

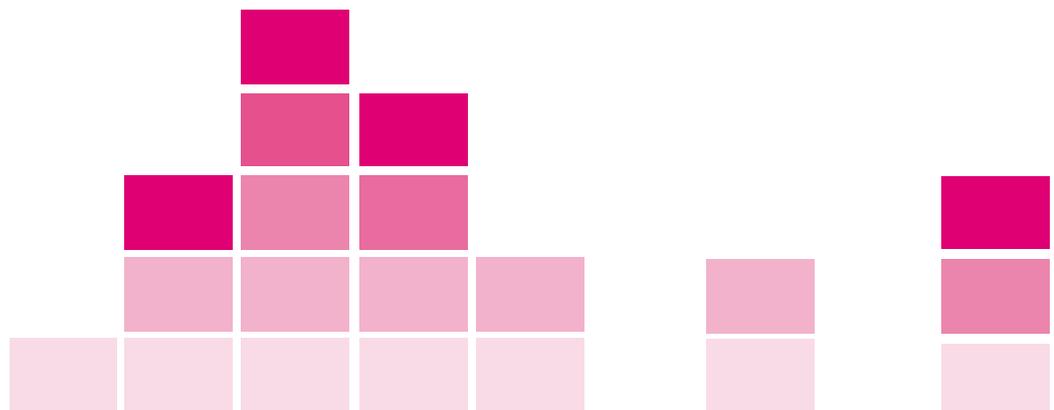


Cornwall Music **Education Hub**

Quality Monitoring and Evaluation Policy

12th April 2021

Cornwall Music Education Hub, Together for Families



1 - Purpose

This Policy lays down how the Cornwall Music Education Hub (CMEH) sets out to assure the quality of activities delivered on its behalf.

The CMEH recognises the importance of evaluating its activities on an ongoing basis in order to identify areas for development as well as examples of best practice. This policy also sets out how the CMEH will approach the monitoring and evaluation of its activities in order to support development.

2 - Scope

This policy applies to all activities which are funded or subsidised using CMEH funding, whether directly by CMEH staff, partners or commissioned providers. This includes, but is not limited to:

- CMEH managed county ensembles and choirs
- CMEH funded regional ensembles (ie those which receive a grant from the CMEH)
- Time limited projects which are part funded by CMEH)
- CMEH organised projects and events
- Delivery of CMEH commissioned projects or strategies by partners
- First Access lessons funded by CMEH
- Lessons where the young person is in receipt of a CMEH bursary or subsidy (eg Minority Instruments, lessons for children in receipt of Free School Meals, Services Children)

3 - Policy Statement

The CMEH has responsibility for delivering against the National Plan for Music Education on behalf of Arts Council England and the Department for Education. It is therefore committed to taking all reasonable steps to ensure the quality of activities that it funds and supports. It is also committed to ensuring that all activity is properly evaluated in order to inform future delivery.

Everyone connected with the CMEH has the right to expect that all activities will:

- Provide the opportunity for children and young people to develop and progress their musical skills and knowledge.
- Be delivered in a safe and proper manner and environment
- Meet the aims of the CMEH delivery plan and are as agreed with the CMEH Manager.

In some circumstances, the CMEH will rely on its partners playing their part in the quality assurance process, for example consulting with participants and collating feedback. In these circumstances, the CMEH will not duplicate the effort, but will satisfy itself that the appropriate measures are already in place and will request access to the evaluation evidence.

4 - Aims

The CMEH aims to ensure that:

- All activities are delivered by staff who are appropriately trained and experienced to support the learning and progression of children and young people
- All staff follow Health & Safety and Safeguarding policy guidelines
- Activities are monitored and evaluated to not only ensure that they meet their stated aims and objectives but also to inform future delivery

5 - QA and Evaluation Processes

5.1 - Qualifications and Safeguarding

Organisations who will deliver activities on behalf of the CMEH will need to confirm that their staff have the appropriate skills, qualifications and experience necessary to deliver the activity for which they have been commissioned. Organisations will do this by completing and submitting a Cornwall Council or CMEH Pre-qualification Questionnaire along with the required supporting documentation.

This process will also confirm that the activity provider has in place the necessary processes and policies for safeguarding purposes, such as safer recruitment processes and public liability insurance.

5.2 - Monitoring and Evaluation

In order to ensure quality and inform future development, all activities delivered on behalf of the CMEH (this includes any activity which receives funding from the Hub) will be subject to monitoring which will include:

- Observations by designated CMEH observers on annual basis
- Review of lesson/session plans (which set out aims and how outcomes will be measured) by observers or the CMEH Manager
- Review of feedback and evaluation data collated from all key stakeholders in various media
- Collection and analysis of participant data

5.3 - Dealing with Concerns

The CMEH Manager is responsible for feeding back the findings of observations and project evaluations to CMEH partners, Working or Planning Group Meetings and the Strategic Advisory Panel.

In the event of an observer identifying that the delivery of an activity is unsatisfactory, a second session observation will be undertaken by a further two observers, following a discussion with the provider. If concerns around quality remain after the second observation, the CMEH Manager may recommend to the Strategic Advisory Panel that the Registered Provider status of this individual or organisation be revoked and that the CMEH discontinue funding. The provider has the right to appeal to the Strategic Advisory Panel whose decision is final.

6 - Responsibilities

The CMEH Manager is responsible for identifying a team of observers who will undertake observations of CMEH activities.

All CMEH activities may be subject to observation by the designated observers who will assess the quality of the sessions observed using the CMEH assessment framework which has been drawn up in consultation with CMEH partners. The observers will feed back the findings of their observations to the CMEH Manager in the form of a brief report.

All CMEH activity providers will be responsible for setting up feedback/ evaluation mechanisms for their own activities which will be reviewed as part of the QA process. All captured feedback should be collated and returned to the CMEH manager as part of the project evaluation.