 

**Argyll & Bute Early Years Service**

**Self-Evaluation and Improvement Planning -**  **Guidance for Partner Providers May 2016**

**Self-Evaluation** should be a continuous, reflective process through which Early Learning and Childcare centres get to know themselves well; the following documents will help with this task:

* **National Improvement Framework** – key priorities
* **How Good is our Early Learning and Childcare** from August 2016
* **Building the Ambition**
* **National Care Standards**

What have we done well – how do we know? – In order to answer these questions, it is a good idea to take part in self-evaluation activities throughout the year, collecting evidence and looking at impact (from more than one source) You should be able to demonstrate your answers, it is not about assumptions - link to your Vision, Values & Aims, Curriculum for Excellence, the 4 Capacities, the Principles of Curriculum Design and the GIRFEC wellbeing indicators (SHANARRI)

**Improvement planning** builds on that self-knowledge through understanding the best of that which already exists, deciding how good you can really be and identifying the best way forward.

A **Progress and Impact** report will celebrate your success and achievements over the past year in relation to your improvement plan priorities and consider your capacity to improve further. (Similar to a school’s Standards & Quality Report)

Reflective question

Vision Values and Aims – is everyone aware of them and actively working towards them every day?

**Compiling your Progress and Impact Report**

As you go through the year, evidence relating to the impact of your improvement priorities will contribute to this, you may wish to include photos to illustrate your progress and quotes from children/parents/staff/other stakeholders.

Your Progress and Impact report should answer some of the following questions:

* What have we achieved over the past year?
* What has been the impact of our improvement priorities on outcomes for children?
* How well do we meet the needs of our staff, children, parents and the wider school community?
* How have we valued and empowered staff, children & their families?
* How good is our environment for learning?
* How good is our leadership?
* How well do we work with others to support our children’s learning?
* What do we aim to do next to improve?

Progress and Impact Report - suggested format

Details of progress in relation to the previous year’s improvement priorities

Focus on progress in terms of outcomes for children – impact

Photographs and quotes from children, parents, staff and other stakeholders can help to evidence this

**Creating your Improvement plan**

**Where are we now? How good can we be? Strengths /Areas for improvement**

Consider:

* The results of self-evaluation activities, which have taken place over the year e.g. Building the Ambition audit
* Observations/staff feedback from team meetings/monitoring process
* Education Scotland inspection report – RIF if applicable
* Education Scotland - increased expectations document
* Care Inspectorate inspection report – any requirements/recommendations
* National Improvement Framework
* GIRFEC
* Local Authority & Early Years Service priorities
* Children’s views
* Parents’/Carers’ views
* Sharing practice visits
* National guidance and research
* The views of the wider school community

Reflective question

Self-Evaluation is a collective responsibility, is everyone aware of strengths & development needs, willing to take action to improve, and able to talk about your journey to improvement?

**Prioritise your improvement targets**

Don’t be too ambitious - having a maximum of 3 Quality Indicators as priority targets with associated specific tasks will be more achievable over a year than trying to fit in all your improvement ideas. It will also be easier to keep your Action Plan as a working document which is referred to often and staff will be clear about priorities and evidencing improvements

Consult with parents, children and other stakeholders on how best to take your priorities forward.

 **Create your action plan**

A good action plan is brief and clear. It describes exactly how you intend to achieve your targets, identifies tasks and sets time scales which will be within your capacity to achieve.

Action plan key elements:

* **Priority Target**, what are we doing? why are we doing it?, justification, e.g. link to QIs/National Care Stds
* **Success criteria**, expected impact/outcome
* **Tasks**, specific actions
* **Timescale,** time the process will take
* **Resources** needed including budget, staff development & training
* **Responsibility** , staff involved
* **Monitoring & Evaluation**, strategies for monitoring & evaluating how the actions are being implemented
* **Evidence** this can be from a range of sources, collected by different staff members, notes/stickies/dates will be a feature of a working document

 You will also have your maintenance agenda, as you continue with projects/improvements you are still working on/embedding. You might want to briefly detail progress to date; further developments planned and, if appropriate, include detailed tasks in your action plan.

Your action plan can be linear/boxes/mind map etc. as long as it contains the key elements.

Reflective question

Is your Improvement Plan used as a working document, displayed prominently, referred to frequently and discussed regularly?

Improvement Plan - suggested format

Cover

Vision Values and Aims

Priority summary for year ahead

Action Plan with improvement priorities and associated tasks for the year ahead

Maintenance agenda

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