

# Signposts Main Office, 58 Regent Road, Morecambe LA3 1TE

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**“Working to Empower the Community”**

Pamela Beswick - Project Director

Community  
Legal Service



Help Point



## Session Evaluation

Group/Session:	
Date:	
Number of children attending session & age range:	Female 0-5yrs:..... Female 5+yrs:..... Male 0-5yrs:..... Male 5+yrs:.....
Number of adults attending session:	Female:..... Male.....
EBC:	Number:
Session plan: (vague outline)	
Actual Session outline: (vague outline)	
How did you find the Session?	
Positive:	
Negative:	



Children's Fund

Charity Registration Number 1076393

Member of AdviceUK (previously FIAC)



INVESTOR IN PEOPLE

<b>Achievements (see Every Child Matters sheet) : Rate ECM</b>	
<b>Be Healthy:</b>	
1.1 Parents and carers receive support to keep their children healthy	yes/no
1.2 Healthy lifestyles are promoted for children & young people	yes/no
1.3 Action is taken to promote children & young people's physical health	yes/no
1.4 Action is taken to promote children & young people's mental health	yes/no
1.6 The health needs of children & young people with learning difficulties and/or disabilities are addressed.	yes/no
1.1.2 Breast feeding is promoted	yes/no
1.2.6 Children & young people are enabled and encouraged to take regular exercise	yes/no
1.3.3 Environmental health risks to children and young people are identified and minimised	yes/no
1.4.1 Children & young people have access to an appropriate range of support if they feel troubled	yes/no
<b>Staying Safe:</b>	
2.1 Children & young people and their carers are informed about key risks to their safety and how to deal with them	yes/no
2.2 Children & young people are provided with a safe environment	yes/no
2.3 The incidence of child abuse and neglect is minimized	yes/no
2.4 Agencies collaborate to safeguard children according to the requirements of the current government guidance	yes/no
2.5 Services are effective in establishing the identity and whereabouts of all children & young people 0-5	yes/no
2.8 Children & young people with learning difficulties and/or disabilities live in safe environments and are protected from abuse and exploitation	yes/no
2.2.5 Children affected by domestic violence are identified, protected and supported	yes/no
2.4.9 Agencies' accountabilities are clear at each stage of the safeguarding procedures	yes/no
2.8.6 Transitions between settings and from children's to adult services are well managed	yes/no
<b>Enjoying &amp; Achieving:</b>	
3.1 Parents & carers receive support in helping their children to enjoy and achieve	yes/no
3.2 Early years provision promotes children's development and well-being and helps them meet early learning goals	yes/no
3.4 Children & young people are enabled and encouraged to attend and enjoy crèche and to achieve highly	yes/no
3.5 Educational provision is made for children who do not attend school	yes/no
3.6 All children and young people can access a range of recreational activities, including play and voluntary learning provision	yes/no
3.8 Children & young people with learning difficulties and/or disabilities are helped to enjoy and achieve.	yes/no
3.2.7 Training is provided for early years staff, with particular attention to the needs of vulnerable and under-achieving groups	yes/no
3.6.1 There are safe and accessible places where children & young people can play and socialize	yes/no
3.8.5 The progress of individual children & young people in educational, personal, social and emotional outcomes is regularly reviewed and communicated between agencies, and targets revised accordingly	yes/no
<b>Making a Positive Contribution:</b>	
4.1 Children & young people are supported in developing socially and emotionally	yes/no
4.2 Children & young people, particularly those from vulnerable groups, are supported in managing changes and responding to challenges in their lives	yes/no
4.3 Children & young people are encouraged to participate in decision-making and in supporting the community	yes/no
4.4 Action is taken to reduce anti-social behaviour by children & young people	yes/no
4.5 Action is taken to prevent offending and to reduce re-offending by children & young people	yes/no
4.7 Children & young people with learning difficulties and/or disabilities are helped to make a positive contribution	yes/no
4.1.4 Children & young people have opportunities to provide mentoring support to others	yes/no
4.3.4 Children & young people are encouraged to take part in and to initiate voluntary activities to support the community and environment	yes/no
<b>Economic Wellbeing:</b>	
5.1 Action is taken by partners to support families in maximising their economic well-being	yes/no
5.7 Children & young people with learning difficulties and/or disabilities are helped to achieve economic well-being	yes/no
5.1.3 Partners are aware of and minimise the financial stress on families of childhood activity, such as cost of crèche, transport and entry to libraries and sports facilities	yes/no
5.3.4 Provision is sufficiently flexible to enable children and young people to review and revise the choices they have made	yes/no
5.7.5 Information and support is provided on benefit entitlement	yes/no
<b>Self Reflection (would you change anything?)</b>	
<b>Any Issues Raised?</b>	

Action Required	By Whom
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*	
*	
*	
<p>Additional Notes (Also for recording Accidents/Incidents)</p>	

Please text or phone to debrief, your EBC, if required, ie you have any issues, any questions or have been asked questions, so these can be answered.

## Session information Sheet

Date	Names of Staff	Time in	Time out
<b>Name of Venue</b>			
<b>Name of Session</b>			
<b>Name of Driver</b>			
<b>Name/s of First Aider(s)</b>			
<b>Name/s of Staff with Food Safety Certificate (if preparing food)</b>			

## Session checklist

At the start of your session you should check the following:

### Room Check

- Is the floor clean? Has it been hoovered, no spillages etc.
- All surfaces clear? All personal bags, coats away.
- Plug sockets; are the covers in?
- All equipment checked. (ie no broken toys, any must be removed & recorded)
- Doors/door gate closed.
- Temperature correct 18oC/65oF (see room thermometer)

Thank-you

Sign \_\_\_\_\_ . Date \_\_\_\_\_ .