

Oldbury Court Out Of School Clubs

Monitoring and Evaluation Policy

Oldbury Court Out Of School Clubs recognise that monitoring and evaluation is an essential part of maintaining standards, improving service delivery and ensuring that the clubs are responsive to the needs of the service users. OCOSC staff work as a team complete the Bristol Standard Evaluation on an annual basis.

BAND Annual Monitoring

BAND produce an annual monitoring report form completed by an allocated childcare development worker.

Monitoring of use

This will be done through the regular use of the attendance register. This will provide information on numbers and gender users, attendance and siblings, and it will also be useful to record ethnicity.

Monitoring of activities

This will take place through the keeping of programmes of activities and recording how successful they were, as well as suggestions as to what could be done to improve them. These will be evaluated on a regular basis by the staff.

Feedback from users

Questionnaires will be issued regularly for both parent/carers and children. This will take place every 12 months. A suggestion box will also be made available at all times, and parents/carers and children will be encouraged to use them.

The Club's will also encourage verbal feedback through regular Club meetings and informal talks with parent/carers/children.

Monitoring of spending

This will be done on a regular basis through the presentation of the Treasurer's report at Directors meetings. The report will then be minuted and put on display for all parent/carers to view. Evaluation of spending will be aided by comparison of our projected budgets produced by the accountant annually.

Staff monitoring

Staff will have access to regular support and supervision, which will allow them the opportunity to monitor their work together with a senior worker.

Other forms of monitoring

These will include looking at the incident book and accident book, as well as monitoring complaints. When evaluation proves necessary, these will be acted upon.

E.g. are accidents re-occurring because of the building layout?

Reporting back

The Senior Playworker will provide a report (written or verbal) to the Directors at meetings. The Directors will submit a report for the Annual General Meeting, as will the Treasurer.

Evaluation.

Information will be reviewed regularly and, where necessary, acted upon. Clearly certain issues or information may need to be acted upon straight away and other less speedily. Some issues may need to be dealt with every term, others such as monitoring of use you may choose to evaluate once a year.

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