

## Internal Evaluation

Enquiries to:	Centre Manager, Chairperson, Board of Trustees
Applies to:	Manager, Kaiako
Date Developed:	June 2022
Date Reviewed:	July 2021
Date Approved:	
Next Review Date:	March 2022

**Reference:** Licensing Criteria, ERO Effective internal evaluation for improvement, GMA6, ERO- Te ara Poutama

### Rationale:

To achieve this goal, internal evaluation (the process of evaluating the effectiveness of the service with an aim of improving the quality of practise) is considered vital. Internal evaluation fosters Management accountability and ensures the centre is meeting its legal and compliance requirements. Internal evaluation is a useful tool to improve quality outcomes and practices for tamariki, kaiako and parents/whānau.

### Responsibilities:

Review is the “deliberate process of preparing, gathering, making sense of information, and deciding to bring about improvement. It offers opportunities for ECE education services to evaluate the impact of practise on tamariki and their learning” (Self Review Guidelines, pg 4). Lower Hutt City childcare Centre views systematic professional enquiry to enhance programmes and/or practices as mandatory to programme growth and innovation. Types of internal evaluation include Strategic evaluation, Planned evaluation, and Spontaneous evaluation.

Evaluation is the engine that drives improvement and innovation. Internal evaluation is undertaken to assess what is and is not working, and for whom, and then to determine what changes are needed, particularly to advance equity, and excellence goals. Internal evaluation includes asking good questions, gathering fit-for-purpose data and information, and then making sense of that information. Evaluation is deeply influenced by values and those of our community. Effective evaluation is always driven by the motivation to improve. (*Reference – ERO Effective internal evaluation for improvement*).

Internal evaluation ensures LHCCC is responsive and proactive to immediate issues and priorities ensuring positive outcomes for tamariki, kaiako, and families.

Planned internal evaluation at is determined primarily by the objectives /priorities identified in the Strategic and Annual plans. The Strategic Plan is the starting point for planned internal evaluation and the ongoing process of quality improvement. Areas identified for strategic growth are outlined in the Strategic Plan and given a planned timeframe for review. Internal evaluations vary in scope depth and focus depending on the purpose and the context. An evaluation may be strategic, linked to vision, values, goals, and targets, or it may be business as usual review of, for example policy or procedures. It could also be a response to an unforeseen (emergent) event or issue. (*Reference – ERO Effective internal evaluation for improvement*).

Evaluation for improvement and innovation includes.

- evaluation leadership
- a learning orientated community of professionals that demonstrate agency in using evaluation for improvement in practice and outcomes
- opportunity to develop technical evaluation expertise, (including access to external expertise)
- access to, and use of appropriate tools and methods
- systems, processes, and resources that support purposeful data gathering, knowledge building and decision making.

All centre policies and procedures included in the centre operations manual are reviewed on an annual internal review cycle to ensure compliance and cohesion of written policy to current practise. Consultation occurs with kaiako and the Board of Trustees (as parent representatives) during the internal review.

When an area has been identified for review (either due to emergent review or as part of strategic and annual plan for planned review) a review plan is formulated outlining review questions and procedure. Information is gathered and progress is evaluated as kaiako (and other relevant people) work through the review procedure. Once review is complete decisions are made from the review findings and improvements to centre practise are implemented as per the results of the review.

Refer to current early childhood theory and legislation to guide internal evaluation. (*Reference – ERO Effective internal evaluation for improvement*). Looking at this documentation provided the basis to assess which areas the centre can grow and develop.

All kaiako are involved with the Centre’s internal evaluation process, with fully and provisionally registered kaiako and the manager/head kaiako taking a leadership role in centre spontaneous and planned internal evaluation.

Professional Learning and Development opportunities are provided for kaiako to develop internal evaluation skills.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by.....		Designation.....	Date