****

**Evaluation Document**

**1. Event Details**

|  |  |
| --- | --- |
| Event Name: |  |
|  |  |
| Date of event:  |  |
|  |  |
| Venue: |  |
|  |  |
| Corps  |  |
|  |  |
|  |  |
| Name of Director: |  |
|  |  |
| Name of Line Manager: |  |
|  |  |
| Aims and Objectives of Event: |
|  |
| How will the success of the event be measured? |
|  |

**2. Delegates and Leaders**

|  |
| --- |
| Number of Delegates: |
|  |
| Age Range of Delegates: |
|  |
|  |
| Number of Leaders: |
| *
 |
|  |
| **Role** | **Name of Leader** |
| Event Director |  |
| Spiritual Director |  |
| Assistant Director |  |
| Health & Safety Officer |  |
| Secretary |  |
| Pastoral Care Officers |  |
| Programme Co-Ordinator |  |
| Medical Officer  |  |
| Catering Staff |  |

**PREPARING FOR THE EVENT**

|  |  |
| --- | --- |
| Did all leaders complete a personal detail form before the event? |  |
| Did you obtain evidence that an enhanced criminal background check was completed for all leaders and the barred list checked? |  |
| Did all leaders receive a role description before the event, including being made aware of whom they are responsible for and to within the team? |  |
| Did all leaders meet together at least once before the event? |  |
| Were minutes taken of this meeting? (leave blank for N/A) |  |
| Prior to the event, were all leaders briefed and reminded of health & safety (Safe Mission) issues? |  |
| Prior to the event, did all leaders attend the mandatory *Safe from Home* training? |  |
| Prior to the event did each leader sign a code of conduct?  |  |
| Did leaders discuss together how they would work with challenging behaviour and bullying? |  |
| Was a signed personal detail form, medical consent, photo/video consent and activity consent form and a code of conduct completed for each delegate and collected prior to the event? |  |
| Were advance details of the type of activities planned given to delegates, parents/ guardians?  |  |
| Were parents/guardians and delegates informed of what they could expect of leaders during and after the event in terms of adherence to *Safe & Sound* procedures? |  |
| Were all informed that if a delegate was ill or infectious prior to the event they would not be able to attend the event until a doctor agreed they could do so? |  |
| Were families provided with a contact number and address of the venue in the event they needed to make contact? |  |
| Were parents/guardians and delegates informed in advance what the policy regarding contacting home would be?  |  |

**DURING THE EVENT:**

|  |  |
| --- | --- |
| Did all leaders meet at the venue prior to the arrival of the children to make all the necessary preparations?  |  |
| Was a poster displaying the ChildLine telephone number (0800 1111)  |  |
| Was a comprehensive registration procedure in place for when the children arrived? |  |
| Once everyone had registered at the event, was an accurate list of all children and all adults drawn up?  |  |
| If yes, were copies made available for leaders who needed access to them? (leave blank for N/A) |  |
| Was a time set aside for every delegate on site to be given some fundamental messages and information at the very start of the time together? |  |
| Was the policy regarding signing in and out of the venue clearly communicated and adhered to? |  |
| Were all adult encounters with children in a public place and with 2 adults as a minimum? |  |
| Were any children treated inappropriately throughout the event (i.e. with regard to age or gender or gratuitous or inappropriate physical contact with a child)? |  |
| If yes, please specify: |  |
|  |  |
|  |  |
| Was any inappropriate physical contact with a leader sought by a child?  |  |
| If yes, did the adult deal with this sensitively and inform someone |  |
| Did any children with disabilities request extra or special attention either by themselves or by their parents/guardians? |  |
| If yes, were theses adhered to sensitively? (leave blank for N/A) |  |
| Were leaders made aware that they should not give personal contact numbers to any children under the age of 18? |  |
| * Did all leaders watch for signs of bullying?
 |  |
| * Was any bullying challenged and dealt with immediately and firmly? (leave blank for N/A)
 |  |
| Please give details: |  |
|  |  |
|  |  |
| Were there any disclosures of abuse received? |  |
| If yes, please specify the procedure followed below: |  |
|  |  |
|  |  |
|  |  |
| Were all disciplinary matters handled in line with the event guidelines? |  |
| Was physical restraint required to be used? |  |
| If yes, did all leaders follow the procedures as outlined in the *Safe & Sound* manual? (leave blank for N/A) |  |
| Did any of the delegates have an injury or illness? |  |
| If yes, please specify details:  |  |
|  |  |
|  |  |
| Did you suspect any children of an infectious illness? |  |
| If yes, were policies and procedures followed? |  |
| Were any accident report forms completed? |  |
| Were all health & safety (Safe Mission) issues recorded and any remedial action taken as necessary? |  |
| Did a child go missing? |  |
| Please specify details and the procedure followed: |  |
|  |  |
|  |  |
| Were all pastoral issues dealt with sensitively and the appropriate procedures followed? |  |

**AFTER THE EVENT:**

|  |  |
| --- | --- |
| Were leaders reminded not to contact any Under 18s once they had left the event? |  |
| Have all forms been kept confidentially and securely? |  |
| Have leaders completed evaluation forms? |  |
| If yes, please enter any comments of note or a summary of leaders’ evaluations: |  |
|  |  |
|  |  |
| Have children completed evaluation forms? |  |
| If yes, please enter any comments of note or a summary of childrens’ evaluations: |  |
|  |  |
|  |  |
| Have parents completed evaluation forms? |  |
| Has a leaders debriefing meeting been held? |  |
| If so, were there any outcomes from this that have not yet been covered?(please record here) |  |

**Reflection on Safeguarding of people before, during and after the event**

Key points to address in this reflection:

* How well did the preparation, organisation and evaluation go (not just did you do them)?
* Was there anything the event director could have done better?
* Was there further support the event director required?
* Was there anything the leaders should have done better?
* Were there any areas of concern?
* Was there anything that could be improved on?

|  |
| --- |
|  |

**Reflections on the delegates that attended:** (e.g. Were the numbers of delegates attending as you had hoped and planned for? Were the young people who attended those who your event was aimed at?)

|  |
| --- |
|  |

**Reflection on the leaders:** (e.g. Were there any particular strengths and weakness in your team? What will you do differently when recruiting your leaders for future events?)

|  |
| --- |
|  |

**Reflection on Safeguarding of the venue before, during and after the event:** Key points to address in this reflection:

* How well did this all go (not just did you do them)?
* Was the venue used in the safest way possible?
* Were there any areas of concern?
* Was there anything that could be improved on?

|  |
| --- |
|  |

**4. Event Programme**

**PREPARING THE EVENT:**

|  |  |
| --- | --- |
|  |  |
| Were risk assessments for all planned activities carried out and kept?  |  |
| Please comment on the above, including indicating where these were kept: |  |
|  |  |
|  |  |
| Wasa health & safety briefing given to all supervising leaders prior to, or at the commencement of the event? |  |
| Was there a contingency plan for a range of reasonably foreseeable scenarios?  |  |
| Were copies of all risk assessments, leaders details and staff task sheets for divisional events sent to the divisional leader prior to the event?  |  |

**DURING THE EVENT:**

|  |  |
| --- | --- |
|  |  |
| Where are these session logs now stored? |  |
|  |  |
|  |  |
| Were the do’s and don’ts for activities adequately explained to everyone in the group before the start of the activity? |  |
| Were young people supervised and managed during free time according to *Safe From Home* policies and procedures? |  |
| Were all risk assessments shared with the appropriate team and adhered to? |  |
| Was there appropriate supervision for the swimming pool? (Leave blank for N/A) |  |

**AFTER THE EVENT:**

|  |  |
| --- | --- |
|  |  |
| Did your evaluation forms from delegates, leaders and parents include information about the programme and activities? |  |
| Has documentation been kept/destroyed, as per the Data Protection policy? |  |
| Please comment on where any documentation is now being stored: |  |
|  |

**Reflection on Safeguarding of the programmes:**

Key points to address in this reflection:

* What was the quality of the activities?
* Was there anything that could have been done better?
* Was there further support required?
* Were there any areas of concern?
* Was there anything that could be improved on?

|  |
| --- |
|  |

|  |
| --- |
| **Reflection on Programmes:** (e.g. did the activities work? Were there new activities or programme contents that did or didn’t work? Were there things that have taken place traditionally within the programme that did or didn’t work? Where there any particular strengths or weaknesses in the programme?) |
|  |

**6. Event ‘Stories’, Feedback and Outcomes**

We recommend you evaluate your event outcomes and share this with your line managers and strategy boards. It is a good idea to include any stories of what happened during the event or feedback and testimonies you have received from young people, parents or local leaders. You may want to review your aims and objectives against the outcomes of the residential event.

|  |
| --- |
|  |

**7. SWOT and Recommendations**

This is a good way of separating out the different elements of the week to decide an action plan and discuss further. Go through and answer each of the questions in bullet point form.

**What were the STRENGTHS of your event?**

**What were the WEAKNESSES of your event?**

**What are the OPPORTUNITIES for future events?**

**What are the THREATS to future events?**

**What recommendations would you make for future events?**