

MONITORING, EVALUATION AND LEARNING

Sport & Youth Mental Health Project

WHY?

- Collection of monitoring and evaluation data from all our delivery partners for the Sport and Youth Mental Health is essential to build the evidence of the impact you're having on the young people that you are supporting through your respective programmes.
- It also provides valuable learning to build on what is working well and to demonstrate the need for more sustainable funding models to continue to provide this type of support for children and young people in your local areas and across Essex.
- The project team and our evaluation partners, Centre for Mental Health, will support all delivery partners regarding these monitoring and evaluation requirements, should they require additional help.



WHAT? The data we need you to collect for the Sport and Youth Mental Health Project evaluation

M&E element	Description	When to collect	How to submit
AEF Short Wellbeing Survey (ASWS)	This survey measures wellbeing and physical activity levels at the start and the end of a programme to track change	At least twice - once towards the start of the programme and again at the end	Keep stored in a separate locked box or filing cabinet to consent forms until collected by member of the project team
Child/Young Person (CYP) interviews	The interview activity sheet captures the experiences of young people in greater depth	Once, towards the end of the programme. See guidance for further info	Submit interview responses to Surveymonkey - Click Here
Provider survey	This survey captures information about how many people attended your programme and their basic demographic information	Every three months, or at the end of your programme	Submit surveys via this online platform - Click Here
Pen portraits/case study	Use the pen portrait/case study template to tell young people's stories (at least 2 per quarter)	Every three months, or at the end of your programme	Upload pen portraits/case studies via this online platform - Click Here

HOW?

Practical tips for delivery partners

Consent

You must gain consent from the child or young person AND (if they are under 16) their parent/carer before collecting any data.

AEF Short Wellbeing Survey (ASWS)

- Ask parents/carers for their consent using the paper form provided or the online consent form - [Click Here](#)
- Before you ask the young person to complete the ASWS, make sure they have understood the information at the top of the survey and have ticked the box to give their consent.

Children and Young Person (CYP) Interviews

- Ask parents/carers for their consent using the paper or digital form provided. You should then email this to the Centre for Mental Health
- Before you do the interview activity with the young person/group, make sure they have understood the information at the top of the interview/activity sheet.

Pen portraits/case studies

- Ensure that you have the consent of the young person and their parent/carer before you share the pen portrait/case study with AEF.



HOW?

Practical tips for delivery partners

Unique code

Make sure you create a unique code for each young person and use it when submitting the ASWS and CYP Interview data. Keep a record of these codes.

Creating a unique code

- Write down the first three letters of the young person's first name
- Add the first letter of their last name
- Add the initials of the club or organisation they attend
- Add the date

Example code

If a survey was completed by a child named Jane Smith, at Norwich Tennis Club, on 10th July 2024, the unique code would be:

JANSNTC10/7/2024



What if two children's codes are the same?

It's unlikely to happen, but if two or more children or young people you work with have similar names and would end up with the same code, please add a number (starting at 1) to the start of your code:

1JANSNTC10/7/2024

2JANSNTC10/7/2024

ADDITIONAL CONSIDERATIONS:

Data storage

Please follow this guidance related to storing data for the ASWS:

- Consent forms must be stored in a locked box or filing cabinet until they are collected by a member of staff from the Active Essex Foundation
- Completed ASWS forms must be stored in a separate locked box or filing cabinet until they are collected by a member of staff from the Active Essex Foundation. It is important that you keep them separate so that the young person's responses cannot be identified by anyone.
- Once the forms have been collected by a member of staff from the Active Essex Foundation, they will be digitised and saved in secure files until the end of the project. All physical copies will be destroyed



WHEN? - MEL TIMELINE

