

Use this guide for ideas about how you can encourage and support gathering feedback from the children within your Club.

### Questionnaires

Questions relating closely to the consultation topic can be devised and placed in a questionnaire. If completing during club, children can work individually or in small groups with an adult or older child 'buddy' to support discussion/help.

#### Online questionnaires/Surveys

Online questionnaires is a popular way to engage young people to share their thoughts and feelings. You could place a series of questions on your website and ask them to e-mail you a response (easiest and cheapest form).

The questionnaires can also be developed by creating a google doc format and the children can access this through computers, phones or tablets both within the club and at home. Resources are available to support this within Stepping Out on our members section via the website.

There are more play-friendly and active ways for children to express their views and feelings whilst still obtaining the information that you need. Making these activities engaging throughout the club sessions will more readily enable children's participation to become embedded in daily practice.

#### Dot voting

Create a list of possible answers in response to a question or statement on a flip chart e.g. things children and young people enjoy doing while at club. Leave space next to each answer. Give everyone three sticky dots and ask them to place their dots next to three activities they most enjoy. You can see immediately which activities are the most popular. This is a great way to involve children in decision making around e.g. purchases of new resources, activity planning, trips, holiday themes for example.

### Physical Activities

#### Agree/disagree for focused question and answer sessions.

This is a physically engaging indoor and outdoor activity. Decide on some questions based on what you want to find out from children and also the children can create their own questions, making the activity fun and interactive.

Place four signs within the large open space. The signs could read

- Agree
- Disagree
- Strongly agree
- Strongly disagree

Read out prepared statements or questions and the children have to run to a label that best reflects how they feel. You could use smiley faces or colours for younger children attributing a colour to the answers, for example green for yes, red for no and blue for unsure.

#### Ideal/Worst

Draw around two volunteers on giant sheets of paper.

One is the "World's worst..."

h1

the other “World’s best...”

They then write and draw their ideas all over the sheets of paper.

This is a useful way to get to know a new group of children and understand what they really enjoy playing and what they really don't enjoy within their play. This is also a useful technique for finding out what children value in Playworkers: what would the world's best Playworker be like?

### **Freeze Frame**

Get into small groups of about 5 to 7 people and challenge them to pose in a freeze frame of a scene. Give them a theme such as “our favourite game”. They should use their imagination to decide as a group what they are trying to depict and then devise a way to represent it as a freeze frame.

## **Displays**

### **Balloons**

Children and young people can draw ideas on balloons and then decide whether as a group they release or pop an idea. Rather than releasing the balloons in to the open space they can create a display of the balloons as their wish list and keep them in the club.

For an environmentally friendly activity, the balloons can be drawn on to a white board and they can be wiped out if they do not like the activity or idea.

### **Speech Bubbles**

Put up a picture or create a display to represent what you want feedback on (e.g. your activities and services on offer or proposed new services). The children and young people can draw their thoughts and ideas on the speech bubbles on the display.

### **Overhead Projectors**

Design an overhead projector image reflecting the group's ideas on a particular subject and project it large scale onto the wall.

### **Graffiti Wall or Table**

Hang large sheets of paper on a wall and invite the children and young people to put their opinions on the sheets in the form of graffiti.

If time and resources allow, prepare large pieces of paper with sponge print to give a brick wall effect and prepare different pieces of paper for children and young people to individually express their ideas on in their own graffiti writing. Display these pieces of paper on the wall. Use the activities or discuss why they can or cannot be developed in the club.

### **Ideas Avalanche**

Set a topic for discussion and ask for suggestions. As children call out their ideas write them up on the flip chart. Once the avalanche of ideas is over you can discuss which ideas are most practical, whether any are impossible and which should be discussed further.

### **Post-it Ideas Storm**

Divide into groups and give each some post-it notes and a pen. Write the question to be discussed up on a flip chart. Ask the group to write ideas onto post-it note (one idea per post-it). Collect the notes and stick them on the flip chart, clumping similar ideas together for discussion.

### **Arty Mural**

h2

Set a topic or theme for the mural, for example 'What children and young people in the club do in their spare time', 'Our favourite snacks/meals' or 'The best playground ever'. Then encourage young people to express their views on that topic by drawing a picture or creating a collage.

### **Diamond Ranking**

Set a question and have nine ideas for people to prioritise. Write each idea on a post it note and ask each group to arrange their nine ideas in a diamond shape with their priority at the top, two in second place, three in third place, two in fourth place and the lowest priority idea at the bottom. They need to get consensus as a group and can move the ideas around until they reach an order with which they all agree.

### **Stars and Wish Trees/ Board**

Children could put things they would like in the club on a board or create a display for a wish tree. Regularly consult with the children regarding their wishes and what could be achieved and what couldn't along with the reasoning. E.g. child would like for a celebrity footballer to come to the club. Opportunities to write to the footballer should be encouraged however if unachievable explain to the children why this is not possible and that maybe the club can purchase some footballs or new goal posts to organise games, this will enable a solution to be found for this wish.

## **Suggestions and Evaluation Boxes**

### **Postcards**

Children and young people write their idea on a card and put them in a suggestion box. You can use old birthday/Christmas/celebration cards to recycle these and reduce any cost.

### **Bead boxes (loose part voting boxes)**

Children and young people vote by placing a bead in a pot. You can use loose parts such as

- Sticks
- Wooden discs
- Pebbles and stones
- Pegs

Label the boxes, one with happy face, sad face and a neutral face emoji so that the children can evaluate if they had a good time in the club or enjoyed/disliked an activity.

### **Wishing Well**

Using whatever materials, you can find, such as-

- Clean dustbin or lid
- Wide tubes
- Play tunnels
- Cardboard box

Set this up as a wishing well. Children write their thoughts, suggestions, ideas on round pieces of paper (coins) and throw them into the wishing well.

### **Worry Monsters**

The children could write their worries and post them into the monster's mouth. This can be created by the children in the club and used as a fixture so that they can express themselves in session. Adults to monitor the boxes daily and address any worries or concerns the children

h3

may have in a confidential manner. This feedback may also lead to reflection on elements of the service to address or resolve these worries.

### Interactive

#### Video Booth

Set up a video camera in a small room or closed off area with a chair for children and young people to sit on. Either allow children and young people to express openly their ideas and suggestions to the camera, or ask questions that they answer to the camera. Provide cards with questions so that the children can read the card and then feedback to the camera. Permissions for recording must be provided by the parent/carer.

#### Board Game

A board game is designed to match the chosen topic. Players roll the dice to move along squares and when they land on a particular square a card is taken. Cards contain questions relating to the consultation topic (open-ended, unfinished sentences and agree/disagree statement). Prize for the first to pass the finish line.

### Performance activities

#### Making a rap

Children and young people can produce a simple rap talking about their views, experiences and suggestions. This can be recorded if the children are happy to engage in a pop style rap video.

#### Poem Competition

Some children and young people may wish to express their thoughts, ideas, feelings through poetry. Ask children and young people to create a poem about a certain topic or questions and making it into a competition may help bring a little fun into it.

#### Pop Quiz / TV Quiz

A quiz linked to the consultation topic. For each question the child or young person is given a scenario and three options A, B or C.

### Children's committees

#### Circle Time

Opportunities to have discussions with the children / young people to discuss topics, suggestions and to establish rules for the club. By gathering information from the children about their feelings and suggestions they can be involved with how the club is run.

#### VIPRs 'Very Important Play Representatives'

Nominate two from within the club to join or set up a committee and they would meet once a month and discuss club matters and report back to the children.

**Defnyddiwch yr arweiniad hwn ar gyfer syniadau ar sut y gallwch annog a chefnogi adborth gan y plant yn eich Clwb.**

## **Holiaduron**

Gellir dyfeisio a rhoi cwestiynau sy'n cysylltu'n agos â phwnc yr ymgynghoriad mewn holiadur. Os byddant yn ei gwblhau yn ystod amser clwb, gall y plant weithio'n unigol neu mewn grwpiau bychain gyda oedolion neu 'bydi' sy'n blentyn hŷn i gefnogi'r drafodaeth/helpu.

### **Holiaduron/Arolygon Ar-lein**

Mae holiaduron ar-lein yn ffordd boblogaidd o ymgysylltu â phlant a phobl ifanc er mwyn eu cael i rannu eu meddyliau a'u teimladau. Gallech osod cyfres o gwestiynau ar eich gwefan a gofyn iddyn nhw e-bostio ymateb atoch (y ffurf hawsaf a rhataf.)

Gellir datblygu'r holiaduron hefyd drwy greu fformat dogfen Google a gall y plant gyrchu hwn drwy gyfrifiaduron, ffonau neu lechenni, yn y clwb a gartref gyda chefnogaeth rhiant/gofalwr os yw ar gael. Mae adnoddau ar gael i gefnogi hyn yn Camu Allan yn ein hadran aelodau drwy'r wefan.

Mae mwy o gyfleoedd i ddarparu sesiynau hwyliog ac egniol lle gall plant fynegi eu syniadau a'u teimladau yn y clwb, gan ddal i gael y wybodaeth sydd ei hangen arnoch. Bydd gwneud y gweithgareddau hyn yn rhai ymgysylltiol drwy gydol sesiynau'r clwb yn fodd i wreiddio cyfranogaeth plant yn yr arferion dyddiol.

### **Pleidleisio dot**

Llunwch restr o atebion posibl mewn ymateb i gwestiwn neu ddatganiad ar siart fflip - er enghraifft, y pethau y mae plant a phobl ifanc yn eu mwynhau pan fyddant yn y Clwb. Gadewch wagle nesaf at bob ateb. Rhowch dri dot gludiog i bob un a gofynnwch iddyn nhw osod eu dotiau nesaf at dri gweithgaredd y maen nhw'n eu mwynhau fwyaf. Gallwch weld yn syth pa weithgareddau yw'r mwyaf poblogaidd. Mae hon yn ffordd dda o gynnwys plant yn y penderfyniadau a wneir ynghylch e.e. pryhnu adnoddau newydd, trefnu digwyddiadau, tripiâu, themâu gwyliau er enghraifft.

## **Gweithgareddau Corfforol**

### **Cytuno/Anghytuno yn achos sesiynau ffocws holi ac ateb.**

Mae hwn yn weithgaredd sy'n gorfforol ymgysylltiol, y gellir ei wneud dan do ac yn yr awyr agored. Penderfynwch ar rywfaint o gwestiynau ar sail yr hyn yr ydych am ei wybod gan y plant; gall y plant hefyd lunio eu cwestiynau eu hunain, gan wneud y gweithgaredd yn hwyliog a rhyngweithiol.

Gosodwch bedair arwydd yn y gwagle mawr, agored. Gallai'r arwyddion ddarllen

- Cytuno
- Anghytuno
- Cytuno'n gryf
- Anghytuno'n gryf

Darllenwch allan ddatganiad neu gwestiynau wedi'u paratoi ac yna gael y plant i redeg at y label sy'n adlewyrchu orau sut y maen nhw'n teimlo. Gallech ddefnyddio gwenogluniau neu liwiau i'r plant iau gan ddewis lliw i gyfateb â'r atebion, er enghraifft, coch am 'ie', gwyrdd am 'na' a glas am 'ddim yn siŵr'.

### **Delfrydol/Gwaethaf**

h5

Tynnwch amlinell o gwmpas dau wirfoddolwr ar ddarnau anferth o bapur.

Un i ddynodi “Y gwaetha’n y byd”

a’r llall, “Y gorau’n y byd ...”

Yna, y plant i ysgrifennu a thynnu lluniau o’u syniadau ar hyd a lled y dalennau papur.

Mae hon yn ffordd ddefnyddiol i ddod i nabod grŵp newydd o blant a deall pa bethau y maen nhw’n wirioneddol fwynhau eu chwarae, a pha bethau nad ydynt yn eu mwynhau wrth chwarae o gwbl. Mae hwn hefyd yn ddull defnyddiol ar gyfer canfod pa bethau mae’r pant yn eu prisio mewn Gweithwyr Chwarae: sut un fyddai’r “Gweithiwr Chwarae gorau’n y byd”?

### Llun Llonydd

Ffurfiwch yn grwpiau bychain tua 5-7 o bobl a heriwch nhw i osod eu hunain mewn llun llonydd o olygfa. Rhowch thema megis “ein hoff gêm” iddyn nhw. Dylen nhw ddefnyddio eu dychymyg i benderfynu fel grŵp beth maen nhw’n ceisio’i ddarlunio, ac yna i ddyfeisio ffordd o’i gynrychioli mewn llun llonydd.

## Arddangosiadau

### Balŵns

Gall plant a phobl ifanc dynnu lluniau o’u syniadau ar falwnau ac yna benderfynu a ydynt yn rhyddhau neu gynnig syniad. Yn hytrach na rhyddhau’r balwnau i’r gwagle agored gallan wneud arddangosfa o’r balwnau fel rhestr ddymuno a’u cadw yn y clwb.

Am weithgaredd amgylcheddol-gyfeillgar, gellir tynnu lluniau’r balwnau ar fwrdd gwyn a gellir eu rhwbio oddi yno os nad ydynt y hoff o’r gweithgaredd neu’r syniad.

### Swigod Siarad

Gosodwch ddarlun yn ei le neu lluniwch arddangosfa i gynrychioli’r hyn yr ydych am adborth yn ei gylch (e.e. eich gweithgareddau a gwasanaethau sydd ar gynnig neu wasanaethau newydd arfaethedig). Gall y plant a’r bobl ifanc dynnu lluniau o’u meddyliau a’u syniadau ar y swigod siarad ar yr arddangosfan.

### Taflunwyr Trosysgwydd

Dyluniwch ddelwedd Taflunydd Trosysgwydd sy’n adlewyrchiad o syniadau’r grŵp ar bwnc, a thafwch y llun ar raddfa fawr ar y wal.

### Wal neu Fwrdd Graffiti

Rhowch ddalennau mawr o bapur i hongian ar wal a gwahoddwch y plant a’r bobl ifanc i roi eu syniadau ar y dalennau ar ffurf graffiti.

Os bydd amser ac adnoddau’n caniatáu hynny, paratowch ddarnau mawr o bapur ac arnynt brint sbwng i greu effaith wal frics, a pharatoi gwahanol ddarnau o bapur i’r plant a’r bobl ifanc fynegi eu syniadau yn eu hysgrifen graffiti eu hunain. Arddangoswch y darnau hyn o bapur ar y wal. Defnyddiwch y gweithgareddau neu trafodwch pam y gellir neu pam a ellir eu datblygu yn y clwb.

### Fflyd Syniadau

Gosodwch bwnc i’w drafod a gofynnwch am awgrymiadau. Wrth i’r plant alw allan eu syniadau ysgrifennwch nhw ar y siart fflip. Unwaith y bydd y fflyd syniadau drosodd gallwch drafod pa syniadau yw mwyaf ymarferol, a oes unrhyw rai’n amhosibl, a pha rai y dylid eu trafod ymhellach.

### Storm Syniadau ‘Post-it’

Rhannwch y plant yn grwpiau a rhowch rywfaint o nodion ‘post-it’ a beiro i bob un. Ysgrifennwch i lawr y cwestiwn i’w drafod i fyny ar siart fflip. Gofynnwch i’r grŵp ysgrifennu eu syniadau ar

h6

nodyn 'post-it' (un syniad i bob post-it). Casglwch y nodion a'u hatodi at y siart fflip, gan osod syniadau tebyg i'w gilydd mewn un clwstwr yn barod i'w trafod.

### **Murlun Celf**

Gosodwch bwnc neu thema i'r murlun; er enghraifft 'Y pethau y mae plant a phobl ifanc yn y clwb yn eu gwneud yn eu hamser sbâr', 'Ein hoff fyrbrydau/prydau' neu 'Y maes chwarae gorau erioed'. Yna anogwch y bobl ifanc i fynegi eu safbwyntiau ar y pwnc hwnnw drwy dynnu llun neu greu gludwaith.

### **Diemwnt Dewis**

Gosodwch gwestiwn a naw syniad i'r plant eu blaenoriaethu. Ysgrifennwch bob syniad unigol ar nodyn 'post-it' a gofynnwch i bob grŵp unigol drefnu eu naw syniad ar siâp diemwnt â'u prif flaenoriaeth ar y top, yr ail yn yr ail le, y drydedd yn y trydydd lle, dau yn y pedwerydd lle a'r syniad a'r flaenoriaeth leiaf ar y gwaelod. Bydd angen iddyn nhw gael consensws fel grŵp a gallan nhw symud y syniadau o gwmpas hyd nes cyrraedd trefn y bydd pawb y gytûn arni.

### **Sêr a Choed/Bwrdd Dymuniadau**

Gallai plant roi'r pethau y bydden nhw'n hoffi eu cael yn y Clwb ar fwrdd, neu lunio arddangosfa ar gyfer Coeden Ddymuniadau. Ymgynghorwch â'r plant yn rheoliad ynghylch eu dymuniadau a'r hyn y gellid, neu na ellir ei gyflawni, ynghyd â'u rhesymu. E.e. mae plentyn am i beldroediwr enwog ddod i'r Clwb. Dylid fodd bynnag annog ysgrifennu at y peldroediwr, ond os na ellir gwneud hyn eglurwch i'r plant pam nad yw hyn yn bosibl, ac y gallai'r Clwb efallai brynu ambell i bêl-droed newydd neu byst gôl newydd er mwyn cael trefnu gemau, byddau hyn yn ffordd o ddod at ddatrasiad i'r dymuniad hwn.

## **Bocsys Awgrymiadau a Gwerthusiadau**

### **Cardiau post**

Y plant a'r bobl ifanc i ysgrifennu eu syniadau ar gerdyn, yna roi'r holl gardiau mewn bocs awgrymiadau. Gallwch ddefnyddio hen gardiau pen-blwydd/Nadolig/dathliad i'w hailgylchu a lleihau unrhyw gost.

### **Bocsys gleiniau (bocsys pleidleisio rhannau rhydd)**

Bydd y plant a'r bobl ifanc yn pleidleisio drwy osod glain mewn potyn. Gallwch ddefnyddio rhannau rhydd megis

- Ffyn
- Disgiau pren
- Cerrig mân a mawr
- Pegiau

Labelwch y bocsys, un â gwenoglon, gweplun trist a gweplun niwtral, fel y gall y plant werthuso a gawsant amser da yn y clwb neu a wnaethon nhw fwynhau/ddim mwynhau gweithgaredd.

### **Ffynnon ofuned**

Gallech ddefnyddio pa ddefnyddiau bynnag y dowch o hyd iddynt, megis

- Bin neu glawr bin sbwriel glân
- Tiwbiau llydan
- Bocs cardfwrdd

Gosodwch hyn yn ei le fel ffynnon ofuned. Bydd y plant yn ysgrifennu eu meddyliau, eu hawgrymiadau a'u syniadau ar ddarnau crwn o bapur (darnau arian) ac yn eu taflu i mewn i'r ffynnon ofuned.

h7

### Anghenfil Gofidiau

Gallai'r plant ysgrifennu eu pryderon a'u postio i mewn i geg yr anghenfil. Gall hwn gael ei greu gan y plant yn y clwb a'i ddefnyddio fel nodwedd sefydlog fel y gallant fynegi eu hunain mewn sesiwn. Yr oedolion i fonitro'r bocsys yn ddyddiol a rhoi sylw i unrhyw ofidiau neu bryderon a fyddai efallai gan y plant mewn ffordd gyfrinachol. Gallai'r adborth hwn hefyd arwain at fyfrio at elfennau o'r gwasanaethau i roi sylw neu ddatrys y pryderon hyn.

## Rhyngweithiol

### Bwth fideo

Gosodwch gamera fideo yn ei le mewn ystafell fechan neu ardal nad yw'n cael ei ddefnyddio, a chadair i'r plant a'r bobl ifanc eistedd arni. Gallech naill ai adael i'r plant a'r bobl ifanc fynegi eu syniadau a'u hawgrymiadau i'r camera, neu ofyn cwestiynau fel y gallent ateb i'r camera. Darparwch gardiau a chwestiynau arnynt fel y gall y plant ddarllen y cerdyn ac yna fwydo yn ôl i'r camera. Rhaid i'r rhiant/gofalwr roi caniatadau i recordio.

### Gêm Fwrdd

Mae gêm fwrdd wedi ei dylunio i gyd-fynd â'r pwnc a ddewiswyd. Bydd y chwaraewyr yn rhoio'r deisiau ar hyd y sgwariau, a phan fyddant yn glanio ar sgwâr arbennig, cymerir cerdyn. Bydd y cardiau'n cynnwys cwestiynau ar bwnc yr ymgynghoriad (brawddegau penagored ac anorffenedig a datganiad cytuno/anghytuno). Bydd gwobr i'r cyntaf i basio'r llinell derfyn.

## Gweithgareddau perfformio

### Gwneud rap

Gall plant a phobl ifanc gynhyrchu rap syml yn sôn am eu barn a'u profiadau, ac yn rhoi awgrymiadau. Gellir recordio hwn os yw'r plant yn fodlon bod yn rhan o fideo rap steil-pop.

### Cystadleuaeth Cerdd

Mae'n bosibl y bydd rhai plant a phobl ifanc am fynegi eu meddyliau, eu syniadau a'u teimladau trwy farddoniaeth. Gofynnwch i'r plant a'r bobl ifanc lunio cerdd am bwnc arbennig neu gwestiynau, a gall troi hyn yn gystadleuaeth fod yn help i ychwanegu am yr hwyl.

### Cwis Pop / Cwis Teledu

Cwis yn gysylltiedig â phwnc yr ymgynghoriad. Am bob cwestiwn rhoddir senario i'r plentyn neu'r person ifanc, a thri opsiwn, A, B neu C.

## Pwyllgorau plant

### Amser Cylch

Cyfleoedd i gael trafodaethau gyda'r plant / pobl ifanc i drafod pynciau, awgrymiadau ac i sefydlu rheolau ar gyfer y clwb. Drwy gasglu gwybodaeth gan y plant gallan nhw fod â rhan yn sut mae'r clwb yn cael ei redeg.

### Cynrychiolwyr Hollbwysig Chwarae

Enwebwch ddau o'r clwb i ymuno neu sefydlu pwyllgor; byddant yn cyfarfod unwaith y mis, trafod materion clwb ac adrodd yn ôl i'r plant.