

Engaging with young carers: A checklist

This checklist is a practical tool intended to guide Carers NSW staff and other stakeholders working with carers through key steps and principles of young carer engagement.

Engaging with young carers: A checklist will be most effective as a tool when used in conjunction with the other components of the Carers NSW young carer engagement toolkit:

- [Engaging with young carers: A guide](#)
- [Engaging with young carers: An overview](#)

Project planning

Have you...

✓	<i>Example text</i>
	1. ...ensured that the data sources and service options you are using fit with the age group(s) you have in mind?
	2. ...considered whether the age group(s) you would like to engage requires parental consent?
	3. ... identified the local networks that may assist you in reaching young carers in the area you are focusing on?
	4. ...identified where the young carers you hope to engage with spend most of their time?
	5. ...tailored the language and communication channels you are using to reach children and young people?
	6. ...considered what existing networks, contact lists or programs may be able to assist you to engage with young carers ethically and efficiently?
	7. ...involved community representatives and youth sector stakeholders in project planning, e.g. through membership of an advisory committee?
	8. ... considered whether participants and other stakeholders will be reimbursed for their time, and reflected this in your project budget?
	9. ...completed a <u>Carers NSW Ethical Review Form</u> for the project (if a Carers NSW staff member)?

Project promotion

Have you...

	10. ...sought advice from community representatives about which contacts and communication channels will be most effective in reaching the age group(s) you are engaging with?
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	11. ...used design, layout and images that are simple, inclusive and age appropriate in your promotional materials?
	12. ...used informal language, avoiding sector jargon, including the term 'carer', which many young carers do not relate to?
	13. ...provided multiple options for how to participate, such as face-to-face and online engagement options, interactive and more passive participation options?
	14. ...communicated the aims and objectives of the project clearly in promotional materials, as well as what kind of commitment is expected and whether reimbursement is offered?
	15. ...communicated how participants' personal information will be handled and provide the opportunity to participate anonymously, where possible?

Project implementation

Have you...

	16. ...planned for and responded to the varying knowledge, confidence, resources and experience of different young carers?
	17. ...prepared age-appropriate materials (where required) to provide to participants, e.g. presentation slides, consent forms and project information?
	18. ...offered a range of opportunities for young carers to provide ongoing feedback?
	19. ...ensured the engagement setting is culturally safe for CALD or Aboriginal and Torres Strait Islander young carers?

Project reporting

Have you...

	20. ...asked participants, including interpreters and stakeholders assisting with the project, for feedback on how the project was conducted?
	21. ...acknowledged in reporting your findings that there is variation amongst young carers and refrained from making assumptions and generalisations?
	22. ...provided participants and other stakeholders with an opportunity to review and provide input on your findings and conclusions?