

CHIPS GUIDE

Contents

General Information	Page 2
Pastoral Support Levels and PSP Plans	Page 3
Pastoral Logs	Page 4 - 6
Intervention	Page 7-8
Tutor Evaluation	Page 9-10
Deep Dive	Page 11
Tutor Review	Page 12

Actions – These are the actions you will need to use to collect YP Data

As an organisation, we collect data in a variety of ways – we value highly the input that staff and tutors give, when you fill out our forms and log the progress of our young people on our systems. This data is vital and we use the data that you collect for us in our reporting and fundraising

Students ▾ Courses ▾ Course Bookings ▾ Actions ▾ Families ▾ Other People ▾ Course Sessions ▾ Course Attendance ▾

New Action

Select a record type

- Pastoral Log
- Individual YP Risk Assessment
- Intervention Card
- Outcome
- Parent/ Carer Workshop Survey
- Pastoral Support Plan
- Reading Assessment yr3-8
- Team Teach Incident Record
- Therapy Log
- Tutor Evaluation
- Tutor Evaluation Deep Dive
- Tutor Review
(HC - 2 x YP)
- YP Pastoral Evaluation
- YP Pastoral Interview

Cancel Next

Pastoral Support Plan 26/06/2024 10:00

Pastoral Support Levels and PSP Plans – This helps identify YP support needs and Background

Pastoral Logs – Completed daily for each YP in your group (Emotional Wellbeing Check)

Intervention – Record of Warnings/ Card system

Tutor Evaluation – Evaluation Every YP who has attended sessions

Deep Dive – 2 YP per Group, providing more detail on outcome Focus Areas

Tutor Review – Two YP per Holiday Course

Pastoral Support Plans and Levels

PASTORAL SUPPORT PLAN

This is put together by pastoral team, gathering information on each YP as how to best support them, We want to try and be consistent with anything already in place, so these are created by speaking with schools, parents/carers and the young people themselves.

PASTORAL SUPPORT LEVEL, PSP OVERVIEW, YP RISK ASESMENTS

Each YP is then given a level to best equip staff and a brief overview is on each YP profile with key information. some YP have individual RAs which can be found on their profile.

Levels

★ - Star- no concerns

○ - Circle- low need/background e.g Young carer, LAC, CPP, parent in prison, emotional/low level behavioural, bereavement, medical need

▲ - Triangle- moderate needs- Diagnosis not requiring 1:1, will require adaptations- boundaries, instructions, emotional support.

□ - Square- high need- may have 1:1 for educational support, EHCP, risky behaviours, attachment, possible previous TT intervention

PASTORAL SUPPORT LEVEL ⓘ

CIRCLE (YELLOW) - LOW NEED/ BACKGROUND ▼

--None--

SQUARE (RED)- HIGH NEEDS

TRIANGLE (AMBER) - MODERATE NEEDS

✓ CIRCLE (YELLOW) - LOW NEED/ BACKGROUND

STAR (GREEN) - NO CONCERNS

Pastoral Log

1. Monitoring Well-being, Tracking Progress and Development

Pastoral logs allow staff to keep track of each young person's physical and emotional well-being. By documenting any incidents, concerns, or notable behaviours, staff can ensure that any issues are addressed promptly, ensuring the safety and well-being of all participants. Over time, pastoral logs can reveal patterns or trends in a young person's behaviour and development. This information can be used to celebrate achievements, identify areas needing improvement, and develop strategies to support the young person's growth.

2. Individualized Support

Each young person may have unique needs and circumstances. Pastoral logs help in recording these details, enabling staff to provide tailored support and interventions. For instance, if a child has a medical condition or requires special attention, this information is crucial for providing appropriate care. In the event of a crisis or emergency involving a young person, having a detailed pastoral log can provide critical information that might be needed during a crisis response

3. Safeguarding and Legal Compliance

Pastoral logs are a critical component of safeguarding policies. They ensure that any potential safeguarding concerns are recorded and acted upon, please refer to our safeguarding procedures

4. Parental Engagement

Accurate records can be shared with parents or guardians to keep them informed about their child's experience at the holiday club. This allows us to foster trust and transparency between our staff and the families who access our services. It is also important to remember the language used in logs, as parents/carers are able to request to see and read any information regarding their YP.

YP Name → Complete this field.

Tutor Name →

Record Type
Pastoral Log

Start date/time ⓘ
 *Date *Time

Related Agency Contact

Details

<input type="checkbox"/> Behaviour	<input type="checkbox"/> Phone call
<input type="checkbox"/> YP dispute	<input type="checkbox"/> Home visit
<input type="checkbox"/> Disclosure	<input type="checkbox"/> Pastoral note
<input type="checkbox"/> Safeguarding	<input type="checkbox"/> School
<input type="checkbox"/> Emotional well being/M health concerns ⓘ	<input type="checkbox"/> Email
<input type="checkbox"/> Risk assessment needed ⓘ	<input type="checkbox"/> CP/CIN/TAF meeting notes
<input type="checkbox"/> Praise Postcard ⓘ	<input type="checkbox"/> Foodbank voucher issued
	<input type="checkbox"/> Spoken to parent/carer

Please tick any relevant boxes for the details of your log

! Safeguarding will get flagged to the pastoral team however please ensure this is also communicated verbally to a member of staff

Resulting from this log, should we carry out regular wellbeing checks and observations

Resulting from log, do we need to complete a risk assessment action for this YP?

Notes

*Details ⓘ

*Action Notes - full report

Please provide details of how the YP has got on in the day/sessions

Key Information – Engagement, Behavior, Friendships, what have they enjoyed or not enjoyed

Describe any boxes ticked above with detail

Pastoral Team - Emotional well being check

Emotional Well being check ⓘ

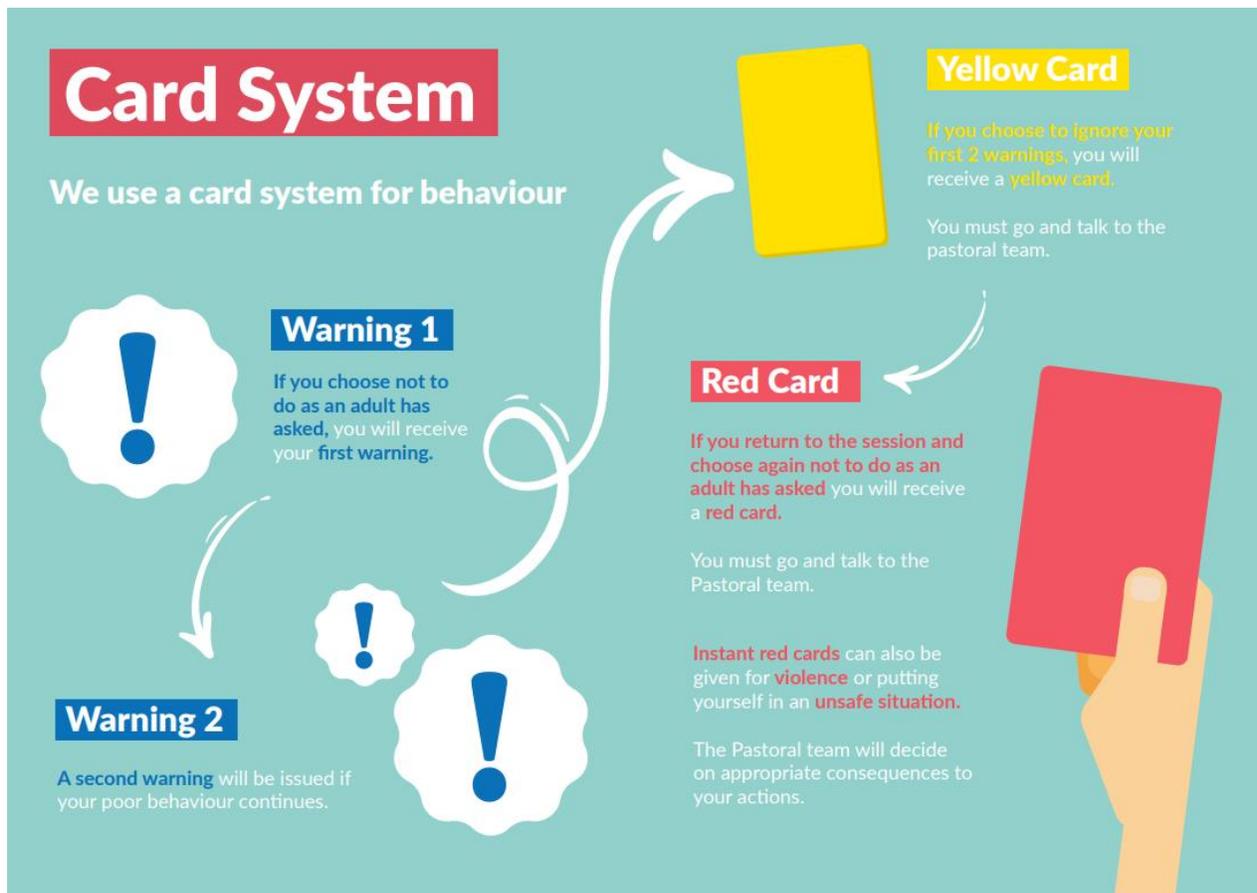
Pastoral team assessment only Based on your observations and interactions with YP. What is their mood? SEE FULL SCALE DESCRIPTORS ON CHIPS HOME PAGE 1 - Extremely Low 2 - Low 3 - Moderate 4 - High 5 - Extremely High

F4YP Emotional Well-being Scale

1	Extremely Low mood	<p>The young person clearly shows signs of discomfort:</p> <ul style="list-style-type: none"> • doesn't respond to the environment, avoids contact withdraws • looks dejected, sad or frightened, is in panic. • is angry or furious which may include shouting • throws objects hurts others • rubs eyes • crying • Mutters under breath, • hurts himself deliberately
2	Low mood	<p>The posture, facial expression and actions indicate that the young person does not feel at ease.</p> <p>However, the signs are less explicit/extreme than under level 1 or the sense of discomfort is not expressed the whole time.</p> <p>For example, poor attitude, complaining about most things. Sad but mostly engaging.</p> <p>Young person may seek out staff for comfort or ask for time out.</p>
3	Moderate mood	<p>The young person appears neutral most of the time showing little to no emotion</p> <p>They aren't showing signs of sadness but also aren't displaying signs of good mood (level 4).</p>
4	Good mood	<p>The young person shows signs of satisfaction:</p> <ul style="list-style-type: none"> Smiling Laughing, cheerful Positive engagement with peers and adults Relaxed Open to the environment, activity, and people. Has a good level of energy
5	Very good mood	<p>The young person is demonstrating:</p> <ul style="list-style-type: none"> Most signs in level 4 Is full of energy Expresses self-confidence and self-assurance Hums/sings Makes jokes Is expressive and spontaneous Seems to be comfortable to be themselves and draws others into a place of confidence.

Intervention

Log of Behavior and Card Systems Warnings



Tracks Behavioural Patterns

- By keeping a record of interventions, staff can identify recurring issues or behavioural patterns. This helps in understanding the root causes of certain behaviours and in developing more effective strategies for managing them.

Supports Positive Behaviour

- Detailed logs provide insights into what interventions work best for encouraging positive behaviour.

Try to complete these logs as soon as possible throughout the day, and inform other members of staff of warnings and cards given throughout the day/ session.

YP Name

* = Required Information

* Client

Record Type
Intervention Card

Course Name

* Course

Start date/time ⓘ

* Date * Time

Tutor Name

* Tutor

Context and Location: Describe where and under what circumstances the behaviour occurred.

Behaviour Observed: Provide a detailed account of the behaviour that necessitated the intervention.

Details

* Intervention type

* Category

Notes

* Details ⓘ

* Action notes

Action Taken: Describe the immediate steps taken to address the behaviour. This could include verbal warnings, withdrawal from the session, time with the pastoral team

Follow-up Actions: Note any additional steps that will be taken to monitor or support the young person – make note in PSP of any behavioural triggers

* Category

- ✓ --None--
- Low level disruption
- Rudeness
- Disengaged
- Violence
- Bullying
- Other

* Intervention type

- ✓ --None--
- Warning
- Yellow
- Red

Tutor Evaluation

Why are we collecting this information?

We need to collect both data and comments from you to help us monitor and evaluate the programmes we are running. We want this process to be as easy and as straight forward as possible, so we have made a few changes to our paperwork and processes.

Fun 4 Young People receives external funding, and we are asked by our funders to report back on how well we are meeting outcomes for our projects. We also want to know for ourselves what impact the programmes are having!

Currently, our funders are particularly interested in knowing about how young people are developing **self-confidence** and **social skills**, as well as having young people **improve their engagement and attainment in education**.

We like to have up-to-date quotes from you that help us write future funding bids, and which can be used in evaluation reports. We will also use your comments and feedback to help us with our pastoral care, so please be open and honest in providing your feedback.

Filling in the forms

Things to bear in mind when completing the scores for each YP are detailed below.

Self-confidence: are they asking questions, enjoying the subject, demonstrating enthusiasm, actively participating, and / or trying out new things?

Team work: are they developing as either a team player (this could include things such as sportsmanship) or a leader? This could simply be that they are now willing to be part of a team.

Social skills: are they aware of others' needs, what is appropriate personal space, are they under or over developed for their age? Are they making friends with others?

Have they engaged in sessions: are they listening more, asking more questions, volunteering answers, doing better? Are they interested in trying out other activities / clubs?

Have they built positive relationships : Do they have friends, have they been able to work well with others and develop bonds with other YP and Staff

* = Required Information

YP Name

Course Name

Tutor Name

* Client

* Course

* Tutor

* Evaluation Type

--None--

Record Type

Tutor Evaluation

Start date/time ⓘ

* Date

* Time

Swimming Only -Ability

--None--

Details ⓘ

Subject of log. Include course reference where relevant, include session & day of course where relevant (Eg SuHC22 Week 1, Day 1, DT)

Holiday Club or Afterschool Club

OUTCOMES - Scale: 1 = Not at all, 2 = On occasion, 3 = Mostly, 4 = All the time

* Did they demonstrate self-confidence?

* Did they demonstrate teamwork skills?

* Did they show appropriate social skills?

* Have they learnt or tried something new?

* Did they engage/ask relevant questions?

* Did they visibly enjoy taking part?

* Have they built positive relationships?

These outcomes should be reflected across the entire course in the sessions you have run, these are outcomes that should influence session plans and aspects of conduct we should encourage at holiday club and after-school sessions

Tutor Evaluation Deep Dive

This Should be a reflection of a Tutor Evaluation – With clear and detailed explanation of the outcome levels you have provided for a YP. 2 YP Deep Dives need to be completed per group at holiday club.

* = Required Information

* Client



YP Name

Complete this field.

Start date/time ⓘ

* Date



* Time



* Tutor



Tutor Name

* Course



Course Name

Details ⓘ

Subject of log. Include course reference where relevant, include session & day of course where relevant (Eg SuHC22 Week 1, Day 1, DT)

* Outcome Focus ⓘ

Available

Positive Relationships
Self-confidence
Social Skills
Tried/learnt somethi...
Visibly enjoy taking ...

Chosen

Engage/ask relevant ...
Teamwork

* Outcome Focus Area 1

* Outcome Focus Area 2

Detailed explanation of the result of the chosen Outcomes for that YP, Make note of the Scale and Describe behavior and engagement that evidence this

Cancel

Save & New

Save

Tutor Review

The tutor review allows us to create a case study about YP and their experience with us, this qualitative data allows us to illustrate the difference we make by bringing those numbers to life, often by using anonymous examples of young people's stories.

We use this data to create impact reports, to report back to funders and to create all kinds of publicity and marketing materials to showcase F4YP.

* = Required Information

YP Name

Tutor Name **Course Name**

YP Case Study

* Relevant Outcome ⓘ

Available

- Experience improved confidence
- Experience improved emotional well being
- Experience reduced isolation
- Learning to work better with others

* When they started at F4YP ⓘ

* What we did (intervention/help) ⓘ

* What are they like now? ⓘ

Choose at least one outcome. Can select multiple outcomes if relevant. This will help identify relevant successes to demonstrate how we have met the outcome when reporting.

When the YP first started with F4YP, what were they like? Comment about the outcome (how did they/didn't they demonstrate the outcome)

How has coming to F4YP helped? What have staff done? How have Community/Activities helped? Etc.

Relate to the outcome. What successes/improvements/positive changes can you see? How do you know there's an improvement?

Choose a YP who has made progress in a relevant outcome, use this review to highlight significant success stories throughout there time at holiday club or their entire time at F4YP

Use this box if you can't fit it in the boxes above (limited characters)

Action Notes - full report

Salesforce Sans 12 [Color] [B] [I] [U] [Link] [List] [Table] [Image]

Cancel Save & New Save