

Engagement Ethics Checklist

Purpose

This is a checklist that supports planning community engagement that is ethical, meaningful and safe.

- Ensure that staff are ready and willing to listen to children and caregivers' opinions and to genuinely take this into account when making decisions.
- Share clear information about the project* in an accessible manner. You will need to do this at the start of the project and then throughout.
- Conduct a *risk assessment* considering potential risks to children and caregivers and implement a *risk mitigation plan*.
- Establish *reporting and referral protocols* and ensure all the team is aware of them.

During the digital tool or co-creation sessions, it is possible that issues outside of the scope of the user-centred sanitation project will arise. These may be things such as unmet needs (e.g. for healthcare, food, water etc) or protection and safeguarding concerns. You must have a plan about how you will refer people to other services that exist, what information you will share with them and how you will report concerns.

- Establish appropriate informed consent processes.

No one can give consent on behalf of a child. Other people (such as caregivers) can give you permission to approach a child – but the child must give informed consent themselves. In some contexts, caregiver permission will be mandatory.
- Provide staff with *adequate training* on the tools and on child participation to enable them to be confident in working with children and caregivers.
- Ensure all staff have been trained in and have signed relevant *safeguarding policies*.
- Make necessary adaptations to your plan to ensure that it is *inclusive*, and that marginalised and vulnerable groups are not excluded from participation.

Different groups will be marginalised and/or vulnerable depending on the context. You must adapt your approach to ensure that these people are not excluded. For example, you may need to consider how people with mobility issues can be supported to attend and whether there are gender norms that may affect people's ability to participate.

- Ensure your plans for community engagement (digital tool and co-creation sessions) respect *children and caregivers' time commitments* (e.g. school hours, prayer times etc).
- Tell children and caregivers about *how their feedback has been used*.



This work is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/).