



Save the Children

PLANNING EVENTS WITH CHILDREN

A Nine Basic Requirements
Mini Guide



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The Basic Requirements Mini Guides are quick reference planning tools for key processes involving children. They are not comprehensive and should not replace more detailed policies and procedures related to child safeguarding, protection, risk and meaningful, ethical children's participation.



This guidance has been developed for adults who may be planning an event and would like to engage children in the process.

Pre-Planning

Before communicating directly with children/partners/country office...

- ✓ Define the opportunity
 - Including: timeframe, draft agenda, participants, topics to be discussed, etc. (so country office/partners/children can make an informed decision about their involvement)
- ✓ Highlight the possible benefits to children and their communities
 - How will this event advance children's own existing agendas and objectives
- ✓ Outline what resources will be available (human and financial)
 - Consider coordination, translation, travel, visas, accompanying adults, child safeguarding, etc.
- ✓ Share above details with partner/country office/children and invite them to help define the process in more detail

Planning

Together with country office/partner...

- ✓ Explore if there are children/children's groups who might be interested in the event
 - Consider: skills needed, children's readiness, relevance, children's priorities, benefits for children, risk
- ✓ Undertake a risk assessment and mitigation strategy with safeguarding focal point
- ✓ Ensure this event is not a 'one off' process and that it ties into longer term efforts/programs/advocacy to support children's participation; clearly define 'what's next' after the event
- ✓ Start to explore all options for children to be 'present' at the event
 - In person participation is not always the best option. Explore all options including art, videos, web links, etc. Innovation should be encouraged. Consider impact of event, length of event, costs, safeguarding, children's time/other commitments, children's own opinions/ideas.
- ✓ Begin to develop a detailed plan/strategy for children's participation
 - Plan should include efforts to meet each of the Nine Basic Requirements for children's participation
 - 'pre' event planning and preparations, including: preparing child friendly information (WORD and/or PPT format), translating into local languages; community workshop/consultations/planning with children; preparation days prior to the event
- ✓ Confirm needed resources and sources of funding



Save the Children

Selection

Inspiration to assess which children might participate in an event...

- ✓ We should work with children who are participating in ongoing local initiatives/networks/projects
- ✓ Children in the project should receive an invitation and decide how/if they wish to engage
- ✓ Information about the event should be child friendly and, in a language, and format the children can access
- ✓ Children should define the 'criteria' and self-select/nominate their representative(s)
- ✓ Children should define Terms of Reference for their representatives, including timeframe and how different children may be selected for different events
- ✓ Ideally, minimum two children can be nominated (so they can support each other)
- ✓ Where applicable, (i.e. more than one event) the opportunities should be shared among different children; peer mentoring encouraged
- ✓ Language and ability should never be barriers to participation

Planning with Children

- ✓ Involve children in the planning at the earliest possible stage
 - Children should help define the agenda and their roles during the event; explore the Nine Basic Requirements and overall plan as soon as possible
- ✓ Update and review the risk assessment together with children
- ✓ Explore all options for children to be 'present' at the event
 - In person participation is not always the best option. Explore all options including art, videos, web links, etc. Innovation should be encouraged. Consider impact of event, length of event, costs, safeguarding, children's time/other commitments, children's own opinions/ideas

Coordination

Key things to consider during the process...

- ✓ Child Safeguarding focal persons need to be defined and engaged at the earliest possible stage
- ✓ Ensure children have the support and understanding of their community, including teachers, guardians, parents, community leaders, other children, etc.
- ✓ Develop a detailed plan to help children prepare for the event. This may include preparatory meetings with the children; community consultations; developing child friendly guides and information; etc.
- ✓ Ensure the organizers of the event are going to be sensitive to children at the event and have the knowledge and skills to plan a supportive, respectful and meaningful process (see 'Moderating Events with Children' guidance)
- ✓ Make clear plans to support children's translation needs and/or accessibility needs
- ✓ Ensure there are plans to support the children before, during and after the event. Identify focal persons with this responsibility
- ✓ Ensure translators, accompanying adults/chaperones have clear guidelines and understand their roles and responsibilities
- ✓ Evaluate the process with children, apply learnings to future processes

