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**Child-friendly Accountability Toolbox – Module 11, p. 122**

**Checklist of best practice for child-friendly information**

(for facilitators; not be distributed to the participants)

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|  | **Yes/No** |
| Is the child-friendly material engaging? |  |
| Is it aimed at a specific group of children and youth (age, gender, etc.)? |  |
| Does it communicate what needs to be communicated? |  |
| Is the language simple? |  |
| Is it written in the present tense? |  |
| Is it addressed directly to the reader? |  |
| Does it use metaphors? |  |
| Does it avoid abbreviations and jargon? |  |
| *If it is a document:* |  |
| Does it use visual aids to break up the text (e.g., boxes, links, etc.)? |  |
| Is the font size at least 12 points and in a font that is easy to read? |  |
| Do you use graphic tricks to make the text engaging (e.g., different colors, bold, etc.) |  |
| Do you use bullet points to break up long chunks of text? |  |
| *If photos or video have been used:* |  |
| Do you have the informed consent of all persons in the video or photograph? |  |
| Are you sure that none of the images are sexually suggestive or otherwise compromising to the child(ren)? |  |
| Have diversity issues been addressed (e.g., do photographs represent a wide range of children in the community?) |  |