

APPENDIX 1
TERMLY MONITORING AND EVALUATION SCHEDULE
 (Revised 5 February 2016)

The purpose of termly monitoring reports is to:

- Demonstrate how the commissioning and delivery of the Delegated Functions is meeting the aims and outcomes contained within the agreement and the statutory requirements;
- Enable the Council to gather information about what activities you have offered in the last quarter, the service users and information on take-up to monitor how the Delegated Functions are being discharged;
- Gather service user feedback,
- Demonstrate that your services are listening and responding to service user feedback (children and where appropriate parents / carers).

The termly monitoring reports shall include:

Provider name:	SYA
Service name:	HANWOOD
Scheme name: (complete separate sheets for separate schemes)	
Quarter:	AUTUMN/WINTER 2016
Date:	30/1/17

1. Outcomes

Please give specific examples/case studies of how your service has contributed to the Children and Young People Outcomes during the last term:

1. Ensure all children and young people are safe and well looked after in a supportive environment
2. Narrow the achievement gap in education and work
3. Ensure the emotional well-being of children and young people by focussing on prevention and early intervention
4. Keep more children healthy and reduce health inequalities

Examples of activities that would demonstrate how the outcome are achieved are provided below.

Been more active	YP enjoyed sports outside until it was too dark to be safe. We have continued with various sports inside. We also do team games at each session to encourage participation
Positively	Every YP that attends club participates in the majority of activities.

engaged in an activity	
Learned new skills	YP have learned skills in cooking, arts and crafts, sports, road safety and personal safety. They have also learned how to make rag rugs.
Displayed improved communication skills	Members who have attended for some time have continued in confidence both with each other and staff. If there are any issues, YP have enough confidence to speak to staff.
Displayed more positive behaviours	Staff have been consistent with the ground rules and ensure that any negative behaviour is challenged.
Displayed improved social skills	We have had several new younger members join this term. Other YP have made them very welcome and supported them in activities. We also visited Air Space trampolining and YP were very polite with staff there.
Made new friends	As above. Several new members have joined club.
Increased confidence	All YP have gained more confidence from attending sessions and newer members are continuing to participate more fully.
Improved concentration	Staff have worked with certain YP who show a lack of concentration to help them participate in activities for longer periods of time.
Displayed more independent behaviour	YP have shown themselves to be more independent by setting equipment out, clearing up after activities, supporting younger members, getting themselves to and from sessions on their own.
Other	New members have told others at school about the club, and as a result we have had more YP join.

Case Study detailing the benefit the activity has had on the child/young person (and their family):

One YP has progressed a long way since she began attending club. She was (and still is) very lively, and had to be the first one to join in anything. She did not seem to see that others may be in front of her, and this included younger members. I have taken her to one side and explained that everyone will get a fair share and that she does not have to push in front of others. She now listens to staff and other YP and offers to help with setting up of activities. She really enjoys being praised, and does not appear to have had much experience of that. She is now much more safety conscious (following staff arranging for local PSCO's to visit), and offers advice to other members. She always asks if staff need help, and although she is not good at clearing up after herself, she will always do so when asked.

We have had several other new members join the club as a result of the YP telling her friends at school.

2. Participation of service users

<p>Service user involvement – How have you involved parents/children in service development in the last quarter?</p> <p>We took the YP and some parents to Air Space as a treat. The parents were asked during the trip if they would be able to help out as volunteers occasionally as at present, we have had just two parents who have volunteered for some years. We also ask YP at the start of each term what activities they would like on the programme. YP can request activities at each session which we will accommodate if possible.</p>
<p>Please provide an example/case study of how service user involvement/feedback has resulted in positive improvements to the service.</p> <p>Parents/carers come to collect their YP at the end of sessions. This last term we have had an increase in numbers, and younger members joining. Some parents have now volunteered, and we now have 7 volunteers as opposed to the two which we have had previously. One of the parents has offered the YP swimming sessions at a reduced rate, and others have offered their skills to come and facilitate activities.</p> <p>The whole building has had a re-vamp, and is now much better equipped for large groups.</p>
<p>Service user feedback/compliments. Please provide a summary of the results of service user feedback.</p> <p>Grateful for looking after their children in a safe environment.</p> <p>Pleased that we have offered educational activities. (Drugs awareness session, road safety)</p> <p>They have noticed that sessions are getting very busy and have offered help.</p>
<p>Service user complaints/serious incidents e.g. safeguarding and health and safety issues</p> <p>None</p>
<p>Please provide detail of how you are planning to improve your service in the future</p>

3. Outputs Reporting

Total number of different individuals who have benefited from the activities	40
Average attendance per session	24

List below the individual activities that took place this term, the venue and the number of participants. (Where the same activities are delivered at more than one location please list for each venue).	Venue	No. of individuals benefited from session

SPORTS	HANWOOD	25
COOKING		25
ART AND CRAFT		15
DRUGS AWARENESS		10
TRIP TO AIRSPACE		45
SUMO SUITS		25

4. Variation to service

Has there been any significant variation to the service that you were commissioned to provide in this quarter and what actions are you planning in responses? (For example, service developments, changes of venues, sessions cancelled due to bad weather, fewer attendees than anticipated, etc.)

N/A