

# Involvement

**Welcome to the Colchester Hospital Youth Forum**, we are excited that you have chosen to be part of the forum and look forward to hearing your thoughts, ideas and lived experience.

Your welcome pack contains:

- Membership terms
- Consent and information form
- ESNEFT Consent for filming, recording or photographing patients form.
- Information sheet – COVID-19
- Information sheet

If you are 16 or older please could you fill in the forms enclosed. If you are under 16 please could you fill in the forms with your parent or guardian. Once completed please scan and return to Rachel via email.

We will be in touch again in the lead up to the next Youth Forum event with details of how to attend. However, if you have any questions before then please do get in touch with Rachel Fletcher on 07827 255922.

We look forward to seeing you soon.



Rachel Fletcher  
Youth Worker  
Colchester Hospital



@chyouthservice



@chyouthservice

# Involvement

## Membership terms

Please read the membership terms below – by signing these you are agreeing to respect these terms. If you have any concerns please do get in touch and we can discuss these.

- Be aged between 13 and 19 years of age.
- Have attended Colchester Hospital within the last 18 months.
- Attend at least three of the four Youth Forum events held throughout the year.
- Let us know if you are going to be late, or are unable to attend a meeting or event. Please contact Rachel on 07827 255922.
- Be prepared to share views, ideas and experiences on a variety of health related issues.
- On occasion, be available outside of scheduled meetings to attend one-off events or be part of short-term projects.
- Show respect and listen to other members of the forum, including staff and visitors.
- Actively engage with discussions and any guest speakers.
- Keep matters discussed in the meeting confidential unless told otherwise.
- If you have any concerns please raise them with the Chair of the meeting when appropriate.

Signed: .....

Name: .....

Date: ..... / ..... / .....



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## Registration and Consent Form

The ESNEFT Youth Forum is a place for young people to engage independently of their parents and carers; we therefore require permission for your young person to attend if they are under 16 years old. For all young people we require emergency contact and health information, please ensure you provide these details in the space provided below.

Please do not hesitate to contact Rachel Fletcher, Youth Worker on 07827 255922 if you would like to discuss anything further.

### If young person is under 16:

I consent to my child, (name): ..... attending the ESNEFT Youth Forum at Colchester Hospital.

Parent's/Guardian's name: .....

Parent's/Guardian's signature: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### All young people:

Any health conditions including allergies: .....

Please indicate if there are any specific requirements to note in case of emergency, for example 'in event of a seizure please do not touch': .....

### Emergency contact details:

Name: .....

Home number: ..... Mobile number: .....

Address: .....

Everyone working for the NHS has a legal duty to keep information about you confidential. We will not share your details with people outside the Trust without your explicit consent. We will only share your details within the Trust with those directly involved in the areas of interest and/or forums which you have expressed an interest to be involved in.

I consent to the Trust sharing my information as detailed above with those directly involved in the areas of interest and/or forums about which I have expressed an interest to be involved in.



# InvolveMENT

## Information sheet – COVID-19

During COVID-19 the way we meet will be slightly different, all meetings will be run virtually as we are unable to meet face-to-face at the moment.

We will be using Microsoft Teams for our meetings.

An invite to the meeting will be sent via email a few days before the meeting, click on 'Join Microsoft Teams Meeting' towards the bottom of the email. You can then download the app or Join on the web.

### Some guidelines for using video call:

- Appropriate clothing – dress as if you are meeting in person.
- Consent – we will still need your consent form sent back for you to be able to attend the virtual events.
- Name – when logging in please use just your first name, this will protect your identity.
- Screen – you do not need to have your video on if you would prefer not to be seen, you can use audio and also the chat section to communicate.
- Background – remember if you have your camera on we will be able to see what is behind you. You can blur your background, or use a different background on Teams. When you are logging onto the call it's the button next to the microphone button.
- Space – remember there may be confidential information being shared. Also having a lot of background noise, or people walking past may be distracting. Try to find somewhere to sit where you will be able to feel comfortable, won't be distracted and will be able to fully participate.
- Leaving – if you feel uncomfortable at any point during the meeting please feel free to turn off your audio and/or video or leave the meeting. Please do let Rachel know you are OK on 07827 255922, and she will follow-up with you after the session has ended.

If you are struggling to log on please have a look at this YouTube video Microsoft have made <https://www.youtube.com/watch?v=6pauAUOI8v4>, alternatively feel free to contact Rachel on 07827 255922 who can help.



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## Information sheet

### Getting here

The forum will be held in the Children's Outpatients department of Colchester Hospital.

### Car parking

If you or your parent or guardian will be driving to the hospital please let us know the registration plate number, make and model of the car and we can arrange to have it 'white listed' so you will not pay parking charges for Youth Forum events.

### Public transport

The closest train station is Colchester North which is a short walk from the hospital, however buses do run from both Colchester North and Colchester Town.

First Buses run the 61 and 65 services, both of which stop in the hospital grounds outside the Children's Outpatients department. Both of these services also stop in Colchester Town centre, and at Colchester North train station.

### Food and drink

Some snacks and drinks will be available at meetings. Please feel free to bring your own food and drink, but bear in mind other young people may have allergies so please don't bring items that may cause an allergic reaction, such as nuts.

### Parents and guardians

If you are staying on site during the forum there are a number of facilities available at the front of the hospital as well as Senses Restaurant inside the hospital.

### Contact

Please contact Rachel Fletcher on 07827 255922 if you need to speak to someone either on the lead up to, or during the event.

