the early years. Their views should be given due weight according to their age, maturity, and capability (Articles 12 and 13 of the United Nations Convention on the Rights of the Child).



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Implementation

Me2 Club commits to:

- Seeking SEND children and young people's views about new service developments they would like Me2 Club to see, letting them know if their ideas are possible within our budget, remit and staffing levels.
- Seeking SEND children and young people's views about new service development ideas and requests from other agencies to develop projects.
- Involving children and young people in service development at the earliest possible opportunity.
- Inviting children and young people to participate in the interviewing of new permanent staff.
- Telling children and young people the impact that they have made.
- Providing children and young people with regular feedback on decisions and what has changed (or not changed) as a result of their feedback
- Involving children and young people in their individual support – including preparing their individual profile and choosing the kind of volunteer they want to support them, as far as is possible, and having a say in the introductions.

How?

Me2 Club has regard to Roger Hart's ladder of coproduction to ensure true coproduction. Please see Appendix 1 for our co-production tool to help ensure its implementation.

Me2 Club will work to remove barriers to children and young people being involved in coproduction. We will make all reasonable adjustments to ensure:

- Venues are accessible to all our children and young people
- We will be clear about the different ways that children and young people can get involved and let them know questions beforehand where possible
- We will give time to children and young people to process the information and ask questions
- We will adapt our communication to the needs of the individual child or young person such as using visual aids and Makaton.

We will maintain confidentiality in communicating children and young people's views, not using individual names or distinguishing information unless this is relevant to their individual support or there are concerns about the safety of anyone.

Me2 Club will maintain ground rules for groups of young people gathered to co-produce work with us, including confidentiality, safeguarding and mutual respect.



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Recognising Children and Young People's Contributions

Children and young people will receive recognition for their work co-producing Me2 Club services, being thanked for their work, informed of the outcome and given vouchers for taking an active part at a coproduction event.

Evaluation

We will use the following evaluation questions:

1. What did Me2 Club do differently as a result of involving children and young people in planning our work?
2. What impact did this have on children and young people using the new/improved service?
3. We will ask parent carers and children and young people what impact being involved in co-production had on them in terms of self-esteem, self-advocacy skills and reduced feelings of isolation.
4. We will analyse any patterns in those children who take part and those that choose not to compared with all the Me2 Club children we work with in terms of gender, ethnic mix and type of additional need.

The Participation Officer will prepare a report on the above for the Board of Trustees, at least annually.



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Appendix 1: Coproduction Ladder

	Questions to ask ourselves	Your notes	Tips
1	How will you explain the work to children and young people?		Give CYP time to think about the information and what they want to say. Think of visuals to support communication of the work
2	Are you giving CYP an opportunity to tell you more and express all their opinions?		Give CYP time to say more. Use free text boxes as well as multiple choice
3	Will what you are asking <u>make</u> a difference to the service they receive?		Avoid tokenism - make something that makes a difference to the service
4	Are you giving CYP an opportunity to be involved in all the stages of the work/project?		Get children and young people's ideas about as early as you can. Avoid waiting until the end stage to involve them
5	Have you set a process for...		Remind CYP of their role in the process