

Bright Spots Programme

Project stages

bright spots

coramVoice)))
getting young voices heard

CV

What will Coram Voice do?

LA

What does the local authority do?

1 Onboarding

What are the necessary first steps in the process?

CV

- Initial meeting with local authority.
- Send introduction slide deck to local authority.
- Send Service Level Agreement to local authority.

LA

- Sign Service Level Agreement.
- Provide Purchase Order number.



2 Survey planning (Weeks 0-4)

What needs to be in place to make this a successful survey?

CV

- Send live survey links and PDF copies to local authority.
- Send link to the guidance pack materials and videos to local authority.
- Planning meeting with local authority wider working group and Coram Voice.
- Local authority Senior Management Team meeting with Coram Voice.

LA

- Set dates for survey period.
- Establish who will be trusted adults.
- Set up Comms plan and send out comms about the survey to all involved.
- Send Coram Voice total number of eligible children and / or young people.



3 Survey distribution (Weeks 5-13)

How do we get the survey out to as many children and young people as possible?

CV

- Send local authority twice weekly survey response rate updates.
- Help to identify any barriers to survey completion.

LA

- Send out survey.
- Hold regular working group meetings to discuss progress.

4 Analysis (Weeks 14-30)



What can we do before we receive the final report to ensure findings are shared effectively?

CV

- Analysis of survey findings and writing of final report.
- Book in survey feedback meeting.

LA

- Establish who should be in feedback meeting as well as how children and young people will be involved and engage with findings.

5 Feedback (Weeks 31-35)



What do survey findings mean for children and young people?

CV

- Send local authority final report.
- Hold survey feedback meeting.
- Report findings to working group and children and young people.

LA

- Create action plan and start to embed survey findings into policy and practice.

6 LA action and Follow-up (Weeks 36+)

How do we ensure continued engagement with our action plan?

CV

- Book in follow-up call with local authority to discuss progress on action plan.

LA

- Continue to embed survey findings into service improvement.

