

## Reality Adventure Works in Scotland Ltd.

### INTERNAL MONITORING PROCEDURES

#### 1. Evaluation and Reporting

- 1.1 As a very small organization, continuous evaluation is an everyday facet of the work of the staff, and backed up by the Trustees, and during the residential events by those attending as volunteer team members and the young people.
- 1.2 Furthermore, we would welcome the opportunity to provide yearly progress reports and reviews with details of the development of this project. Further details are set out on our website [www.rawscotland.org](http://www.rawscotland.org) which is updated monthly

#### 2. Practice

- a) It is the practice for each young person to be interviewed before and after each camp at their home, to provide another assessment of their expectations and evaluations of their residential experience.
- b) At present, on each residential event, there is daily evaluation of the activities, attitude towards and outcomes of the day's programme.
- c) Immediately after each event Team Leaders and volunteers write up their evaluation. Children and young people are also encouraged to complete an evaluation form.
- d) An informal dialogue is also held with the centre / location managers.
- e) Receipt of completed Social Workers' evaluation comments about their charges' reactions to their camp experiences etc.
- f) In return, Reality will provide any relevant details of each young person's post-camp evaluations.(See Assessment Policy)
- g) This picture is brought to the attention of the Trustees, who, with the staff, will consider any appropriate amendment of policy or practice.
- h) We hold also some form of informal reunion for all volunteers available.

#### 3. Policy

- a) The Trustees will meet every quarter to review the financial, policy and practices of the Trust and the work of the staff.

- b) In addition, the staff will bring to the notice of the Trustees, any information or advice arising out of their working and updated knowledge of parallel work in the country (eg changes in social work practice).
- c) The staff will hold a weekly meeting (with minutes) to review their work load and objectives, to bring to the attention any significant information which may affect the work of the organisation including complaints and any other matters which may assist in the development of the strategies to meet the objects of the organization.
- d) There will also be held weekends/retreats to review the “big picture” of the life and work of the Trust, within the currents of voluntary work, faith communities and current legal position in Scotland.