Cohort Facilitators' Checklist

	Roles and Responsibilities	Tick when completed
1.	To be the consistent professional and main point of contact for young people and parents/carers throughout the project delivery phase this includes meeting with young people before the project starts to get to know them and for them to get to know both cohort facilitators.	
2.	To be the main point of contact for professionals that refer young people to the project.	
3.	To ensure that feedback forms/surveys are completed in timely manner.	
4.	To identify how the project will be delivered e.g. Skype, Microsoft Teams or Face to Face.	
5.	To ensure that young people have appropriate technology and Wi-Fi to enable them to access virtual sessions in a secure way.	
6.	To identify safeguarding lead for the project who will advise cohort facilitators on steps take when a young person makes a disclosure.	
	Monitoring and Evaluation Tasks During the programme	
7.	To capture initials of young people that attend each session including who did not attend and who has withdrawn from the project. This will help provide attendance data which is needed to form part of the evaluation report.	
8.	To hold and record a review meeting to discuss what went well, any lessons learned and issues to consider after each session. This information will form part of the evaluation report and inform future sessions.	
9.	To discuss facilitators and young people's feedback, observations on young peoples' interactions and participation with each other and with facilitators.	

10.	To capture young people's feedback using pre and post intervention questionnaire.	
11.	To capture parents/carers feedback using pre and post intervention questionnaire.	
12.	To capture the referrer's feedback using the pre and post intervention questionnaire.	
13.	To ensure that: • Young people have an uptodate Early Help Assessment • Exploitation (Child Sexual Exploitation/Child Criminal Exploitation) forms are completed at the project's referral stage and that identified needs are emerging. • Ensure that Exploitation (CSE/CCE) is completed after the project is completed. • This information will form part of the evaluation report.	
14.	To discuss and note any action taken that relates to safeguarding disclosures and/or incidents regarding health and safety, first aid and how these were be addressed.	
15.	To collate data and information at the end of each session and ensure that this information is used to produce an evaluation report.	
16.	To ensure that the evaluation template is completed.	
17.	To contact young people, parent/carer and referrer 3 months after the programme ends to seek information regarding the young person's progress and sign post them to an appropriate service where needs have been identified.	
18.	To forward all completed documentation to : Clare Cook, County Lines Pathfinder Lead – Cambridgeshire and Peterborough **Email**: Clare.Cook@cambridgeshire.gov.uk **and** Thabang Thacker, District Manager Email: Thabang.Thacker@cambridgeshire.gov.uk	