



# Commissioning Toolkit of Parenting Programmes

## Programme Submission

### Terms and Conditions

#### **Purpose of the Commissioning Toolkit**

The *Commissioning Toolkit of Parenting Programmes* is a database of national and international parenting programmes and approaches<sup>1</sup> available in England.

It is aimed at commissioners and provides detailed information about each programme's aims, content, target groups and training requirements. Most importantly, it also provides information about their quality and effectiveness, enabling commissioners to make informed choices about how suitable a programme is for meeting the needs of specific groups of parents.

Each programme is evaluated using a quality rating scale, the Parenting Programme Evaluation Tool (PPET). This quality rating scale is based on international standards of best practice.

If programme providers wish to be included in the Commissioning Toolkit and evaluated, they need to agree to the terms and conditions and complete the online Submission Form. This form asks for details of the programme and initially includes the developer's own self-rating of their programme quality based on the evaluation tool (PPET). Developers are asked to rate the quality of their programme on each of the following four elements:

- target population and expected outcomes
- programme content, theoretical framework, and delivery processes
- implementation processes (e.g. staff training and support and adherence to the programme)
- quality of the evidence of effectiveness.

There is no charge for being included on the Commissioning Toolkit. The Toolkit is aimed primarily at parenting programme commissioners so the advantage of being included is that commissioners searching for high quality programmes can see the full range of programmes on offer and can decide which meet their specific needs best.

The evaluation team also aims to support programme developers to improve the quality of programmes by taking an evidence-based approach. This is done mainly through workshops, guidance notes for programme developers and feedback when the programme is evaluated by

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<sup>1</sup> As not all parenting interventions are fully worked-up programmes, we also use the term 'approach' (see glossary). Throughout this guide, the term 'programmes' should be understood to include both programmes and approaches.

the PPET evaluation team. Unfortunately due to limited resources we are unable to provide individual assistance to programme developers.

In submitting programme details for inclusion in the Toolkit, programme developers agree to the evaluation team independently evaluating the programme or approach and acceptance of the ratings. Developers should note that Evaluation Panel ratings of the quality of their programme may differ from self-ratings **and may, in fact, be lower.**

For enquiries about the Toolkit the evaluation team can be contacted by email at [info@parentingacademy.org](mailto:info@parentingacademy.org).

## The Evaluation Process

### Stage 1: Submission

Developers submit a programme to the Commissioning Toolkit using an online Programme Submission form. This is checked by the evaluation team before the programme details and self-ratings are published on the Toolkit.

### Stage 2: Evaluation

All programmes are then independently evaluated by evaluation team. The evaluation team will inform programme developers when their programme is going to be evaluated and further information is requested at this point. The evaluation is based on the developer's submission form, which needs to be supported by additional evidence in programme materials, resources and supporting documentation provided. Developers need to make sure that they provide all relevant information at this point as the evaluation team cannot accept additional information after this stage.

The evaluation team will communicate with developers to clarify points or request further information to enable them to carry out the evaluation. Developers need to be aware that evaluations are based on the evidence submitted and are rated strictly against the 4 criteria specified in the PPET.

Evaluations are conducted independently by at least two evaluators who are blind to the developer's self-rating and each other's initial ratings. The two evaluators' ratings are then submitted to an Evaluation Panel. The Panel ensures consistency of approach between the evaluators, challenges evaluators when ratings differ, ensures that evidence exists to support claims and ensures a consistent standard across all programmes. The final rating and feedback to the developer is decided by the Panel.

Developers are informed of the Evaluation Panel's final ratings and given brief feedback on the reason for the ratings. The final ratings will then be published on the Commissioning Toolkit.

Developers should be clear that in submitting their programme for inclusion in the Commissioning Toolkit, they agree to the evaluation team independently evaluating the programme and accept the ratings. Developers should note that Evaluation Panel ratings may differ from self-ratings and may, in fact, be lower. Developers will be informed of the Evaluation team's rating prior to its publication on the Toolkit and only have a right of appeal if they believe the evaluation process has not been followed properly. When the Evaluation Panel's ratings are published on the Toolkit, they **will replace developers' self-ratings.**

### Stage 3: Review

Once programmes have been rated, the evaluation team will aim to review each programme 12 months after the ratings are published on the Toolkit. Early reviews will be considered at the discretion of the Evaluation Panel in exceptional circumstances. Reviews will not be considered until a minimum of 3 months after the publication of the ratings on the Commissioning Toolkit.

### Terms and Conditions

1. In submitting programme details for inclusion in the Toolkit, programme developers agree to the evaluation team independently evaluating the programme or approach and acceptance of the ratings. Developers should note that Evaluation Panel ratings of the quality of their programme may differ from self-ratings **and may, in fact, be lower**.
2. Information supplied by developers about programmes/approaches will be stored according to the terms of the Data Protection Act 1998. It will be published electronically and available to the public on the Commissioning Toolkit of Parenting Programmes database but will not be passed to any third party without their consent.
3. The information supplied via the Programme Submission Form will be used for the purpose stated on the Commissioning Toolkit and the User Guide and any information you provide in emails to us relating to your submission will be used for the explicit purpose for which it was supplied/requested.
4. We will not collect any information about individual users except that requested on the form as part of the registration process and for any necessary administration of the system. Information will not be used in any way which enables individual users to be identified other than for the purposes stated.
5. Once a programme has been rated, no further materials, resources or evidence can be requested or accepted by the evaluation team.
6. Once submitted to the Commissioning Toolkit, a completed submission becomes **read-only** and can only be amended by the evaluation team.
7. Programmes may **not be removed** from the database but may be archived at the request of the developer, **if** the programme or approach is no longer available and in use in England or at the discretion for the Evaluation team if the programme does not meet the definition of a 'parenting programmes' full details of archived programmes will not be available for public view but the reason for archiving and a brief description of the programme.
8. We reserve the right to amend and/or edit any information submitted in the free text fields in regard to details to be published in the Commissioning Toolkit.
9. Early annual reviews will be considered at the discretion of Evaluation Panel in exceptional circumstances. Reviews will not be considered until a minimum of 3 months after the publication of the ratings on the Commissioning Toolkit. Once a programme has been through an early annual review, it cannot be reviewed again for 12 months.
10. Relevant parenting programme resources and materials provided by the programme developers and stored by the evaluation team during the evaluation process will be

returned to developers following completion of the evaluation unless otherwise agreed by the developers.

11. Data submitted to the Commissioning Toolkit may be used by the evaluation team for audit and evaluation purposes Descriptive statistics involving programme ratings may also be used for further development of the Commissioning Toolkit.
12. Limitation of liability – we will under no circumstance be liable for indirect, special or consequential damages including any loss of business, revenue, profits or data in relation to submission of information for the Toolkit.
13. We reserve the right to revise these terms and conditions if necessary.

***In submitting a programme to the Commissioning Toolkit, you confirm that you have read and understand the information above and agree to the terms and conditions stated.***