

# Session 2A: Consultation Checklist

The consultation checklist is where you can record who you are consulting with externally about your project. You might want to consult with your community organisations or other people/experts in your community who will be able to give you local knowledge and resources which will help you to implement a successful social action project.

Remember that before consulting with anyone external you **must** check with your teacher who can inform you of the appropriate way to go about this.

<p><b>Who will you involve?</b> (for instance, local charities, community groups, local council) Be strategic. You have limited time and a clear purpose.</p>	
<p><b>How many people should you involve?</b> This may include:</p> <ul style="list-style-type: none"><li>• Your group</li><li>• Teachers</li><li>• Representatives from the group above etc.</li></ul>	
<p><b>How much time are you asking them to give?</b></p>	
<p><b>How will you communicate?</b></p> <ul style="list-style-type: none"><li>• Email</li><li>• Phone</li><li>• Meetings</li></ul>	
<p><b>Make a list of answers to the questions:</b> <b>What do we need to know to make the project happen? What questions should we ask the community organisations?</b></p>	



**Below, list the people you think that you will consult with:**

Name or role if name unknown	Why are you consulting with them	How will you contact them	Notes on progress

Add another sheet if there are more people you think you need to consult with.



# Session 2A: Can do, can't do, proceed with caution

Use the below table to consider the different ways in which you can communicate with external organisations and whether these are allowed under your school's safeguarding policies.

Can do	Can't do	Proceed with caution

Every school has different policies, so you **MUST** discuss these rules with your teacher before consulting with anyone from outside the school. Your teacher has final say on how you can interact with local businesses, groups and individuals.

