

BIC PROGRAM

GUIDE FOR SELF EVALUATION

1. Impact evaluation for kids and teens

For this evaluation, you should consider the following documents:

- “Informed consent kids/teens”
- “questionnaire for kids_pre/teens_pre”
- “questionnaire for kids_post/teens_post”

First of all, you should consider that we are going to implement a *before and after* evaluation, together with a process evaluation: this means that you should **submit the questionnaire** to the children **both before the beginning** of the BIC program **and after the end** of the program. Please note that the questionnaire to be completed after the end includes also some questions related to the satisfaction (*process evaluation*).

The aim is mainly to evaluate the impact of the training on daily practices of child, who will participate in the program.

In order to perform this activity in your country, please follow the instructions below:

1. First of all, you should consider the provided **informed consent** as a guide. Please, feel free to adapt it to your national/local context;
2. Both the informed consent and the questionnaires (both pre and post) should be **translated** in your language; please, note that in section 7 of the post questionnaire, the names of the workshops should be translated using the names most familiar to the child (e.g. if you called them “meetings” with the kids, you should use “meetings” and so on).
3. The informed consent should be **filled out and signed by the legal tutor** of every child who will participate in the training activities. Then, you should collect all the signed papers and store them;
4. Consider the “questionnaire for kids/teens_pre” and **print** the exact number of questionnaires according to the number of children who will participate in the program.

You should submit this paper questionnaire to the children **before the beginning** of the BIC program.

5. In case **support is needed** to assist foreign kids, disabled or kids who cannot read. Make sure that during the data collection the required **professionals** are available (e.g. cultural/linguistic mediators, tutors for disabled children, other professionals who can assist children who cannot read or write). It would be better if the professionals involved in the assistance are not the same involved into the application of the BIC program.

6. Before giving the questionnaire to the child, you should explain to them some **basic information**. Here following you can find a possible speech:

«You will be asked to fill in a questionnaire about bullying. The questionnaire will be useful to improve life quality here in the Institute. It will also help other children, no living here, to live better. You are free to refuse to participate now and even during the questionnaire as well you can quit in every moment. If some question is not clear or if you need any help, you can raise your hand and I'll come immediately. All your answers will remain strictly confidential and will be used only for scientific purposes. If you don't feel like answering to one or more questions, feel free to skip it/them.»

7. Distribute to each child his/her questionnaire. Please, help them, if needed. We strongly recommend you to read out loud to the children the definition of bullying provided in section 2 of the questionnaire.

9. Please, remember to children to fill out also the last question (0.4 The questionnaire was carried out...).

10. When everyone has finished, tell children to put the filled questionnaires into a box.

11. Collect all the filled questionnaires and read them carefully

12. **After the end of the application of BIC program** you should do the **same operations with "questionnaire for kids/teens_post"**. No need to fill out again the inform consent. So:

13. Consider the "questionnaire for kids/teens_post" and print the exact number of questionnaires according to the number of children who participated to the program. Consider also that it's possible that some children have dropped out (maybe they left the institute). This second questionnaire should be submitted only to child who still live in the institute at the end of the BIC Program. You should submit this questionnaire to children after the end of the program. Only children that have filled out the before questionnaire can fill out the after questionnaire.

14. Submit the questionnaire to children with the same process you used before applying the BIC program.

15. Collect all the filled questionnaires and read them carefully, compare results with questionnaire filled before in order to verify if your work was useful.

2. Impact and process evaluation for professionals

The aim of this evaluation is to assess the degree of learning of the professionals working with kids and teenagers in residential care in terms of personal skills in relation to bullying.

For this evaluation, you should consider the following documents:

- “Informed consent professionals
- “Questionnaire for professionals_pre”
- “Questionnaire for professionals_post”

Also with professionals we are going to implement a *before and after* evaluation, together with a process evaluation: this means that you should submit the questionnaire to professionals (to ourselves) both before the beginning of training (or self training) and after the end of the application of the BIC program. Please note that also in this case the questionnaire to be completed after the end includes also some questions related to the satisfaction (*process* evaluation).

In order to perform this activity in your country, please follow the instructions below:

1. First of all, you should consider the provided **informed consent** as a guide. Please, feel free to adapt it to your national/local context;
2. Both the informed consent and the questionnaires (both pre and post) should be **translated** in your language.
3. The informed consent should be **filled out and signed** by every professionals who will participate in the training activities. Then, you should collect all the signed papers and store them;
4. Consider the “questionnaire for professionals_pre” and **print** the exact number of questionnaires according to the number of professionals who will participate in the program.
5. Submit the questionnaire to **all the professionals participating to BIC program**

Activities (or to ourselves)

6. Collect all the filled questionnaire and read them carefully.
7. **After the end of the BIC Program**, you should do the **same operations with “questionnaire for professionals_post”**. No need to fill out again the informed consent.

So:

8. Consider the “questionnaire for professionals_post” and print the exact number of questionnaires according to the number of professionals who participated to the program. Please note that only professionals that have filled out the before questionnaire can fill out the after questionnaire.
9. Submit the questionnaire to professionals (or to ourselves)
10. Compare the results between questionnaire(s) before and after.