

## EVALUATION POLICY - MENTORING

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### PURPOSE

This policy will clearly provide guidelines to ensure that evaluation is a key component in measuring the success of the mentoring programs, including 1 to 1 matches and group activities.

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### POLICY STATEMENT

#### GUIDING PRINCIPLES

Sparkways is committed to:

- the provision of quality services to vulnerable young people and children in a safe environment.
- Regular evaluations to ensure continuous improvement in the governance of the mentoring program.

#### SCOPE

This policy applies to Sparkways Mentoring Staff

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### PROCEDURES


Evaluation is key to ensure ongoing effectiveness and continuous improvement in the delivery of mentoring services to young people and mentors.

Information will be collected throughout the course of the individual 1 to 1 matches and group programs (where applicable)

A variety of evaluation tools will be used during the course of individual and group programs, including but not limited to:

- Feedback
- Surveys
- Observations
- Interviews
- Internal and external key stakeholder evaluations

- A self-evaluation at commencement, 6 months and at or just after graduation of a match or group program by match participants

|  <b>RESPONSIBILITIES</b>  | Sparkways<br>Mentoring Staff |
|--|------------------------------|
| Ensure regular evaluations are undertaken on all youth programs to measure the effectiveness and efficiencies of the programs. Evaluations are to be undertaken across the key stakeholders, including volunteers, young people, parents/guardian (where appropriate) and agencies, including in the 6-12 months following program graduation. | X                            |
| Analysis of evaluation data and preparation of reports to assist with continual program improvement, and for use in funding applications and for marketing and promotion purposes  | X                            |



## BACKGROUND AND LEGISLATION

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Privacy Act 1988(Cth)
- Information Privacy Act 2000(Vic)
- Public Records Act 1973 (Vic)
- Victorian Child Safe Standards
- Victorian Human Services Standards

**The most current amendments to listed legislation can be found at:**

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)  
Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## SOURCES AND RELATED POLICIES

### RELATED POLICIES

- Young Person Safety Policy
- Match Support & Supervision Policy



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sparkways will:

- regularly seek feedback from people affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required



## AUTHORISATION

This policy was endorsed by Sparkways on 06/05/2024

REVIEW DUE: May 2025