

Guidance

Monitoring and Safeguarding



This guidance document will help you understand the monitoring data we need and why. The document also explains the importance of understanding and upholding our safeguarding requirements.

Monitoring

1 Understand what you need to collect

Ensure that you have spoken to YEF and the evaluator and understand exactly what data you need to collect for your project. Requirements will vary from project to project but will include: engagement with young people (numbers), project activities delivered and safeguarding incidents.

2 Step-by-step data management

You need a clear data management process that works for your project team, YEF and the evaluator. This does not need to be complicated. We simply need to know how you will collect, organise, protect, store and share accurate data for this project.

You may also plan to work with partners e.g. schools, who will collect data on your behalf. It's important that everyone understands the data management process from the start, including partners.

Your monitoring data must all be accurate and true. It should also be the same as the data you give to the evaluator. Data will be submitted quarterly to YEF as part of our monitoring process. Please ensure that monitoring dates are noted, giving you time to prepare the reports in detail.

3 A staff member dedicated to data management and monitoring

Data management is time consuming! Previous YEF grantees have told us that they underestimated the amount of time required. We strongly suggest that you have a dedicated team member in charge of data management and monitoring for your project. This could be your project manager or a project administrator.

4 No duplication

You may not have to collect all of the data required from participants. The data may exist elsewhere. Please talk to your project partners about the data you need and find out whether it already exists and how you can access it. Think about the most ethical way to collect data that minimises stress to participants.

Similarly, the data you collect for quarterly monitoring should be the same as the data you collect for the evaluator. Work with your evaluator to streamline the process.

5 Financial monitoring is just as important!

Please keep accurate, up to date financial records for the project. We need to see evidence of expenditure every quarter, ideally in a spreadsheet. This should link clearly to your project budget.

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You will receive your grant on a quarterly basis if you can evidence that at least 80% of the previous payment has been spent on project costs.

Make sure that your finance officer is aware of this and has the systems in place to produce accurate reports every quarter.

Safeguarding

Safeguarding is a key part of the assessment of organisations who apply for YEF funding. We understand that working with vulnerable young people involves risks and there are likely to be safeguarding concerns during your project. We need to make sure that you have the measures in place to prevent harm and report safeguarding concerns when they arise.

1 Your commitments

You will need to read our [Safeguarding policy](#), Appendix 7 explains your responsibilities in detail. Please read the whole policy and make sure that you understand what is required. Ask us if you have any questions, we're here to help.

2 Reporting

Reporting requirements are explained clearly in your grant agreement and in Appendix 7 of the YEF Safeguarding policy.

You're required to report safeguarding incidents that relate to your project as part of the quarterly monitoring requirements. Our legal agreement is with your organisation, therefore we will not communicate with any partners (such as local authorities) regarding safeguarding.

Appendix 9 of our [Safeguarding policy](#) shows the information required as part of your quarterly reporting.

If the safeguarding incident directly arises from the project or is of a high level of severity you must notify the YEF Designated Safeguarding Officer within 48 hours of the incident. Complete the [safeguarding incident report form](#) (Appendix 8 of the YEF safeguarding policy) and email it to serious.incident@youthendowmentfund.org.uk.