



Regional Project Funding



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 *

- | | |
|--|---|
| <input type="radio"/> Antrim and Newtownabbey | <input type="radio"/> Derry and Strabane |
| <input type="radio"/> Ards North Down | <input type="radio"/> Fermanagh and Omagh |
| <input type="radio"/> Armagh Banbridge Craigavon | <input type="radio"/> Lisburn and Castlereagh |
| <input type="radio"/> Belfast (North and East) | <input type="radio"/> Mid and East Antrim |
| <input type="radio"/> Belfast (South and West) | <input type="radio"/> Mid Ulster |
| <input type="radio"/> Causeway Coast and Glens | <input type="radio"/> 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 *

- | | |
|---|---|
| <input type="radio"/> Action or Development Plans | <input type="radio"/> Policies |
| <input type="radio"/> Administrative Returns | <input type="radio"/> Self-Evaluation |
| <input type="radio"/> Assessments of Need | <input type="radio"/> Session Plans |
| <input type="radio"/> Attendance Records | <input type="radio"/> Staff Development Records |
| <input type="radio"/> Evaluation of Activity | <input type="radio"/> Staff Training Sessions |
| <input type="radio"/> Relevant to the Focus of Moderation | <input type="radio"/> Target Monitor |
| <input type="radio"/> Evidence File | <input type="radio"/> Discussions with |
| <input type="radio"/> Observation | <input type="radio"/> Management Committee |
| <input type="radio"/> Outreach Recordings | <input type="radio"/> Discussions with Young People |
| <input type="radio"/> Partnership Agreements | <input type="radio"/> Discussions with Youth Work Staff |

14. Other Evidence Sources Not Noted in question 9

15. Theme of Moderation *

- Outcomes for Learners ➡ **Go to Question 16**
- Quality of Provision ➡ **Go to Question 17**
- Leadership and Management ➡ **Go to Question 18**

16. Outcomes for Learners - Focus of Moderation *

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

- Standards Attained ➡ **Go to PAGE 5**
- Progression ➡ **Go to PAGE 6**
- Wider Skills ➡ **Go to PAGE 7**

17. Quality of Provision - Focus of Moderation *

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

- Quality of Curriculum ➡ **Go to PAGE 8**
- Guidance and Support ➡ **Go to PAGE 9**
- Planning Engagement Assessment ➡ **Go to PAGE 10**

18. Leadership and Management Focus of Moderation *

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

- Effectiveness and Impact of Strategic Leadership ➡ **Go to PAGE 11**
- Effectiveness and Impact of Middle Leadership ➡ **Go to PAGE 12**
- Effectiveness of Action to Promote and Sustain Improvement ➡ **Go to PAGE 13**

Outcomes for Learners - Standards Attained Scores

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pathways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skills Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Outcomes for Learners - Progression Scores

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluating Experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

- Outstanding
- Good
- Requires Improvement
- Inadequate

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

➡ Go to Page 14 Afterward

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active Citizenship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

- Outstanding
- Good
- Requires Improvement
- Inadequate

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

➡ Go to Page 14 Afterward

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 Improvement	Inadequate	Not Applicable
Co-Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Closing the Gap	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach or Detached	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CRED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 *

➡ Go to Page 14 Afterward

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vulnerable Young People	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 *

➔ Go to Page 14 Afterward

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 *

➔ **Go to Page 14 Afterward**

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 Improvement	Inadequate	Not Applicable
Strategic Vision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Curricular Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluating Development Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Partnerships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Young People in Governance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

- Outstanding
- Good
- Requires Improvement
- Inadequate

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

➡ Go to Page 14 Afterward

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 Improvement	Inadequate	Not Applicable
Middle Leadership Leading Curriculum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strategic Direction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team Approach by Middle Leaders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self Evaluation by Middle Leaders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoting and Sharing Best Practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

41. Overall Grade (Leadership and Management - Middle Management) *

- Outstanding
- Good
- Requires Improvement
- Inadequate

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

➔ **Go to Page 14 Afterward**

Leadership and Management - Effective Action to Promote and Sustain 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 Improvement	Inadequate	Not Applicable
Self Evaluation to Improve Practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Action Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stakeholder Consultation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Understand Impact of Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 *

➔ Go to Page 14 Afterward

Safeguarding

46. Safeguarding Focus *

- Awareness of Legislation, Policies and Systems ➡ **Go to Page 15**
- Policies and Procedures ➡ **Go to Page 16**
- 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 *

All Members of the management group/authority have a copy of the Child Protection/Safeguarding Policy; DE Circular 2017/04; and Current Ones from DE	NO		YES	
All young people have been informed, in a language understandable to them about the arrangements for child protection/safeguarding and how to make a complaint or concern can be raised	NO		YES	
Parents/Carers are provided, on request, with a copy of the CP/Safeguarding policy, or given directions on how they can access it in hard copy or digitally in the registration form annually	NO		YES	
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	NO		YES	
There is appropriate support available to young people who are on the CP Register, and/or who have disclosed abuse, or who are considered at particular risk	NO		YES	
The system for reporting concerns/complaints is known to all staff and volunteers in the organisation, parents/carers and young people	NO		YES	
The organisation's complaints policy is provided to young people, parents and carers	NO		YES	

48. Comments Regarding Safeguarding Legislation, Policies and Systems *

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

- Outstanding
- Good
- Requires Improvement
- Inadequate

➔ 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

NO

YES

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

NO

YES

There are written child protection/safeguarding policies and procedures (including Child Sexual Exploitation) which EA or the Management Committee have ratified

NO

YES

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

NO

YES

Appropriate risk assessment procedures are in place

NO

YES

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

NO

YES

51. Comments Regarding Safeguarding Policies and Procedures *

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

- Outstanding
- 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

NO

YES

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

NO

YES

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

NO

YES

54. Comments Regarding Safeguarding Structures *

55. Overall Grade (Structures) *

- Outstanding
- Good
- Requires Improvement
- Inadequate

[➔ Go to Page 19](#)

Safeguarding - Training

56. Training Assessment *

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 thereafter

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 and DE Guidance)

NO		YES	
NO		YES	
NO		YES	
NO		YES	
NO		YES	

57. Comments Regarding Safeguarding and Training *

58. Overall Grade (Training) *

- Outstanding
- Good
- Requires Improvement
- Inadequate

➡ Go to Page 19

Key Performance Indicators Monitoring

59. KPI Assessment *

- Green
- ↑ Amber Up >
- ↓ Amber down <
- ⊗ Red

60. KPI Justification of KPI Assessment *

➡ [Go to Page 20](#)

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