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# VOICES INTO ACTION: REFLECTIVE QUESTIONS FOR PARTICIPATORY ACTIVITIES

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## Before the activity

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- How am I selecting participants? Do they represent a range of backgrounds and views?
- How am I getting informed consent? Have I informed the participants as to the purposes, processes and possible consequences of their participation? Have I informed them about note taking and/or video recording and how these will be used? Am I using appropriate consent forms? Do I explain all technical terms and jargon?
- Do I organise the meetings at a time and in a place, language and format that enable all to participate?
- What provisions will I make for accessibility issues? Is the preparatory material accessible? Am I using plain language without loss of meaning?
- Who will conduct the activity, and what is their relationship to the participants?
- What options will I provide for participants to express their voices (text, audio, video, photography, drawing, etc.)?
- What other communication systems do we need to address all participants' needs, such as sign language interpretation, braille or speech synthesisers?
- Do I plan to share questions or topic areas with participants prior to the meeting?
- Have I thought about how to collect feedback from all participants?

## During the activity

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- Do participants have a chance to exchange views in an open and trusting environment?
- Am I paying attention to the differences in participants' perspectives?
- Are learners able to communicate about any aspect of their experiences they wish, and not only following the predetermined agenda?
- Am I allowing participants to share negative feelings, so long as they do not harm others in the space?

- Do I enable all voices and means of expression, including silence?
- Do I respond to and record all voices fairly and appropriately?
- Do I respect the individuality of each participant and value all voices equally, seeing beyond labels and differences?
- Do I view the learners as equal members of the dialogue?
- Do I recognise the power relations?

## **After the activity**

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- Am I being transparent and clear in how I interpret the voices expressed and share them with other stakeholders, particularly those with decision-making power?
- Do I use reported speech or direct quotes from the participants?
- Do I record the authentic meaning of participants' voices? Am I maintaining their intended meaning?
- How does my own professional and adult status frame my interpretations and next steps?
- Have I explored ways to evaluate all phases of the activity, aiming to identify challenges, solutions and improvements?
- What processes am I using to evaluate the participants' responses and feedback?
- How will I maintain communication with the participants on how their voices were used and what happens next?
- Have I explored ways to collect further information on the impact of the participants' contributions?