

# Tewkesbury Junior Anglers

## **Tewkesbury Junior Anglers: Embedded Quality Assurance Framework for Continuous Improvement**

To ensure Tewkesbury Junior Anglers consistently delivers a safe, enjoyable, and developmental experience for its members, a bespoke Quality Assurance (QA) framework has been developed. This framework is designed to be embedded within the club's regular operations, with findings routinely leading to actionable practice improvement plans.

The framework focuses on continuous improvement across all aspects of the club, fostering a culture of reflection, learning, and development.

### **Core Principles of the QA Framework:**

- **Child-Centred:** The safety, well-being, and development of junior anglers are paramount.
- **Inclusive and Accessible:** The club strives to be welcoming and accessible to all young people, regardless of background or ability.
- **Volunteer Supported:** The framework acknowledges and supports the vital role of volunteers, aiming for practical and manageable processes.
- **Evidence-Based:** Decisions and improvements will be informed by feedback, observations, and data.
- **Transparent and Accountable:** Processes and findings will be communicated appropriately to members, parents/guardians, and volunteers.
- **Continuous Improvement:** The QA framework is a dynamic process of ongoing review and enhancement.

### **Key Areas for Quality Assurance:**

#### **The QA framework will focus on the following key operational areas:**

- **Safeguarding and Child Protection:**
- **Standards:** Adherence to Angling Trust and national safeguarding policies (e.g., NSPCC). Robust child protection policies and procedures are in place and understood by all relevant personnel.
- **Checks:** Regular checks on volunteer DBS status, safeguarding training completion, and understanding of reporting procedures.
- **Feedback:** Mechanisms for young people and parents/guardians to raise concerns confidentially.
- **Coaching and Instruction:**
- **Standards:** Qualified and competent coaches (e.g., Angling Trust licensed coaches). Sessions are planned, age-appropriate, safe, and engaging, promoting skill development and enjoyment.

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- Checks: Observation of coaching sessions, review of session plans, and feedback from participants and parents/guardians. Ensuring coaches have access to ongoing development opportunities.
- Feedback: Regular surveys or informal discussions with young anglers and parents about coaching quality.
- Safety and Risk Management:
  - Standards: Comprehensive risk assessments for all venues and activities. Appropriate safety equipment available and maintained. Clear emergency procedures.
  - Checks: Regular review and updating of risk assessments, checks on first aid kits and safety equipment, and practice of emergency procedures.
  - Feedback: Incident/accident reporting and review, feedback from volunteers on safety concerns.
- Club Management and Governance:
  - Standards: Clear roles and responsibilities for committee members and volunteers. Transparent financial management. Effective communication channels. Adherence to club constitution and relevant regulations.
  - Checks: Regular committee meetings with documented minutes and actions. Annual review of policies and procedures. Financial audits or reviews.
  - Feedback: Member surveys, suggestion box, AGM feedback.
- Membership Experience and Engagement:
  - Standards: Welcoming and inclusive environment. Opportunities for social interaction and development beyond angling skills. Clear communication about club activities and events.
  - Checks: Monitoring attendance and retention rates. Feedback surveys on overall club experience. Review of communication methods.
  - Feedback: Direct feedback from members and parents, social media engagement.
- Equipment and Facilities:
  - Standards: Club angling equipment is safe, suitable, and well-maintained. Access to appropriate and safe fishing venues.
  - Checks: Regular inventory and inspection of club equipment. Venue inspections and liaison with fishery owners where applicable.
  - Feedback: Reports from coaches and members on equipment condition or facility issues.

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## **The Embedded QA Cycle:**

This cycle will be implemented annually, with certain checks occurring more frequently as needed.

### **Phase 1: Plan & Set Standards (Annually - typically pre-season)**

- **Review & Update:** The club committee will review and update QA standards for each key area, referencing best practices from the Angling Trust, Sport England (Clubmark), and other relevant bodies.
- **Identify Focus Areas:** Based on the previous year's findings or current priorities, specific focus areas for the upcoming season may be identified.
- **Resource Allocation:** Ensure necessary resources (time, people, budget) are allocated for QA activities.

### **Phase 2: Do & Collect Evidence (Ongoing throughout the season)**

- **Data Collection Methods:**
- **Surveys:** Annual or bi-annual satisfaction surveys for members and parents/guardians (using simple, age-appropriate formats).
- **Observation:** Designated committee members or experienced volunteers to observe coaching sessions or club events (using a simple checklist aligned with standards).
- **Feedback Forms:** Easily accessible forms (online or physical) for suggestions, concerns, or positive feedback.
- **Checklists:** For safety checks, equipment audits, and policy reviews.
- **Meeting Minutes:** Documenting discussions and decisions related to QA areas.
- **Incident/Accident Logs:** Maintained and reviewed regularly.
- **Responsibility:** Assign specific individuals or sub-groups responsibility for collecting evidence in each key area.

### **Phase 3: Check & Analyse Findings (Bi-Annually or End of Season)**

- **Data Review:** The committee dedicates specific meeting time to review the collected evidence against the set standards.
- **Identify Strengths:** Acknowledge and celebrate areas where the club is performing well.
- **Identify Areas for Improvement:** Pinpoint specific areas where standards are not being met or where there are opportunities for enhancement.
- **Root Cause Analysis:** For significant issues, briefly explore the underlying causes.
- **Reporting:** A summary of key findings will be compiled.

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## **Phase 4: Act & Improve (Following Analysis - leading into next season planning)**

- Develop Practice Improvement Plan (PIP): For each identified area for improvement, a simple PIP will be created, outlining:
  - Specific Goal: What needs to change or be achieved?
  - Actions: What specific steps will be taken?
  - Responsibility: Who will lead on this action?
  - Timeline: When will this action be completed?
  - Resources Needed: What is required to implement the action?
  - Success Measure: How will we know if it's been successful?
- Prioritisation: Focus on a manageable number of improvements each cycle, prioritising based on impact (especially safeguarding and safety) and feasibility.
- Communication: Share the key findings and the overall direction of the improvement plan with members, parents/guardians, and volunteers in an appropriate format (e.g., newsletter summary, website update, AGM presentation).
- Implementation: Carry out the actions outlined in the PIP.
- Monitor Progress: Regularly check progress against the PIP during committee meetings.
- Embedding the Framework:
  - Standing Agenda Item: QA and PIP progress will be a standing item on committee meeting agendas.
  - Defined Roles: Clearly assign QA responsibilities within the committee (e.g., a QA Officer or embedding responsibilities within existing roles like Safeguarding Officer, Coaching Coordinator).
- Annual Calendar: Integrate QA activities into the club's annual calendar.
- Volunteer Training & Support: Provide brief training or guidance to volunteers on their role in the QA process (e.g., how to provide feedback, conduct simple checks).
- Culture of Openness: Foster an environment where feedback is welcomed and seen as an opportunity for growth.

### **Reviewing the QA Framework Itself:**

Annually, the committee will also briefly review the effectiveness of the QA framework itself. Are the methods practical? Is the information useful? Does it lead to tangible improvements? Adjustments to the framework will be made as necessary.

By embedding this Quality Assurance Framework, Tewkesbury Junior Anglers commits to a proactive approach to club development, ensuring it remains a safe, high-quality, and rewarding environment for all young anglers. This structured approach will not only help maintain standards but also drive continuous improvement, ensuring the long-term health and success of the club.

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## Quality Assurance Framework for Tewkesbury Junior Anglers: Fostering Excellence and Continuous Improvement

### Introduction:

This Quality Assurance (QA) Framework is designed to support Tewkesbury Junior Anglers in consistently delivering a safe, enjoyable, and high-quality angling experience for its young members. It aims to embed a culture of continuous improvement by routinely evaluating practices and using the findings to inform and implement positive changes. This framework is a dynamic tool, intended to be adapted and refined as the club evolves.

### Core Principles of the Framework:

- **Child-Centred:** The safety, well-being, enjoyment, and development of junior anglers are paramount.
- **Inclusive:** All members, volunteers, and parents/guardians feel welcome, respected, and valued.
- **Developmental:** Fostering angling skills, environmental awareness, and personal development.
- **Safe and Ethical:** Adhering to best practices in safeguarding, health and safety, and angling ethics.
- **Transparent and Accountable:** Clear processes, open communication, and shared responsibility for quality.
- **Sustainable:** Promoting long-term club health and environmental stewardship.

### Key Areas for Quality Assurance:

This framework focuses on several key operational areas. For each area, specific aspects to review and potential sources of evidence are suggested.

#### 1. Safeguarding and Child Protection:

- **Objective:** To ensure a safe and supportive environment where all junior members are protected from harm.
- **Aspects to Review:**
- Up-to-date Safeguarding Policy, reflecting current legislation and Angling Trust guidelines.
- Designated Safeguarding Lead (DSL) with appropriate training.
- Safer recruitment practices for all volunteers and coaches (e.g., DBS checks).
- Regular safeguarding training for all relevant personnel.
- Clear reporting procedures for any concerns, known to all members, parents, and volunteers.
- Codes of conduct for junior members, parents/guardians, coaches, and volunteers.

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- Online safety measures and guidance if applicable.
- Evidence Sources: Policy documents, training records, DBS check records, meeting minutes discussing safeguarding, feedback from members/parents.

## **2. Coaching and Angling Development:**

- Objective: To provide high-quality, age-appropriate coaching that develops angling skills, knowledge, and a love for the sport.
- Aspects to Review:
- Availability of qualified and licensed coaches (e.g., Angling Trust qualifications).
- Structured coaching programmes catering to different ages and abilities.
- Adherence to Angling Trust Code of Practice for coaches.
- Variety of angling experiences offered (e.g., different techniques, species, venues).
- Promotion of angling ethics, fish welfare, and environmental awareness.
- Opportunities for progression and achievement.
- Coach-to-participant ratios appropriate for the activity and age group.
- Evidence Sources: Coaching qualifications, session plans, feedback from anglers and parents, records of achievement, observation of coaching sessions.

## **3. Health, Safety, and Risk Management:**

\* Objective: To ensure all activities are conducted safely, minimizing risks to participants and volunteers.

- Aspects to Review:
- Comprehensive Health and Safety Policy.
- Regular risk assessments for all venues and activities (including specific angling risks like water safety, use of equipment, weather conditions).
- Emergency procedures in place and communicated.
- Adequate first aid provision (trained personnel and stocked kits).
- Safe use and maintenance of club equipment.
- Appropriate insurance cover.
- Incident reporting and recording system.
- Evidence Sources: Policy documents, risk assessments, emergency plans, first aid certificates, equipment logs, incident reports.

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## 4. Club Management and Governance:

- Objective: To ensure the club is well-managed, financially sound, and operates in an open and accountable manner.
- Aspects to Review:
- Clear club constitution and rules.
- Effective committee structure with defined roles and responsibilities.
- Regular committee meetings with minutes.
- Sound financial management, including transparent accounting.
- Compliance with relevant legal and regulatory requirements.
- Effective communication channels with members, parents, and stakeholders.
- Membership administration processes.
- Evidence Sources: Constitution, committee minutes, financial reports, communication records, membership data.

## 5. Member Experience and Engagement:

- Objective: To ensure junior anglers and their families have a positive and rewarding experience with the club.
- Aspects to Review:
- Welcoming and inclusive atmosphere.
- Opportunities for social interaction and fun.
- Regular communication about club activities and news.
- Processes for gathering feedback from members and parents (e.g., surveys, suggestion box, informal discussions).
- Recognition of member participation and achievements.
- Fair and transparent selection processes for any teams or events.
- Evidence Sources: Member surveys, feedback forms, testimonials, attendance records, social media engagement (if applicable).

## 6. Environmental Stewardship:

- Objective: To promote and practice responsible angling and environmental care.
- Aspects to Review:
- Adherence to angling bylaws and fishery rules.
- Promotion of "catch and release" where appropriate and correct fish handling techniques.
- Education on local ecosystems, water quality, and conservation.
- Participation in or organization of environmental initiatives (e.g., litter picks, habitat improvement).
- Responsible management of club-controlled waters or fishing pegs.

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- Evidence Sources: Club rules, educational materials, records of environmental activities, feedback from fishery owners/managers.

## **The Embedded Quality Assurance Cycle:**

**This cycle ensures that QA is an ongoing process, leading to tangible improvements:**

### **Phase 1: Plan (Annually & Ongoing)**

- Annual Review Planning: At the beginning of each year (or season), the club committee, led by a designated QA officer or sub-committee, will identify the key areas for review in the upcoming cycle. This doesn't mean every aspect is deeply audited every year, but key priorities are set.
- Define Standards: Ensure clear, simple standards and expectations are documented for each area (drawing from this framework, Angling Trust guidelines, etc.).
- Schedule Reviews: Plan when and how different aspects will be reviewed (e.g., parent survey mid-season, equipment check pre-season, safeguarding policy review annually).

### **Phase 2: Do (Ongoing)**

- Deliver Activities: Continue with the day-to-day running of the club, coaching sessions, events, etc.
- Collect Evidence & Feedback:
- Routine Collection: Continuously gather informal feedback from members, parents, and coaches. Observe sessions.
- Scheduled Collection: Implement planned review activities like surveys, document reviews, equipment checks, risk assessment updates.
- Record Keeping: Maintain accurate records as outlined in the "Evidence Sources" for each key area.

### **Phase 3: Check (Regularly - e.g., Quarterly/Bi-Annually)**

- Collate Findings: The QA officer/sub-committee gathers all collected data, feedback, and observations.
- Analyze Information:
- Review findings against the defined standards and objectives for each key area.
- Identify strengths and areas where the club is performing well.
- Identify weaknesses, gaps, or areas for improvement.
- Note any recurring issues or emerging trends.
- Report Findings: Prepare a concise summary report of the QA findings for the club committee. This should be a standing item on committee meeting agendas.

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## Phase 4: Act (Following Review - e.g., Quarterly/Bi-Annually & Annually)

- Develop Practice Improvement Plan (PIP): This is the crucial step to ensure findings lead to action. For each identified area of improvement, the committee will:
- Define Specific Actions: What exactly needs to be done? (e.g., "Organise Level 1 Angling Coach course for two new volunteers," "Update website with clear safeguarding reporting procedure").
- Assign Responsibility: Who will lead on this action? (e.g., Club Secretary, Head Coach, DSL).
- Set Realistic Timelines: When should this action be completed?
- Identify Resources Needed: What support is required (e.g., funding, volunteer time)?
- Define Success Measures: How will you know the action has been effective?
- Implement PIP: Carry out the agreed actions.
- Monitor Progress: Regularly review progress against the PIP in committee meetings.
- Communicate Changes: Inform members, parents, and volunteers of any significant changes or improvements made as a result of the QA process. This builds confidence and demonstrates a commitment to quality.
- Embedding the Framework:
- Designated QA Lead/Sub-Committee: Assign clear responsibility for overseeing the QA framework.
- Standing Agenda Item: Make QA and the PIP a regular item on committee meeting agendas.
- Annual QA Report: Produce a simple summary report at the AGM, highlighting achievements and areas for future focus.
- Involve Everyone: Encourage coaches, volunteers, parents, and junior members (where appropriate) to contribute to the QA process through feedback and suggestions.
- Training and Awareness: Ensure all key personnel are aware of the QA framework and their role within it.
- Keep it Simple and Practical: The framework should support the club, not create an excessive administrative burden. Focus on what matters most.
- Celebrate Success: Acknowledge and celebrate improvements and good practice.

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## **Reviewing the Framework:**

This QA Framework itself should be reviewed annually by the Tewkesbury Junior Anglers committee to ensure it remains relevant, effective, and fit for purpose.

## **Conclusion:**

By adopting and embedding this Quality Assurance Framework, Tewkesbury Junior Anglers can proactively enhance its operations, ensure the well-being of its members, and continuously strive for excellence. It provides a structured approach to identifying strengths and areas for development, ultimately leading to a more robust, enjoyable, and successful junior angling club.