

Activity ideas timeline for distribution of Your Life Beyond Care survey

Administration support colleagues – checklist

Date	Activity	Notes
1 month before survey period begins	☐ Name a Project Lead for Bright Spots – must be at AD level. ☐ Project Lead to chair the planning meeting and mid-point review meeting. ☐ Create list of all young people ('relevant' and 'former relevant') – check survey sample definition sheet from Coram Voice for criteria. ☐ Set date for internal working group. ☐ Send agreed communications to trusted adults (see template letters to adapt). ☐ Check participation colleagues / other staff have copies of leaflet to give to young people. ☐ Ensure key meetings in diary and survey is added to agenda (e.g. leaving care team meeting). ☐ Use Bright Spots slides/ leaflet and take copy of survey – emphasise LA-wide commitment to listening to how young people feel and that subsequent action plan will be developed based on what young people report. ☐ Identify business support colleagues to help coordinate information to trusted adults.	
1 week before survey period begins	☐ Give Coram Voice number of young people in sample (remove any young people who not being invited to do the survey e.g. small number of young people with complex needs). ☐ PDF of survey available for paper copies (Coram Voice cannot process paper surveys so arrangements for data entry will be needed). ☐ Ask business support colleagues to enter data from completed paper copies of the survey during the survey period (NB: no wording to be changed – input exactly as young	

	person has written. Paper copies to be securely destroyed once survey entered onto online system). ☐ Review arrangements for reaching 'less heard' groups e.g. those in prison; UASC; young people with additional needs (check trusted adult in place to support young people to complete as appropriate). ☐ Send survey link details to all professionals.	
During survey period	☐ Correspondence from DCS (or other senior colleague) to update whole LA on response rates – to thank people for hard work so far and young people for taking part and to encourage everyone to continue to invite young people to take part. ☐ Reminder email and thank you to all trusted adults.	

Communications team – checklist

Date	Activity	Notes
1 month before survey period begins	☐ Use template letters from Coram Voice: amend and add LA logo and date of survey and send out to supported accommodation providers; Staying Put carers etc. ☐ Amend leaflet and poster with LA survey date and link to survey. ☐ Wider general communications: put information about Bright Spots and survey on intranet home page (so everyone see when log on). ☐ Posters on staff noticeboard. ☐ Social media as appropriate. ☐ Put general survey information in care leaver newsletter / social media pages.	

Meeting list

Date	Activity	Notes
1 month before survey period begins	☐ Meeting with Senior Leadership Team. This meeting is a chance to emphasise a whole service approach, involving partners, communication strategy ☐ Planning meeting with key staff present. Project Lead to chair the planning meeting and mid-point review meeting. ☐ Set date and hold internal weekly working group meetings to discuss list of young people and strategies for identifying who can act as trusted adult to young person. This meeting should involve key managers to ensure agile planning/ responding to issues/ areas with low take up. Reporting back to Project Lead. ☐ Ensure key meetings in diary and survey is added to agenda (e.g. leaving care team meeting).	