



**Planning Guidance Sheet.** This sheet should be read in conjunction with the CYP Code of Good Practice

Key planning stages and action points		Agreed programme details
<b>Purpose</b>	<ul style="list-style-type: none"><li>• Agree aims &amp; objectives of programme, e.g. curriculum links,</li></ul>	
<b>Participants</b>	<ul style="list-style-type: none"><li>• Age</li><li>• Number</li><li>• Special needs, e.g. C&amp;YP with disabilities, cultural minorities, learning disabilities</li><li>• Previous experience</li><li>• Adult to C&amp;YP<sup>1</sup> ratio</li></ul>	
<b>Procedures</b>	<ul style="list-style-type: none"><li>• Confirm awareness of CYP Codes of Practice - good practice and child protection</li></ul>	

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<sup>1</sup> C&YP - Children & Young People

<b>Planning</b>	<ul style="list-style-type: none"> <li>• Agree a work plan including pre-project actions that supports the aims and objectives of the programme</li> <li>• Identify pre-project resources</li> <li>• Identify how/if the programme will be recorded</li> </ul>	
<b>Practicalities</b>	<ul style="list-style-type: none"> <li>• Identify and check <ul style="list-style-type: none"> <li>- workspace/storage</li> <li>- equipment - materials</li> <li>- timetable - resources</li> </ul> </li> <li>• check permissions, e.g. consent, release, copyrights</li> <li>• Risk assessment</li> <li>• Insurance</li> </ul>	
<b>Partnership working</b>	<ul style="list-style-type: none"> <li>• Clarify and agree roles and actions</li> <li>• Share contact details</li> </ul>	
<b>Promote</b>	<ul style="list-style-type: none"> <li>• Plan showcasing opportunities, e.g. within receiving organisation, in local community, local press, CYP web site, CYP annual regional showcase</li> </ul>	
<b>ImProve</b>	<ul style="list-style-type: none"> <li>• Identify ways in which the project can be developed by the receiving organisation(s)</li> <li>• Identify post-project resources</li> </ul>	