

Toddler Group Self-Assessment Health and Quality Check

This self-assessment form is designed to help you and your team notice the really good stuff about your group for under 5s and honestly critique any areas that could be improved or developed.

Each section of the Health Check asks you to think about the following questions:

1. What we currently do and who attends (who does and doesn't access your groups or facilities)?
2. What opportunities there are to 'add value' to what we already offer?
3. What (if anything) prevents us from making changes or developments?
4. What further support do we need and who do we need it from?

We suggest that you work through the Health Check questionnaire with your team including voluntary helper(s) and a representative from the Charity or Church leadership or PCC. Your responses should stimulate open and honest conversation. We suggest that where actions for improvement or development are identified, that you prioritise the tasks and focus on doing a few things really well, over the timeframe you agree.

This document has been produced in partnership between Oxfordshire County Council, The Diocese of Oxford and Viva. We collectively recognise and deeply appreciate the wide variety of community and faith groups that are offered across the County to support children and their families plus the vast amount of work that goes on behind the scenes to keep them running week by week. We have tried hard to use accessible language within this Health Check to help you understand the terms used in different settings.

NB. If you are a church group there is an additional section at the end of the health check which helps you think through the spiritual input of the group.

Where to get further help:

Oxfordshire County Council Community Co-ordinators

www.oxfordshire.gov.uk/cms/content/lcss-and-community-co-ordinators

Cheryl Huntbach looks after the north of County (Cherwell & West Oxon district councils' areas). E-Mail: Cheryl.Huntbach@oxfordshire.gov.uk

Steve Laurence looks after Oxford City. E-Mail: Steve.Laurence@Oxfordshire.gov.uk

Clare Crossley & Ann Mitchell look after the South (South Oxon & Vale of the White Horse district councils' areas).

E-Mails: Clare.Crossley@Oxfordshire.gov.uk and Ann.Mitchell@Oxfordshire.gov.uk

The Diocese of Oxford www.oxford.anglican.org/children

Yvonne Morris Children's Adviser E-Mail: yvonne.morris@oxford.anglican.org

Viva

Katy Thompson Doorsteps Network Adviser E-Mail: k.thompson@viva.org

For each statement thoughtfully evaluate what you do and rate yourself on a scale of 1-5 where

- 1 = we never do this
- 2 = we do this a little/sometimes
- 3 = we do this often
- 4 = we do this most of the time
- 5 = we do this all of the time

Vision, Purpose, Strategy

We recognise that having vision, purpose and strategy underpins our group and gives focus to our community presence and activities. In this section have a look at the access and welcome that the group offers, you should evaluate the effectiveness of strategies for encouraging families to participate in groups, including those less likely to do so

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
We have a vision for what the group wants to achieve in the community and in the lives of the families who attend	
We have strategies for reaching and including families and children in the community who are vulnerable or struggling	
We have in place a written vision and strategy which sets out our activities, goals and targets, and there is a process in place where this is reviewed annually, we monitor progress towards our aims and vision to ensure the needs of the community are being met	
We have looked into the situation of children and families in our community and identified areas of need or concern and have designed our activities with these in mind	
We are noticing 'good news stories' and learning to evaluate the impact and effectiveness of our group and activities using data to support our analysis e.g. questionnaires and case studies that show outcomes and how needs of the community have been/are being met	
<p>Vision, purpose, strategy – things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...</p>	

Welcome

We are committed to providing a safe, welcoming environment for all children and families in our community. We recognise that knowing the needs in our community is vital and how we live out our vision, purpose and strategy.

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
We provide a genuine welcome to all regardless of faith, ethnicity, gender, sexuality, mental or physical ability	
We have identified barriers that can prevent vulnerable families from joining our group	
We are taking steps to reduce and remove barriers where possible	
We seek to provide opportunities for parents / carers to access additional support, e.g. parenting courses, debt counselling	
We deliver sessions that are well planned, evaluated and linked so that we can learn and improve the quality of what is offered to families and children	
We encourage comments and feedback and respond appropriately	
<p>Welcome - things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...</p>	

Leadership, Governance and Finances

We recognise the importance of clear lines of responsibility within our group and having a regular reporting and accountability structure.

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
We have clear lines of responsibility for all areas within our group such as supervision of staff, finances, policies and procedures.	
Leaders make decisions about the future direction and activities of the group in line with its vision and in collaboration with all staff, volunteers, advisory group members and families	
We have a co-ordinator with responsibility for the day to day running of the group	
There is a development plan with clear priorities. All staff, volunteers, parents and partners are aware of overarching aims and priorities. We have a process which tracks the progress of meeting priorities in our development plan.	
We have considered the financial stability of our group and there is a plan for raising funds to ensure our long-term sustainability.	
There is a designated person, with suitable experience, who has financial responsibility for the group's finances, which includes a costed budget and income and expenditure, to ensure transparency.	
We have a charging policy and guidelines for parents/carers who genuinely cannot pay	
Clear information regarding the group's finances is provided to the leadership/committee/advisory group	
We have the correct amounts of public liability insurance to enable us to function within legal frameworks	
<p>Leadership, Governance and Finance - things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...</p>	

Team

We recruit safely and offer support and training to our volunteers. We recognise their value and we work together to benefit the group.

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
All volunteers and staff are aware of our vision and volunteer roles are developed within that	
Staff, volunteers and advisory/steering group members are informed about and take up opportunities for learning. Quality self-assessments lead to planned improvements.	
The legal requirements relating to staff and volunteers are met. Information is shared and staff and volunteers understand their roles and are supported through line management and supervision.	
Staff and volunteers are offered supervision regularly with a structure in place to discuss issues or concerns.	
Volunteers are given opportunities to use their gifts and skills	
Volunteers are encouraged to give feedback and ideas and are thanked for their contributions.	
<p>Team - things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...</p>	

Policies and procedures

We recognise and value the importance in keeping all volunteers, staff, group users and children safe as the underpinning of our work. We work with the leadership team/management group to ensure we are compliant with policies relating to our working practices.

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
Up to date policies and good practice procedures are in place, accessible to all staff and volunteers and implemented (see list)	
Policies and procedures are reviewed annually, updated and signed by everyone involved in the group.	
All leaders, staff and volunteers are 'safely recruited' DBS checked and receive safeguarding training regularly. This information is reviewed and updated as required.	
All leaders, staff and volunteers have read and signed a copy of the safeguarding policy and are given a copy for their information.	
A summary of the safeguarding policy is clearly displayed within the group and given to parents and carers, a full copy is given on request.	
We comply with all good practice procedures, including safe storage of records (see list)	
Volunteers are inducted into good practice procedures.	

Required policies and good practice procedures

Policy/procedure	We have this in place Yes/No/Don't know	Staff/volunteers/parents/carers know about this policy and its implication Yes/No
Safeguarding		
DBS procedure and safe recruitment		
Data Protection		
Taking, storing and using images of children		
Social Media		
Health and Safety		
Risk Assessments		
Fire emergency evacuation		
Accident and incident books		
Food hygiene (depending on what food is provided)		
First Aid		
Behaviour for staff and group users		
Confidentiality		
Equality and diversity		
Safe storage of child and family registration forms (and safe disposal)		
Safe storage of attendance records (and their safe disposal)		
Hygiene and cleanliness checks of toilets and all public areas		
Equipment and toy safety (e.g. carry relevant safety signs and are checked for quality and cleaned regularly)		

Policies/procedures/good practice - things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...

Networking and wider community

We recognise the importance and value of networking and partnering with other groups and organisations so that our whole community benefits. Specific support and expertise is available to those who may need some extra help and we know how to help them access it.

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
We have linked with other groups in the community to co-ordinate a schedule of activities to ensure a complimentary offer to families	
We advertise our group as widely as possible and ask for others to publicise our group, for example GPs, health visitors, other toddler groups	
We link with partner agencies such as Health and Family Learning who can offer additional help and support to parents and families e.g. health visitors, employment and debt advice, English learning	
We keep informed about developments in the community that affect the needs of children and families.	
We actively identify and use the networks which are relevant to, and popular with, our target group whether it is printed or digital material e.g. internet, Facebook, Instagram, Twitter.	

Networking and wider community - - things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...

Spiritual Development (additional section for faith groups)

As a faith group we recognise the spiritual and faith aspects of our work (both implicit and explicit). We think carefully about how we invite guests to encounter God through story, activities and prayer

We do this 1 = never, 2= sometimes, 3=often, 4= most, 5= all of the time	Write your 1-5 rating here
We look for opportunities to draw families deeper into community through genuine love, support and friendship, including the church community where relevant	
As a faith group we provide opportunities for children and adults to explore spirituality and faith, as appropriate	
The vision for our group fits within the broader vision and strategy for the church as a whole	
We can confidently talk with and signpost families if they should ask about Baptism, attending church, praying or reading bible at home	
<p>Spiritual Development - things we have noticed, actions we have identified, timeline/action plan we are putting in place, any additional support or training we need...</p>	

Priorities and actions we have identified:

Within the next month

- 1.
- 2.
- 3.

Within the next three months

- 1.
- 2.
- 3.

Within the next 6 months

- 1.
- 2.
- 3.

Training or support that would help us...

Date for review.....