

Intended audience: YP4All members - up to 10 young people  
 Setting: BYJST offices in Wycombe  
 Workshop hosts: Lisa, Krissie, Elly, Kingsley, Kate  
 Guests: John Macilwraith, Andy Fitton

Time	Item	Resources	Notes
3.30 – 4.30pm	<b>Session set up</b> Workshop hosts arrive and set up, run through plan, catch up about any particular support needs / risks to manage / anything else to note.	As below, note colours: <ul style="list-style-type: none"> <li>○ Krissie's responsibility</li> <li>○ Lisa's responsibility</li> <li>○ Elly's responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Limited parking available at BYJST offices, Desborough Road car park is around the corner.</li> </ul>
4.15 – 4.30pm	<b>Guests arrive</b> John and Andy arrive and settle in. Quick session plan reminder to hosts and guests.	<ul style="list-style-type: none"> <li>• Copies of session plan</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder to hosts / guests on which toilets to use</li> </ul>
4.30 – 4.40pm	<b>Hello and welcome</b> <ul style="list-style-type: none"> <li>• Workshop hosts, guests and YP4All members share names &amp; roles, put on name stickers</li> <li>• Lisa to give brief overview: today is about having a really interesting discussion, making art and being heard, getting to know each other.</li> </ul>	<ul style="list-style-type: none"> <li>• Name stickers &amp; pens</li> <li>• Fidget toys</li> <li>• Ball / soft toy for passing around if desired</li> </ul>	<ul style="list-style-type: none"> <li>• Indoors for this bit!</li> <li>• Check audio and photo recording consent in advance.</li> <li>• Lisa to take register.</li> </ul>
4.40 – 4.50pm	<b>Introduction / context</b> <ul style="list-style-type: none"> <li>• Lisa to share copies of agenda for young people and talk through the plan.</li> <li>• Krissie to share key messages - re: audio recording, taking a break, being respectful etc.</li> <li>• John &amp; Andy to say e.g.: <i>Thank you for being here! Youth Voice - what you have to say - is really important to us and our fellow senior leaders in Buckinghamshire.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Copies of agenda for young people</li> <li>• Big printed copy of key messages</li> <li>• Easy-grab sticky notes &amp; pens around the space</li> </ul>	<ul style="list-style-type: none"> <li>• John &amp; Andy to draft a sentence or two in advance if preferred</li> <li>• Someone to ask as designated photo taker - <b>Kingsley?</b></li> </ul>

4.50 – 5.20pm	<p><b>Main discussion session</b></p> <ul style="list-style-type: none"> <li>• We all head outside and settle around the table</li> <li>• Lisa to ask one of the young people to read out the main question for the evening: <i>Why are drugs bad?</i></li> <li>• Elly to do visual note-taking on the chalkboard while the conversation flows</li> <li>• Kingsley to quietly give out hot chocs at ~5pm</li> <li>• Krissie to ring a bell at 5.20pm, confirm that we'll take a break and YP should head inside while Elly continues to work. We will break until 5.45pm and then come back.</li> </ul>	<ul style="list-style-type: none"> <li>• Table(s) set up with enough chairs</li> <li>• Blanket for each chair</li> <li>• Big print out of the conversation topic / mindmap</li> <li>• Easy-grab sticky notes &amp; pens around the space</li> <li>• Paint and any other art resources</li> <li>• Cups / mugs, hot chocolate &amp; milk(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa / Kingsley to check dietary requirements / hot chocolate preferences in advance / subtly during session</li> <li>• Krissie's work phone recording</li> <li>• Spare facilitators should keep an eye out for YP writing on sticky notes and go and check the message they are writing (to ensure we can make sense of the note afterwards)</li> </ul>
5.20 – 5.45pm	<p><b>Break, show off the office, treasure hunt</b></p> <p>Vegan hotdogs, smores, popcorn, hot chocolate</p> <ul style="list-style-type: none"> <li>• Hotdogs and vegan hotdogs cooked and ready for collection</li> <li>• Sweets hidden around the offices</li> <li>• Krissie to ring bell at the end of break time</li> <li>• Krissie to bring Elly a hot drink and hot water bottle</li> </ul>	<ul style="list-style-type: none"> <li>• Hotdogs, vegan hotdogs</li> <li>• Buns, sauces, cheese</li> <li>• Frying pans</li> <li>• Paper / plastic plates</li> <li>• Napkins</li> <li>• Sweets hidden around the building</li> <li>• Bell</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa, Kingsley and Kate to chat with young people about changes to building that they've noticed since last time</li> </ul>

5.45 – 5.50pm	<p><b>Go back outside, sign the art!</b></p> <ul style="list-style-type: none"> <li>• Elly to give a quick tour of the artwork</li> <li>• Young people to sign the art!</li> </ul>		
5.50pm – 6pm	<p><b>Next steps, thank you &amp; goodbye</b></p> <ul style="list-style-type: none"> <li>• Kate to confirm that art will stay up for ≥1 year.</li> <li>• Krissie to confirm that notes will be created from the conversation and shared widely.</li> <li>• John &amp; Andy to express final thanks to YP.</li> <li>• All to give a round of applause to Elly!</li> <li>• Krissie to give Thank You cards to YP that summarise next steps &amp; link to YVB.co.uk.</li> </ul>	<ul style="list-style-type: none"> <li>• Takeaway thank you card</li> </ul>	<ul style="list-style-type: none"> <li>• Outside, so young people can look at the art while we wrap up</li> <li>• Krissie to ensure there is a web page ready about the project</li> </ul>
6.00 – 6.15pm	<b>Young people and guests leave</b>		
6.15 – 7.00pm	<p><b>Pack up and debrief</b></p> <p>Workshop hosts pack up and debrief on how the session went, anything to follow up, any next steps with Elly</p>	Bin bags, washing up resources etc.	Krissie to confirm any next steps in an email