

Activity ideas timeline for distribution of the *Your Life, Your Care* survey

Administration support colleagues – checklist

Date	Activity	Notes
1 month before survey period begins	☐ Name 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 children and young people (3 age groups) – check survey sample definition from Coram Voice for criteria. ☐ Set date for internal working group meeting. ☐ Send agreed communications to trusted adults (see template letters pack). ☐ 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. looked after children team meeting). ☐ Ensure SLT/ SMT are clear about expectations of key LA staff who will play a role in survey distribution. ☐ Identify business support colleagues to help coordinate information to trusted adults. ☐ Request Coram Voice to provide survey link for local authority.	
1 week before survey period begins	☐ Give Coram Voice total 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 / not appropriate for personal reasons). ☐ Send PDFs of surveys to colleagues who need paper copies . ☐ Ask business support colleagues to enter data from completed paper copies of the survey (NB: no wording to be changed – input exactly as young person has written - confidentially destroy paper copy once survey completed online and submitted). Coram Voice will not process/receive paper copies.	

	☐ Send PDFs of surveys to colleagues who need paper copies. ☐ Review arrangements for reaching 'less heard' groups e.g. disabled children (check trusted adult in place to support young people to complete as appropriate) ☐ Send survey link details to all professionals	
Survey period begins Week 1 of survey period	☐ Send Coram Voice list of who should receive response rate updates.	
Rest of survey period	☐ Correspondence from DCS (or other senior manager) to update whole LA on response rate – to thank people for hard work so far and young people for taking part and to encourage everyone to continue to work hard 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 & add LA logo and date of survey. ☐ Amend leaflets with LA survey date and link to survey and send out/ use for promotion. ☐ Wider general communications: put information about Bright Spots and survey on intranet home page (so everyone sees when log on). ☐ Posters on staff noticeboard. ☐ Put general survey information in newsletters / on social media.	

Meeting checklist

Date	Activity	Notes
1 month before survey period begins	☐ Meeting with Senior Leadership Team. This meeting will be 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 children and strategies for identifying who can act as trusted adult (see Trusted adult guidance doc). Ensure this meeting is with 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. looked after children team meeting). Use Bright Spots slides / leaflet & take copy of survey. Emphasise LA-wide commitment to listening to how young people feel and subsequent action plan to be developed based on what young people report.	