

Guidance on making a local practice submission to the Centre for Excellence and Outcomes in Children and Young People's Services (C4EO)

The Centre for Excellence and Outcomes in Children and Young People's Services (C4EO) is accepting submissions of local practice that can go through the Centre's **full validation** process. The calls under which submissions can be accepted can be found on the [C4EO home webpage](#) and successful submissions will show evidence of impact on outcomes for children, young people and their families and will be published on the C4EO website

C4EO also welcomes practice examples which are considered under our **emerging practice** strand. These submissions will show potential but the practice or systems change identified will be too new to provide any data or evidence of impact. These examples will go through C4EO's emerging practice process and may be published on the C4EO website.

Purpose of this guide

This guide aims to provide you with enough information to help you make your submission. It is intended for any organisation working with children, young people and their families and its purpose is to guide you through the process of submission. Submissions may come from local authorities, voluntary and community groups, charities, primary care trusts or other health organisations, or fire and rescue services, for example.

Section A provides details on what to do when you are applying to go through the **full validation** process. At the end of section A, you will find a checklist which will act as an aid when you are completing your submission form

Section B provides details for making applications to any **emerging practice** calls made by C4EO. Essentially, the process is similar, but there is a different submission form and different criteria are used for assessment/evaluation of the practice example.

Section A: Submitting an example under the validation process

All applications should be completed using the C4EO local practice submission form. This ensures the process is fair and equitable for all. You can:

- [sign up and fill in the validation template online](#)
- [download the validation submission form](#) and send it to c4eoteam@nfer.ac.uk
- contact us at c4eoteam@nfer.ac.uk and we will send you the submission form by email.

Every submission is given a unique identity number which should be quoted in any correspondence with us. You will receive an acknowledgement that we have received your documents safely and at the same time you will be sent your ID number.

All submissions are subject to an initial pre-filter and, if successful, they then progress to a validation panel. At this stage, you may be contacted for more information. If your submission is not successful at pre-filter, you will receive feedback highlighting the areas for further development.

Once through the pre-filter stage, your submission will progress to panel. Members of the validation panel include C4EO sector specialists and expert practitioners as well as C4EO's Theme Coordinator for validated local practice. For each successful example of local practice, the decision is endorsed by at least three panel members. The categories of validation are shown below.

- **Fully validated** (published as validated local practice on the C4EO website and used in the media)
*a clear description, strong rationale and **strong** evidence of impact and outcomes for children, young people and their families.*
- **Promising practice** (published as promising practice on the C4EO website and used in the media)
*a clear description, good rationale and **some** evidence of impact and outcomes for children, young people and their families.*

Validation panels use four criteria in the assessment process. These match the four sections of the submission form and are described below.

- **Context and rationale** – this section should include a description of the practice idea and why the intervention was needed, the context and background to the practice, the aims/goal/purpose of the practice, and whether reference has been made to any other research evidence (national or local). Without a clear description and sufficient information for the panel to apply the validation process, the submission cannot proceed beyond this point.
- **The practice** – a clear description of the practice/intervention should be included in this section. A step-by-step description of the approach so that the panel can follow the process, and so that other areas can replicate it, is particularly useful. You should also include information on any stakeholders or agencies that you have been working with and a clear description of how the referral process works, if appropriate.

- **Evidence and evaluation: the difference made to young people and their families** - this section should include a clear statement on the performance measures used, what you are measuring and how you have gone about this. You should clearly identify the number of children or families within your cohort who are receiving the intervention. Pre- and post- intervention data, as evidence that the intervention has made a difference, should be provided. You should also include information on any evaluations you may have conducted (external and/or internal), professional and user feedback surveys or other reports.
- **Sustaining and replicating the practice** - any evidence supporting the sustainability of the practice or intervention should be included in this section, for example a breakdown of costs and savings, cost-benefit analysis or other resource implications. Learning points that can be shared with others, including any barriers or challenges, should also be included.

Following the validation panel, you will be contacted to inform you of the result. You will be sent the validation form showing the comments from the panel and provided with constructive feedback on your submission.

If your example cannot be progressed through the validation process, you will be informed at this stage.

If your submission has been successful and is validated, it will be published on the C4EO website as an example of either fully validated practice or promising practice.

Final check on essential information to include in your submission (full validation process)

The ten point checklist below provides the essential information needed to enable the validation panel to progress your example through the validation process.

1. Provide enough of a description of your idea and the context and background to your practice example to give a complete picture for the members of the panel. Why was it needed in the first place? Is your example based on national or local research or has it been developed in response to a specific need in your local area?
2. Clearly identify the aim of the project/practice/intervention and its goal/purpose.
3. Tell the story – what was done and why, and how it can be of use to others.
4. State who the intervention was for (providing numbers of participating children, young people or families) and who else was involved e.g. other stakeholders and agencies. How does the referral process work?
5. Show evidence of impact and outcomes for children, young people and their families; do you have any evidence from:
 - key relevant performance indicators
 - performance measures that you have developed to determine the success of your practice/intervention
 - internal reviews
 - children or parent feedback surveys
 - views and comments from other agencies involved
 - other surveys/data
 - external evaluations
 - evidence from Ofsted inspections or similar?
6. Try to identify the golden threads of what worked. Can you provide any learning points/advice for others?
7. Clearly state any barriers/issues and how these were overcome; describe what you learnt from this.
8. Provide some details of costs and funding plus plans and timelines for these.
9. Do you have measures in place to ensure practice sustainability and what are these?
10. Give thought to how easy the practice would be to replicate elsewhere. Could others use it or has it already been replicated?

Section B: Submitting an example under the emerging practice process

Special calls for examples under this category will be made by C4EO from time to time and you will be directed to complete a different submission form (the 'emerging practice' submission form). You can find the [online emerging practice submission form](#) here.

The [downloadable emerging practice submission form](#) can also be used.

A different set of assessment criteria will be used for these calls. Examples will be *practice and approaches which illustrate steps towards service re-design and/or transformation*. It is likely to be too early in the process to demonstrate evidence of improved outcomes for children, young people and families. Once your submission has been received, the process is similar to the validation process as described in the previous section.

Once your submission has been received, you will be sent an acknowledgement and given your unique ID number which should be quoted on all correspondence with us.

If your submission is successful at the pre-filter stage, it will progress to panel. Emerging practice examples will be dealt with separately at panel to those going through the full validation process.

The criteria used in the assessment process for the emerging practice category again reflect the submission form and are set out – with hints and tips - below.

- **Context and rationale** – this section should include a description of the practice idea, why the intervention/practice/change was needed, where the idea came from and what you wanted to do. You should also describe the driver for your actions. Without a clear description and sufficient information for the panel members to understand what you are doing, the submission cannot proceed beyond this point.
- **The practice or process** – a clear description of the practice should be included in this section. A step-by-step description of the approach so that the panel can follow the process, and so that other areas can replicate it, is particularly useful. You should also include information on the role of any partners, stakeholders or other agencies that are involved. Please include a timeline or an estimation of how long the transformation period is likely to take and a clear indication of the stage you are at.
- **Achievements so far** - this section gives you the opportunity to explain any achievements. For example, how you intend to measure your success and why you think you are moving in the right direction. In this section, you can also identify any signs of organisational, behavioural or cultural shift, and any other benefits or unexpected consequences emerging from the intervention. You should include any supporting evidence of the impact made, if you have it or, if it is too early, what success measures you intend to use. .
- **Replication** - any evidence that your practice example is sustainable should be included in this section. For example, you may wish to draw attention to potential savings or provide details of the cost of the changes you are implementing. You should try to identify any

particular barriers or challenges you have had to overcome, as well as any solutions to these, providing learning points to share with others.

You will be contacted by us, either after pre-filter stage or after panel, to inform you of the result. This will provide constructive feedback on your submission. If your submission has been successful, it will be published on the C4EO website as an example of emerging practice.

For any further help or advice on making a submission, please call Monica Hetherington, Operational Manager – Validated Local Practice on 01753 637178 or contact the C4EO team based at the National Foundation for Educational Research at c4eoteam@nfer.ac.uk.