The Scope Review Report

Introduction

The key focus of Scope is assisting community youth development organisations to engage in their own processes of review and improvement. Therefore, the reporting back process is geared towards helping them to do that.

Guidelines:

The agency will receive a feedback summary on their achievement of each standard at both practice and systems levels.

After the summary, the report will also include brief feedback notes on each standard in the following areas:

- Commendations - What's going well
- Issues - Which require attention
- Recommendations - brief notes with any suggestions from the team

Gathering Evidence:

Practice	*There is evidence that the agency is currently meeting this standard in what they do. This may be due to the knowledge or training of the Youth Development Worker or manager.*
Systems	*There is evidence that the agency has systems to ensure that it will continue to meet this standard (refer to DICED).*

System Analysis:

Documented	
Integrated	
Communicated	
Evaluated	
Designated	

Evidence must be:

Relevant	- it related to the standard
Current	- Is it still true?
Reliable	- Where does the information come from?
Corroborated	- Do your different sources of evidence agree with each other?

Remember to note your evidence sources in your working notes- if your findings are challenged later, this will be important.

Full Review of Each Standard Template:

Safe Practice

Standard 1. Young people are safe
Grade: *(example: This standard was met)*

a. Agency is providing a safe physical environment for young people.

b. Agency is providing a safe emotional environment for young people.

c. Agency is providing a safe cultural environment for young people.

d. Agency is providing a safe spiritual environment for young people.

e. The agency has staff currently certified in First Aid. A First Aid kit is available at programmes a activities and regularly re-stocked (check-list is helpful).

f. Staff responsible for activities are trained in Risk Management (RAM).

g. RAM plans exist for both general activities and activities involving risk and staff are making us of them. Discretion on how much depth to go into but look for red flags

h. High risk activities are run by qualified staff/companies.

i. The agency carries out police checks every 3 years on staff and volunteers in accordance with the VCA.
Agency shows awareness of how to handle results consistent with the VCA.

j. All staff have signed up to, and receiving training in an appropriate Code of Ethics (CoE). Age looks to integrate awareness of CoE in practice.
If no access to training on the National Youth Work Code of Ethics then training on organisations code of conduct code of ethics

k. The agency has appropriate policies and procedures (e.g. complaints, abuse disclosure, accid
or emergency (fully assessed in standard 16).

l. The agency keeps an incidents book.

m. Vehicles and drivers used by the agency are legal and safe.

n. Staffing levels at activities are appropriate to activity and numbers of participants.

o. That agencies and Youth Development Workers understand the limits of confidentiality consis
with the principles if the Privacy Act.

p. All interactions with young people comply with the articles of the UN Convention on the Rights
of the Child. Look for red flags eg. where young people's rights are breached - discrimination

Evidence:

*Example: Interviews with staff, interviews with young people, programme visits, reviewing docu
other stakeholders, interview with board members, interview with manager*

Findings:

Recommendations:

An electronic copy of the reporting format will be made available so that notes can be typed directly during the review process.

Once the draft report has been completed and checked by the Scope Report Moderator, it will be presented back to the agency by the Review Team Coordinator.

- A written version will be presented to the agency.

- The Review Team Leader and the Assessors will do a verbal summary and answer questions.
- The agency will have an opportunity at this time (and for one week afterwards) to point out and discuss any inaccuracies. After this one-week period, the report is closed.
- The Review Team Leader will make any corrections and then send copies back to the agency and the Scope Team Leader.

Each standard will be assessed based on evidence gathered by the review team. The review team will only grade on whole standards, and not on indicators. The achievement of each standard will be reported back to the agency based on the following grading system:

Not Applicable	This standard does not apply to the agency.
Not Met	There is little or no evidence that relevant indicators are being met.
Partly Met	Some or most relevant indicators are being met (identify gaps)
Met	All relevant indicators are being met.
Best Practice	The agency meets all relevant indicators in both systems and practice. Their work in this area is a model for similar agencies and their expertise should be available to other groups.

Each standard will be reported back to the agency as a grade, and as a set of comments, which may identify specific issues or give recommendations (as per the following example). The final report will also include a summary of feedback and recommendations.

Sample Reporting format:

Standard	Practice Level	Systems Level
1. Young people are safe	*This standard was met.*	*This standard was partly met.*
2. Youth Development Workers are safe	*This standard was not met*	*This standard was partly met*
3. The agency helps young people to build positive connections within the programme and to other areas of their lives.	*This standard met best practice*	
4. The agency operates from a strengths based approach	*This standard was met*	*This standard was not met*

REVIEW REPORT
(*Template*)

Agency Reviewed:	
Review completed on:	
Review team:	

REPORT CONTENTS:

1. **Introduction:** An introduction to the Scope process and the organisation.

2. **Summary of evidence source:** For example
   - Interview with the Coordinator/Manager
   - Interviews with 6 Youth Development Workers, 3 from each school/programme.
   - Interview with Principal of school
   - Interview with 3 parents of young people involved in the programmes
   - Observation of 3 programmes in
   - 2 focus groups with young people involved in programmes
   - Informal discussion with 3 young people individually
   - Interview with 2 Board Members
   - Visit to office to review documentation

3. **Summary table of results:** see table in Appendix 3.

4. **A full review of each standards**: noting evidence, findings and recommendations (see Appendix 3 for a template).

5. **Summary of recommendations:** including prioritisation of recommendations if appropriate.

6. **Conclusion**