Thank you for taking an interest in joining the SEND Youth Voice group. Your voice matters and will make a big difference to how Knowsley Council can help you in future.

You are required to provide the following information to ensure safe access to the group.

If you need help completing this form, ask your parents/carer, a friend, your teacher or trusted adult to help you.

**We do not share information about our young people with anyone without consent, unless the law and our policies allow us to do so.**

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| **What date was this form completed?** | | | |  | | | | |
| **Young Person Information** | | | | | | | | |
| **First Name** |  | | | **Surname** | |  | | |
| **Date of Birth** |  | | | **Age** | |  | | |
| **Gender** |  | | |  | | | | |
| **Address** |  | | | | | | | |
| **Postcode** |  | | | | | | | |
| **Email address** |  | | | **Phone Number** | |  | | |
| **How do you prefer to be contacted?** | | | | | | | | |
| Text |  | Phone call |  | Email |  | | Zoom |  |
| **Do you go to school/college?** | | | | Yes |  | | No |  |
| **Which school/college do you go to?** | | | |  | | | | |
| **What are some of your interests/hobbies?** | | | |  | | | | |
| **What is your favourite video game?** | | | |  | | | | |
| **What is your favourite film?** | | | |  | | | | |
| **What is your favourite tv show?** | | | |  | | | | |
| **If you could be any super hero, who would you be?** | | | |  | | | | |

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| **Your Involvement** | | | | | | | |
| **What would you like to gain from being involved in the group?** | | | | | | | |
| To learn how to socialise in group situations. | | | | | | |  |
| To become a representative for other SEND children and young people. | | | | | | |  |
| To be a peer mentor. | | | | | | |  |
| To create content for other young people (newsletters, videos, podcasts etc). | | | | | | |  |
| To work closer to the Knowsley SEND Team. | | | | | | |  |
| To be encouraged to have a voice and share views and opinions. | | | | | | |  |
| To get involved in activities with other SEND children and young people. | | | | | | |  |
| Other | | | |  | | | |
| **When would you like to begin?** | | | | | | | |
| Straight away |  | Next term |  | Next school year |  | Post COVID |  |
| **Would you be willing to take part in regular meetings/discussions either online or in person (once COVID restrictions are relaxed)?** | | | | Yes |  | No |  |

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| **Parent/Carer & Emergency Contact Information** | | | | | | | | | | |
| **Parent 1** | | | | | | | | | | |
| **First Name** |  | | | **Surname** | |  | | | | |
| **Address** |  | | | | | | | | | |
| **Postcode** |  | | | | | | | | | |
| **Email address** |  | | | **Phone Number** | |  | | | | |
| **How do you prefer to be contacted?** | | | | | | | | | | |
| Text |  | Phone call |  | Email |  | | Zoom | | |  |
| **Would you like to be signed up to our SEND newsletter to be kept up to date with any news or events happening in Knowsley?** | | | | | | | Yes |  | No |  |
| **Would you like to be listed as an emergency contact?** | | | | | | | Yes |  | No |  |
| **Parent 2** | | | | | | | | | | |
| **First Name** |  | | | **Surname** | |  | | | | |
| **Address** |  | | | | | | | | | |
| **Postcode** |  | | | | | | | | | |
| **Email address** |  | | | **Phone Number** | |  | | | | |
| **How do you prefer to be contacted?** | | | | | | | | | | |
| Text |  | Phone call |  | Email |  | | Zoom | | |  |
| **Would you like to be signed up to our SEND newsletter to be kept up to date with any news or events happening in Knowsley?** | | | | | | | Yes |  | No |  |
| **Would you like to be listed as an emergency contact?** | | | | | | | Yes |  | No |  |
| **Is there any information you feel we should be aware of in relations to the child/young person in social settings, group setting, support needs etc? (Risk assessment not necessary at this stage)** | | | | | | | | | | |
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| **Consent** | | | | |
| **Photo/Video Consent** | | | | |
| As part of our activities, we may on occasion capture photographs and video footage to support in the development of new resources aimed at the Knowsley SEND community and the promotion of services provided by the Knowsley SEND Team.  These may be used in the follow ways:   * Recording online meetings. * Creating video content (e.g. Vlogs, video newsletters, capturing the voice of the child through video). * Sharing images and video on social media. * In marketing and promotional material used by the Knowsley SEND Team. * In project reports and presentations for internal and external use. * In local media such as newspapers or social media.   **Please note if we do not have a signed declaration for use of photographic or video material, your child will be unable to participate in any photographic or video projects facilitated by the Knowsley SEND Team.**  You are able to withdraw this consent at any time by contacting Adam Wheatley (Children, Young People & Families Consultation Engagement Officer) or Kelly Carey (SEND Team Manager). | | | | |
| **Do you consent?** | Yes |  | No |  |
| **Name of person the giving consent** |  | | | |
| **Name of the young person** |  | | | |

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| **Medical Consent** | | | | |
| In the event of any illness or accident requiring medical treatment, I authorise the project leaders to sign on my behalf, any written form of consent required by the medical authorities if the delay in obtaining my own signature is considered inadvisable by the doctor or surgeon concerned. | | | | |
| **Do you consent?** | Yes |  | No |  |
| **Name of the person giving consent** |  | | | |
| **Name of the young person** |  | | | |

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| **Privacy Consent** | | | | | |
| Your details will be stored securely and retained in compliance with the General Data Protection Regulation (GDPR).  You can review our privacy policy by visiting:   * <https://www.knowsley.gov.uk/system-pages/privacy-policy/service-level-privacy-notices/special-education-needs-and-disabilities> | | | | | |
| **Do you consent?** | Yes |  | No |  |
| **Name of the person giving consent** |  | | | | |
| **Name of the young person** |  | | | | |

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**Knowsley Participation Standards**

The Knowsley Participation Standards have been developed and designed by children and young people, using the core principles of the National Youth Agency and Local Government Associations toolkit ‘Hear By Right’. The Participation Standards are a performance framework for all children and young people’s services to ensure effective, meaningful engagement practices. Achieving the Standards guarantees a level of quality when involving children and young people in the design, delivery and evaluation of services.

For services this can mean children and young people being involved in different levels of decision making, for example having their views and feelings taken into account and providing an opportunity for them to inform the decisions services/adults make on their behalf. Gathering evidence and impact of positive change that happens as a result of children’s active involvement and influence in decision making can have obvious benefits for service inspection, monitoring and commissioning but most importantly it provides the foundations to develop and improve service experience of children and young people as valued service users.

Young people are also an integral part of the assessment process, working equally alongside adult assessors to award the Participation Standards Kitemark to a service once they have successfully met the criteria and collated a portfolio of evidence in 6 key areas:

**1. Decision Making**

* Children and young people take part in planning their involvement within services from the beginning.
* Children and young people are given opportunities to share their ideas.
* Evidence that Children and Young People influence the decisions that affect their life chances.
* There are links to local, regional and where appropriate, national partnerships and initiatives to widen the influence children and young people can have on services for them.

**2. Having a Say and Being Listened to**

* Children and young people are actively encouraged to give their opinions.
* Children and young people feeling that the staffs in the service listen to their ideas.
* Children and young people feel that staff value and respect them.
* Children and young people are publicly acknowledged for their participation in the design and delivery of the service.

**3.** **Working Together**

* There are opportunities for Children and Young People to meet together to talk about the service and suggest improvement.
* Children and young people feel that meeting together helps them to share their ideas and solve problems.
* Children and young people working together results in better decision.

**4. Change**

* Children and Young People being able to identify where and when they have been listened to and have brought about change.
* Children and Young People feeling that staff trust their opinions and are prepared to make changes.
* When a changed has been agreed, it happens.

**5. Response**

* Children and Young People are told when a change has been made as a result of their suggestions.
* Children and young people are happy that response and feedback is quick and clearly explained.
* Children and young people are kept informed of the way in which services for them are being developed.

**6. Training**

* There are capacity building programmes for Children and Young people which are available and accessible.
* There is training for staff and managers to ensure children and young people take an active role in influencing their service.
* Training which has helped to expand opportunities for participation by Children and Young People.

Participation can mean different things to different people and services but essentially it means services are respecting Children’s Rights and are giving equal value to children and young people’s contribution, to develop more relevant services based on need.