Area Based Funding ea Education Authority

Moderator Recording Booklet

How to Use

Moderators are not required to complete all sections of this recording booklet only the following areas:

- Background information Questions 1 to 14
- Only the relevant sections relating to the moderation focus
- Only the relevant selected areas for safeguarding focus
- Key Performance Indicators Section Questions 59 & 60
- Summary Review and Recommendation Questions 61 to 63

1. Moderation Type (Planned or Follow Up)

Planned Moderation
Follow Up Moderation

2. Voluntary Youth Organisation Name *

3. Funding Opportunity ID *

4. Council Area *

\bigcirc	Antrim and Newtownabbey	\bigcirc	Derry and Strabane
\bigcirc	Ards North Down	\bigcirc	Fermanagh and Omagh
\bigcirc	Armagh Banbridge Craigavon	\bigcirc	Lisburn and Castlereagh
\bigcirc	Belfast (North and East)	\bigcirc	Mid and East Antrim
\bigcirc	Belfast (South and West)	\bigcirc	Mid Ulster
\bigcirc	Causeway Coast and Glens	\bigcirc	Newry Mourne and Down

5. Name of Organisation Staff Contact *

6. Email Address of Organisation Staff Contact *

7. Name of Organisation Management Committee Member *

8. Management Committee Member Email Address *

9. Date of Moderation Visit *

Date the Moderation took place

Format: DD/MM/YYYY

10. Start Time *

11. Moderation Duration (Hours) *

The value must be a number

12. Date Moderation Notification Sent *

Format: DD/MM/YYYY

13. Evidence Gathered *

- Action or Development Plans
- Administrative Returns
- Assessments of Need
- Attendance Records
- Evaluation of Activity
- Relevant to the Focus of Moderation
- Evidence File
- Observation
- Outreach Recordings
- Partnership Agreements

- Policies
- Self-Evaluation
- Session Plans
- 00000000 Staff Development Records
 - **Staff Training Sessions**
 - **Target Monitor**
 - **Discussions with**
 - Management Committee
 - **Discussions with Young People**
 - **Discussions with Youth Work Staff**

14. Other Evidence Sources Not Noted in question 9

15. Theme of Moderation *

16. Outcomes for Learners - Focus of Moderation *

When you select the Focus of moderation, regard to the other areas should also happen duringmoderation.

17. Quality of Provision - Focus of Moderation *

When you select the Focus of moderation, regard to the other areas should also happen duringmoderation.

🌙 Guidance and Support ➡ Go to PAGE 9

18. Leadership and Management Focus of Moderation *

When you select the Focus of moderation, regard to the other areas should also happen duringmoderation.

) Effectiveness and Impact of Middle Leadership — Go to PAGE 12

19. Standards Attained Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvement	Inadequate	Not Applicable
Accreditation	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Learning	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Pathways	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Skills Development	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Evaluate Learning	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

20. Overall Grade (Standards Attained) *

Outstanding

🔵 Good

Requires Improvement

) Inadequate

21. Justification of Score for Outcomes for Learners - Standards Attained *

➡ Go to Page 14 Afterward

22. Progression Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvement	: Inadequate	Not Applicable
Baseline	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Leadership	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Participation	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Initiative	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Evaluating Experiences	s ()	\bigcirc	\bigcirc	\bigcirc	\bigcirc

23. Overall Grade (Outcomes for Learners - Progression) *

- Outstanding
- 🔵 Good

Requires Improvement

🔵 Inadequate

24. Justification of Score for Outcomes for Learners - Progression *

Outcomes for Learners - Wider Skills

25. Wider Skills Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvement	: Inadequate	Not Applicable
Collaboration	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Learning Support	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Active Citizenship	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Volunteering	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Personal Skills	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

26. Overall Grade (Outcomes for Learners - Wider Skills) *

- Outstanding
- Good

Requires Improvement

) Inadequate

27. Justification of Score for Outcomes for Learners - Wider Skills *

Quality of Provision - Quality of Curriculum

28. Quality of Curriculum Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvemen	t Inadequate	Not Applicable
Co-Design	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Closing the Gap	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Outreach or Detached	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
CRED	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Variety	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

29. Overall Grade (Quality of Provision - Quality of Curriculum) *

- Outstanding
- 🔵 Good

Requires Improvement

) Inadequate

30. Justification of Score for Quality of Provision - Quality of Curriculum *

Quality of Provision - Guidance and Support

31. Guidance and Support Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvement	Inadequate	Not Applicable
Remove Barriers	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Recruitment	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Health	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Inclusion	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Vulnerable Young People	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

32. Overall Grade (Quality of Provision - Guidance and Support) *

Outstanding

🔵 Good

Requires Improvement

) Inadequate

33. Justification of Score for Quality of Provision - Guidance and Support *

Quality of Provision - Planning and Assessment

34. Planning and Assessment Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvement	: Inadequate	Not Applicable
Planning	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Recruitment	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Engagement	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Facilitation	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Assessment	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

35. Overall Grade (Quality of Provision - Planning and Assessment) *

- Outstanding
- 🔵 Good

Requires Improvement

) Inadequate

36. Justification of Score for Quality of Provision - Planning and Assessment *

Leadership and Management - Strategic Leadership

37. Strategic Leadership Assessment Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improveme	ent Inadequate	Not Applicable
Strategic Vision	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Curricular Leadership	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Evaluating Development Plans	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Partnerships	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Young People inGovernance	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

38. Overall Grade (Leadership and Management - Strategic Leadership) *

Outstanding

🔵 Good

Requires Improvement

) Inadequate

39. Justification of Score for Leadership and Management - Strategic Leadership *

Leadership and Management - Middle Leadership

40. Middle Leadership Assessment Scores *

Only Use Not Applicable when this area cannot be within the scope of the moderation visit

	Outstanding	Good	Requires Improvemen	Inadequate t	Not Applicable
Middle Leadership Leading Curriculum	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Strategic Direction	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Team Approach by Middle Leaders	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Self Evaluation by Middle Leaders	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Promoting and SharingBest Practice	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
41. Overall Grade (Leadership and	Management	- Middle	Management) *	
Outstanding					
◯ Good					
Requires Improvement					
Inadequate					
42. Justification of Score for Leade → Go to Page 14 Afterward	ership and Mar	nagemen	t - Strategic Le	adership *	

Leadership and Management - Effective Action to Promote andSustain Improvement

43. Effective Action to Promote and Sustain Improvement Assessment Scores

Only Use Not Applicable when this area can not be within the scope of the moderation visit

	Outstanding	Good	Requires Improveme	Inadequate nt	Not Applicable
Self Evaluation to Improve Practice	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Action Planning	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Stakeholder Consultation	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Staff Training	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
Staff Understand Impact of Services	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

44. Overall Grade (Leadership and Management - Effective Action to Promote and Sustain Improvement) *

) Outstanding

) Good

Requires Improvement

) Inadequate

45. Justification of Score for Leadership and Management - Effective Action to Promote and Sustain Improvement *

Safeguarding

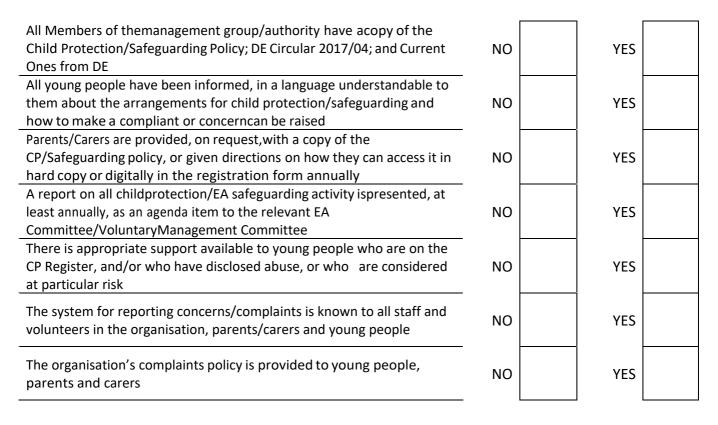
46. Safeguarding Focus *

Awareness of Legislation, Policies and Systems - Go to Page 15

- Structures → Go to Page 17
- Training → Go to Page 18
- Not Not Required on This Visit → Go to Page 19

Safeguarding - Awareness of Legislation, Policies and Systems

47. Awareness of Legislation, Policies and Systems Assessment *



48. Comments Regarding Safeguarding Legislation, Policies and Systems *

49. Overall Grade (Awareness of Legislation, Policies and Systems Assessment) *

- Outstanding
- Good
- Requires Improvement
- Inadequate

\Rightarrow Go to Page 19

Safeguarding - Policies and Procedures in Place

50. Policies and Procedures Assessment *

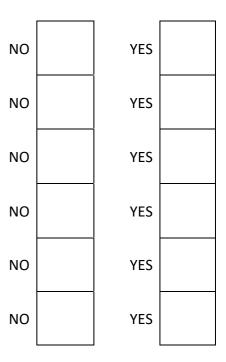
All staff on the payroll of the organisation and unsupervised volunteers are appropriately and suitably vetted in compliance with the relevant DE circulars

Appropriate procedures are in place to manage the recruitment and supervision of all volunteers

There are written child protection/safeguarding policies and procedures (including Child Sexual Exploitation) which EA or the Management Committee have ratified A report on all child protection/EA safeguarding activity is presented, at least annually, as an agenda item to the relevant EA Committee/Voluntary Management Committee

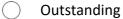
Appropriate risk assessment procedures are in place

The organisation ensures the safety of all through the security of the site and buildings



51. Comments Regarding Safeguarding Policies and Procedures *

52. Overall Grade (Policies and Procedures in Place) *



Good

- Requires Improvement
- Inadequate

Go to Page 19

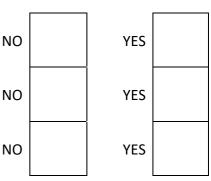
Safeguarding - Structures

53. Structures Assessment *

There is a designated youth worker/officer Designated Worker and Deputy Designated Worker for Child Protection/Safeguarding in the organisation

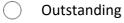
The names and contact details of the Designated Worker and Deputy Designated Worker are known to all staff, young people and parents/carers

There is a designated member of the management group/authority who has responsibility for safeguarding



54. Comments Regarding Safeguarding Structures *

55. Overall Grade (Structures) *



Good

- Requires Improvement
- Inadequate

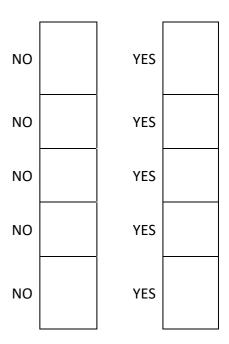


Safeguarding - Training

56. Training Assessment *

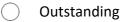
and DE Guidance)

Designated Worker cascades updated Safeguarding training to the whole organisation staff a minimum of once every three years, including ancillary, auxiliary, sports coaches etc, and there is a register of attendance maintained All new Designated Worker/Deputy Designated Workers attend 2-day Introduction to Child Protection course within first year of post, and refresher training every third year there after Initial Child Protection Awareness Training is attended by all new members of the management group/authority on initial appointment All new Chairpersons and designated management group/authority members attend appropriate Child Protection training on initial appointment All members of the management group/authority sitting on selection and appointment panels have received training on recruitment, selection and vetting procedures (including Child Protection Legislation



57. Comments Regarding Safeguarding and Training *

58. Overall Grade (Training) *



Good

Requires Improvement

Inadequate



Key Performance Indicators Monitoring

59. KPI Assessment *

\bigcirc	Green
\bigcirc	1 Amber Up >
\bigcirc	↓ Amber down <
\bigcirc	⊗ Red

60. KPI Justification of KPI Assessment *



Moderation Visit Summary Review

61. Review of Visit and Evidence Gathered *

62. Comments Regarding the Moderation *

63. Response to Issues Highlighted *

- Follow up Moderation in the Same Theme and Focus
- Action Plan Required to Address Issues
- Organisation Governance Support Required
- Organisation Curriculum Support Required
- Organisation Workforce Development Support Required
- No Applicable Actions Required