

## Child and family partnerships checklist

One checklist cannot capture this entire toolkit. However, you may find this list a useful, quick reference tool to check-in as you undertake child and family partnership work.

Consider:

the importance of a strong foundation (e.g. policies, procedures and a framework) from which child and family partnerships can grow

an appropriate representation of ages, diverse backgrounds, circumstances and experiences, and that staff respond sensitively to these

child and family partners' experience of being invited to participate and the information provided to inform their decision (e.g. context, purpose, time taken/given)

the remuneration and reimbursement process

how to provide clarity around roles and responsibilities, including lines of reporting and accountability (e.g. if the partner wishes to provide feedback about their experience with someone other than who they directly worked with)

the flexibility provided regarding the timing and method of engagement/providing input (e.g. email, phone, in person, individual/group)

when planning an event (e.g. working group): accessibility (e.g. transport, disability), quality of the venue, catering, introduction, and facilitation (e.g. co-delivery by a partner)

using a variety of participation strategies (e.g. one-on-one interviews, phone discussions, email communication, working groups, etc.)

if information is communicated in a way partners can understand, including use of interpreters and translations where needed

ways to discuss confidentiality, how people's input will be used to influence decisions, and what limitations there might be

discussions regarding the support available to partners and the process if anyone experiences distress or reacts to something during their involvement

opportunities for partners to develop their knowledge and skills

opportunities for partners to provide feedback about the process of being involved

whether partners felt comfortable sharing their knowledge, experience and opinions

if partners felt their input was acknowledged and valued

if sufficient time was available for partners to participate effectively (e.g. to be fully informed at each step; to 'touch-base' as needed; to build a trusting/comfortable relationship with project staff; to have additional communications as needed)

if staff were understanding and supportive

how different views and perspectives were managed

the next steps and when and how partners will be kept informed of these, and how this process will be followed through (i.e. even if project timelines change, partners are communicated with in the timelines expected or otherwise in a timely way, and advised of these changes).

Adapted from <https://www.mhc.wa.gov.au/media/2531/170877-menheac-toolkit-web.pdf>