

NATIONAL HEALTHY SCHOOL STATUS



EVERYTHING YOU NEED TO KNOW ABOUT ACHIEVING

NATIONAL HEALTHY SCHOOL STATUS

VERSION 2 – January 2008

10 STEPS TO ACHIEVING NATIONAL HEALTHY SCHOOL STATUS

Before you begin, you will need to ensure that you are signed up to the Bedfordshire Healthy Schools Scheme and have submitted an annual, signed, Joint Agreement Form.

Step	What To Do
1	Go to the National Healthy Schools website at: www.healthyschools.gov.uk Click the Register School button at the top of the page, and enter your details, selecting your school from the list. You will be contacted by a member of the local Healthy Schools Team within two weeks. They will discuss appropriate support for your school which should include an initial visit from your Healthy Schools Consultant. Ensure that at this stage, you discuss Qualitative and Quantitative Outcomes with a Healthy Schools Consultant.
2	Form a Healthy Schools action group within school so that you can begin to map your evidence and identify any areas that you need to address. You should include as many stakeholders as possible, to ensure a whole school approach, e.g. the Head, Healthy Schools Co-ordinator, relevant Department Heads, a Governor, parents and members of the School Council. It is very important that you have sufficient baseline information to start with so that you can demonstrate improvements when you write your outcomes later on.
3	Visit the Bedfordshire Healthy Schools Programme website to access a range of resources to help you achieve status www.healthy-schools.co.uk . In particular we recommend that you download the National Healthy Schools status Audit Tools , which will be the hard copy of your evidence (this facility is not available from the National website.) We recommend that you email or post copies of your completed Audit Tools to the Healthy Schools Team 2 WEEKS prior to your Final Support Visit.
4	Log on to the National Healthy Schools website using your password and start the process of filling in the self validation on line. When you are close to completing all criteria, and in consultation with your Healthy Schools Consultant, arrange a Final Support Visit (see specific details for this visit) from a Consultant with the Bedfordshire Healthy Schools Team, who will advise you if you need to do any further work. This visit will also ensure that all members of your school community are aware of the requirements of achieving <i>National Healthy School Status</i> . <u>The Final Support visit needs to take place before you submit your completed self validation online</u>
5	Complete the online self validation . Working through each of the 4 Core Themes, tick each criterion, stating whether your evidence is written, oral or observed, and what this evidence consists of. Make sure you click the UPDATE button periodically, to SAVE your information. At the end of each Core Theme you will see the Outcome boxes. You MUST provide one Quantitative and one Qualitative outcome for each Core Theme . When finished press the SUBMIT button.
6	You will then need to complete and print off a copy of your Self-Validation Form , which will need to be signed by the representatives within your school community listed on the form, and then sent to the Bedfordshire Healthy Schools Team. Your Self-Validation Form will then be quality assured by the local Quality Assurance Group – QUAG (a local multi-agency team of professionals).
7	If your application for Self-Validation is unsuccessful, you will be contacted by a Healthy Schools Consultant to discuss what needs to be done for you to achieve <i>National Healthy School Status</i> . Only when this work has been completed and has been verified by a Healthy Schools Consultant, will you be able to successfully Self-Validate.
8	If your application for Self-Validation is successful, your achievement of <i>National Healthy School Status</i> will be recorded on the National Healthy Schools Database. Your National Healthy School Status will be valid for 3 years.
9	Your school may then be selected for a Moderation Visit (see separate details), so be sure to keep all relevant documents and copies of completed Audit Tools in an easily accessible format. Moderation Visits will take place in JANUARY/FEBRUARY and MAY/JUNE in each academic year. If you have Self-Validated and have not worked with the Bedfordshire Healthy Schools Scheme, your school will automatically be selected for moderation
10	Following Moderation Visits, all successful schools will receive a detailed letter - outlining 'Highlights' and 'Areas for Development' in each Core Theme, and their Bedfordshire Healthy Schools Scheme framed certificate. Schools will also be invited to attend the annual Celebration of Achievement Event where they will be presented with their National Healthy Schools Scheme wall plaque. You will then be encouraged to celebrate your school's success within your whole school community: CONGRATULATIONS!

FINAL SUPPORT VISITS

These visits will enable schools to be sure that they are ready to be successful in the process of Self-Validation. They will also enable the Bedfordshire Healthy Schools Team to continue to celebrate and share effective practice across Bedfordshire.

- This visit should last between 1-2 hours.
- It must include a brief tour of the school, covering specifically:
 - ✓ the school entrance
 - ✓ the dining room
 - ✓ playground/social areas
 - ✓ school grounds
 - ✓ toilets
- The Healthy Schools Consultant will review the school's Audit Tools in each of the 4 Core Themes, and will discuss evidence and outcomes. **It would be helpful for discussions if the Audit Tools can be emailed or sent to the Bedfordshire Healthy Schools Team 2 WEEKS prior to your Final Support Visit.**
- The visit must also enable the Healthy Schools Consultant to meet with significant members of the whole school community to discuss:
 - ✓ The School's Healthy Schools Co-ordinator
 - ✓ Head Teacher and other relevant members of the Senior Management Team
 - ✓ A representative group of young people
 - ✓ Representatives from parents/carers and governors
- The school may then need to do some further work before they finally complete the online Self-Validation Form and submit the application.

REMEMBER:

The Bedfordshire Healthy Schools Team is there to support schools through each stage of achieving *National Healthy School Status*.

MODERATION

Moderation is part of the process of national Quality Assurance of National Healthy School Status, which is approved by the National Healthy Schools Programme Board and the Implementation Review Unit.

When a school submits their Self-Validation Form, they are agreeing to participate in the process of Moderation.

- Moderation visits will follow the National Healthy Schools Programme's structure.
- Moderation visits will take place in January/February and May/June of each year, and will represent a **minimum of 10%** of the schools that Self-Validate in that year, ensuring a representative sample by age range and location. The visit should last **for a maximum of half a day**.
- All schools who self-validate online **without** the involvement of the Bedfordshire Healthy Schools Scheme will be automatically moderated
- Moderation visits will be made by 2 members of the Healthy Schools Quality Assurance Group (QUAG).

Preparation for the Visit

- ✓ The school will receive **at least 2 working weeks' notice** and a mutually convenient time will be agreed.
- ✓ If a school requests a different time period for school-based or staffing reasons, moderation should not be delayed by **more than 10 school weeks**.
- ✓ The school will be informed who the moderators will be – and there should always be a **minimum of 2 moderators**.
- ✓ Moderation visits will be made by 2 members of the Healthy Schools Quality Assurance Group (QUAG).
- ✓ The Moderators will have viewed the relevant, completed audit tools before the visit.

Selection of Themes and Outcomes

- ✓ The school will be asked to select **1** of the 4-Core Themes and **1** outcome from the chosen theme.
- ✓ The Bedfordshire Healthy Schools Scheme Moderators will select the second theme and the alternative outcome as outlined on the school's Self-Validation Form.
- ✓ The outcomes will then be tracked back to the most relevant criteria and the minimum evidence will form the focus of the visit.
- ✓ Moderators will use the document list and the questions in the National Self-Validation Audit Tool to form the structure of their visit.

Moderation Visits must include:

1. A tour of the school – which must be at the start of the visit. **The tour of the school must be led by young people**, and must cover: the dining room; playground; school grounds; entrance; toilets; plus additional aspects of the school that are **specifically relevant to the 2 outcomes that form the focus of the visit**, e.g. the school dining area.
2. A discussion with the Head Teacher and the Healthy Schools/PSHE Co-ordinator about the selected themes and outcomes, as well as the whole-school approach.
3. A discussion with **a representative group of young people** (bearing in mind the school's ethnic, socio-economic and geographical profile) about aspects of the selected themes and outcomes, as well as the whole-school approach.
4. A discussion with representatives from parents/carers and governors about aspects of the selected themes and outcomes, as well as the whole-school approach.
5. An opportunity to view written documentation that forms part of the minimum evidence, related to the 2 outcomes identified.

AFTER MODERATION

Effective Practice Identified

- The Moderators will identify and celebrate effective practice evidenced as part of their visit.

Gap(s) in Minimum Evidence Identified

- If the Moderators identify any gaps against the minimum evidence within the 2 agreed outcomes or as part of having achieved *National Healthy School Status*, they will inform the school verbally.
- If the school can produce evidence on the day to satisfy the gaps identified by the Moderators, effective practice is celebrated.
- If no satisfactory explanation for gaps in evidence can be provided, The Bedfordshire Healthy Schools Scheme will confirm with the school, **in writing, and within 1 working week**, what needs to be put in place for the school to achieve *National Healthy School Status*.
- The letter will only raise issues that are discussed during the visit.
- The school will then have up to **6 working months** to fulfil the minimum evidence required.
- The Bedfordshire Healthy Schools Scheme will support the school in setting Action Plans to meet the minimum evidence required.
- Within those 6 months, the school will provide the minimum evidence required, or there will be a further visit to the school, to confirm that the minimum evidence has been met.
- If after the agreed time-scale the minimum evidence required is not available/met, it is deemed that **the school does not wish to maintain its *National Healthy Status* and will be removed from the National Database as having achieved *National Healthy School Status***.

'SO WHAT!'

Quantitative
(measurable
difference
numbers)

Observable
changes

OUTCOMES

Remember to establish your **baselines** at the start of the process so that you can measure change for your outcomes!

Qualitative
(how quality
has improved)

Evidence
Of impact
Of actions
Learning
Experience
Behaviour
Attitude

contribution to
5 outcomes
of **ECM**

