



3.4. Checklist for helpers

BEGINNING OF SCHOOL YEAR



Meet with the team of helpers	
Plan important project details:	
Provide information about the project and raising awareness	
Recruitment (decide e.g. whether general information event or in classes/groups)	
Train the children and young people	
Assign the tasks among the helpers	
Get children/young people from the previous year's project group involved again	
Plan the dates together with the children/young people	
Encourage the children/young people to support the awareness-raising and recruitment activities	
Inform the facility's staff of the dates and modalities for the recruitment	
Prepare information material for the project	
Clarify the registration and participation terms (deadline, registration form, restrictions, etc.) for the training of children/young people on the project	

AWARENESS-RAISING AND RECRUITMENT



Announce the dates for the awareness-raising	
Prepare posters/flyers/social media to inform the children/young people	
Send a memo to teachers/educators and ask for their support	
Raise awareness among children/young people	
1. Present the project 'S-Team: Setz dich an!'	
Aim of the project	
Requirements for participating in the project group	
Certificate, etc.	
2. Provide information about participating in the project group and how to register (including a digital version)	
3. Conduct awareness-raising activities, e.g. collect feedback on the topic of 'violence/harassment' (e.g. World Café)	
Determine the level of interest in getting involved after awareness-raising	
Reach out to interested children/young people	
Plan an information and registration event to answer questions from interested parties	
Select the members of the project group	
Determine the selection criteria for candidates	
Inform the candidates that they have been selected to take part (ideally a project group with 12-15 members)	

Compile the contact details of the group members	
Plan an initial meeting	
Information for parents	
Content and objectives of the project	
Important dates for children/young people	
Plan a parents' evening if necessary	

TRAINING OF CHILDREN/YOUNG PEOPLE – CORE MODULE



Announce the training dates	
Provide details of attendance/absence rules	
Clarify the communication channels with the group members	
Present the content of the training (see section 'Training')	
Prepare the necessary materials	
Conduct the training	
Plan an activity outside of the institution (e.g. at an SNJ centre)	

SUPPORTING THE PROJECT GROUP



Plan the project group meetings (ideally every 2–3 weeks)	
First project group meetings (duration: e.g. 2 hours)	
Invite the members of the project group	
Objectives/content of the first meeting:	
Get to know each other	
Expectations of the children/young people	
Jointly decide how the group will work together (internal regulations)	
Introduce and discuss the topic of 'violence/harassment'	
Information about the core module	
Ask S-Team members to start looking out for different forms of 'existing violence' in the institution: 'Where does violence occur here?'	
Second project group meeting	
Feedback on observing forms of violence within the institution	
Exchange and discussion	
Kick off the training with an introduction to the topics of 'violence' and 'violence prevention'	
Subsequent meetings	
Work through the core module (training of children/young people)	
Establish consensus on issues that the children/young people want to address and their preferences	

Plan the activities to take place during the year, including 16th May. (Important: To avoid frustration, the number of activities should be realistic.)	
Follow up on the planning of activities and the communication plan	
Carry out the activities with regular interim assessments	
Analyse the activities	
Regular team-building/cooperation activities to maintain team spirit	
Plan leisure activities together for group bonding purposes	
Plan an activity outside of the institution (e.g. at an SNJ centre)	

NATIONAL NETWORKING WITHIN THE PROJECT



Annual national youth meet-up day	
Inform the project group of the planned meet-up day	
SNJ Registration	
Contact : Tania Matias tania.matias@snj.lu Tel : 2478-6477	
Annual meet-up of the teams of helpers	
Prepare a short report on the experiences, activities, etc.	

END OF SCHOOL YEAR – EVALUATION



Evaluation of the activities of the project group	
Evaluate the set objectives and activities	
Evaluate the expectations and satisfaction of the children/young people	
Inform the other participants/partners in the facility (board/management, teachers, social and educational staff) and possibly the parents about the work carried out by the project group + evaluation with them	
Presentation of the certificates within the context of a national celebration	
Send the contact details of the children/young people to SNJ and SCRIPT for the certificate	

FURTHER POSSIBLE STEPS



Recruitment of the project group for the following school year	
Clarify interest in remaining in the project group	
Enquire about availability and willingness to support the recruitment of the new children and young people for the project group	
Module 'Peer mediation'	
Inform the project group about the possibility of increasing their involvement in the project by taking the specialisation module 'Peer mediation' (if the institution wants to implement peer mediation).	