**Action plan to support self-evaluation of service on a continuous path to making quality improvements**

Once you have completed your Quality of Care Review you can use this template to create an action plan and set this up for consistent review of your service.

Take your areas for improvement identified in your review-

* Focus on your priorities - what priorities for improvement have you have identified within your review? These can be divided into the 4 core headings, and might include priorities identified by parents/carers, children, staff or outside agencies (e.g. Care Inspectorate Wales/ Environmental Health)
* Action Needed – how will the improvement actually be made in practice, what is the detail of the above focus of priorities?
* Who is responsible? – Owner, Playleader, Playwork staff or everyone. Is there an outside agency that you will need to engage with to complete a task?
* How will this be monitored? – how will you review and check that the task is completed or reviewed? Are you reflecting on the actions?
* When? – ensure you have a time scale to complete or that you identify how often the process will be reviewed or updated
* Impact achieved – What happened? What did you learn? What worked well/worked less well?
* Further reflection / findings – this is an ongoing self-evaluating tool that you can add to and document further so changes can be made. Do previous actions/ ongoing actions need to be adapted to support ongoing quality or additional improvements? This might introduce new priorities within column A.

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| ***Area of focus priorities*** *These should be areas that have been identified in your Review of Care review or your recommendations from your Care Inspectorate Wales inspection report, divided into the 4 core headings – what do you need to make better, improve, adapt, implement to support ongoing quality?*  | ***Actions needed*** *How will the improvements actually be made- what is the detail of the focus priorities -*  | ***By who?******Insert initial of person****Manager**Playworkers**To take the responsibility*  | ***How will this be monitored?****Ensure that the process is reviewed, how will this be achieved – e.g.* *Reflective logs with staff, children,parents views taken into account* | ***When*** *How frequently will this need to be reviewed – weekly, daily, monthly*  | ***Impact achieved*** *What happened? What did you learn? What worked well/less well?* | ***Further reflection / findings*** *Don’t forget this is an ongoing self-reflective document so any further changes can be added*  |
| **Wellbeing** |  |  |  |  |  |  |
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| **Care & Development** |  |  |  |  |  |  |
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| **Environment** |  |  |  |  |  |  |
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| **Leadership & Management** |  |  |  |  |  |  |

It is important to set SMART targets that will help you have a clear leadership and management:

* Specific – Well defined, clear and unambiguous
* Measurable – With specific criteria that measures progress towards accomplishment of end goal
* Achievable – Attainable (not impossible to achieve)
* Realistic – Within reach and relevant
* Timely – With a clearly defined timeline, including a start date and target end date.

This tool will support you to evidence how you continuously monitor your Club and the improvements you are making

**Cynllun gweithredu i gefnogi hunanwerthuso gwasanaeth ar lwybr parhaus i wneud gwelliannau o ansawdd**

Unwaith y byddwch wedi cwblhau eich Adolygiad Ansawdd Gofal gallwch ddefnyddio’r templed yma i lunio cynllun gweithredu a gosod hwn yn ei le ar gyfer adolygiadau cyson o’ch gwasanaeth.

Cymerwch y meysydd i’w gwella a nodwyd yn eich adolygiad –

* Canolbwyntiwch ar eich blaenoriaethau – pa flaenoriaethau o ran gwella yr ydych chi wedi eu nodi yn eich adolygiad? Gellir rhannu’r rhain o dan 4 pennawd craidd, a gallent gynnwys blaenoriaethau a nodwyd gan rieni/gofalwyr, plant, staff neu asiantaethau allanol (e.e. Arolygiaeth Gofal Cymru / Iechyd yr Amgylchedd).
* Camau Angenrheidiol - sut gweithredir y gwelliant yn ymarferol, beth yw manylion y ffocws uchod o flaenoriaethau?
* Pwy sy’n gyfrifol? – Perchennog, Arweinydd Chwarae, y staff Gwaith Chwarae neu bawb. A oes asiantaeth allanol y bydd angen i chi ymgysylltu â nhw i gwblhau tasg?
* Sut bydd hyn yn cael ei fonitro? Sut byddwch chi’n adolygu ac yn gwirio bod y dasg wedi ei gwblhau neu’n cael ei hadolygu? A ydych chi’n adolygu ar y camau?
* Pryd? – gwnewch yn sicr fod gennych raddfa amser i gwblhau, neu eich bod yn nodi pa mor aml y bydd y broses yn cael ei hadolygu neu ei diweddaru.
* Yr effaith wedi ei gyflawni - Beth a ddigwyddodd? Beth wnaethoch chi ei ddysgu? Beth a weithiodd yn dda/yn llai da?
* Adlewyrchu / casgliadau pellach – mae hwn yn becyn hunanwerthuso parhaus y gallwch ychwanegu ato a chofnodi ymhellach fel y gellir gwneud newidiadau pellach. A oes angen addasu camau blaenorol / parhaus er mwyn cefnogi ansawdd parhaus neu welliannau ychwanegol? Gallai hyn gyflwyno blaenoriaethau newydd yng ngholofn A.

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| ***Y mannau ffocws a flaenoriaethir*** *Dylai’r rhain fod yn feysydd sydd wedi eu nodi yn eich Adolygiad Gofal neu’n argymhellion yr adroddiad o’ch archwiliad gan Arolygiaeth Gofal Cymru, wedi ei rannu’n 4 prif bennawd – beth sydd angen i chi ei wneud yn well, rhagori, addasu, ei roi ar waith i gefnogi ansawdd parhaus?*  | ***Y camau angenrheidiol*** *Sut y gwneir y gwelliannau mewn gwirionedd, beth y w manylion blaenoriaethau’r ffocws?* | ***Gan bwy? Rhowch flaenlythrennau’r person****Y Rheolwr**Gweithwyr Chwarae i gymryd y cyfrifoldeb*  | ***Sut caiff hyn ei fonitro?****Gwnewch yn siŵr fod y broses yn cael ei hadolygu, e.e. Logiau adlewyrchol, sy’n ystyried y staff, y plant a’r rhieni*  | ***Pryd*** *Pa mor aml y bydd angen adolygu hyn? – yn wythnosol, dyddiol, misol*  | ***Yr effaith a gyflawnwyd*** *Beth ddigwyddodd?**Beth wnaethoch chi ei ddysgu?* *Beth a weithiodd yn dda / yn llai da?* | ***Further reflection / findings*** *Peidiwch anghofio mai dogfen barhaus, hunan-adlewyrchol yw hon, felly gellir ychwanegu unrhyw newidiadau pellach*  |
| **Llesiant** |  |  |  |  |  |  |
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| **Gofal a Datblygiad** |  |  |  |  |  |  |
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| **Yr Amgylchedd** |  |  |  |  |  |  |
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| **Arweinyddiaeth a Rheolaeth** |  |  |  |  |  |  |

Mae’n bwysig gosod y targedau canlynol - rhai SMART yn y Saesneg – a fydd yn eich helpu i fod ag arweinyddiaeth a rheolaeth glir:

* Penodol – Wedi eu diffinio, yn glir a diamwys
* Mesuradwy – Â meini prawf penodol sy’n mesur cynnydd tuag at gyflawni nod terfynol
* Cyflawnadwy – Posibl (nid yn amhosibl i’w gyflawni)
* Realistig – O fewn cyrraedd a pherthnasol
* Amserol – Â llinell amser wedi ei diffinio’n glir, yn cynnwys dyddiad dechrau a dyddiad gorffen yn darged.

Bydd yr erfyn yma’n eich cefnogi i ddangos tystiolaeth o’r ffordd yr ydych yn monitro’ch Clwb yn barhaus, a’r gwelliannau yr ydych yn eu gwneud.