



3 - Audit, Visits Proforma and Evaluation

Audit of Essential Criteria

Audit of Essential Criteria. Academic Year 2004-2005

School: _____ **Contact:** _____

NB This Audit must be completed **twice** - **once at the beginning and again at the end of the academic year.**

All Policies submitted as evidence must have been reviewed at least once within the last 3 years and state so.

Charter Point	Components	Essential Criteria	✓ if in place in Autumn	✓ if in place in Summer
1	PSHE	a) Named Healthy School Award/PSHE Co-ordinator b) Healthy School Award Task Group. c) A PSHE policy. d) PSHE programme accessible to all pupils. e) Range of Learning/Teaching methods. f) Named governor for healthy schools. g) PSHE and health issues in the SIP. h) Staff to attend CPD training.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Citizenship	ai) PSHE+C / Citizenship policy (Primary/Secondary). aii) Citizenship programme (Secondary). b) School council or forum. c) School promotional materials make references to Healthy School Awards.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Sex and Relationships Education (SRE)	a) Sex and relationships education policy. b) Copy of sex and relationships programme. c) Age appropriate information on sexual health and services available. d) Access to SRE resources.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Drugs, Alcohol and Tobacco	a) Copy of drug education policy and programme. b) Named members of staff and a governor. c) Named members of staff/governor who access CPD and disseminate information. d) Copy of no-smoking policy. (where relevant achieved SFS Award and/or GSFS Award). e) No smoking signs displayed/communicated f) Copy of medicines in school policy.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Safety and Environmental Education	a) Written Health and Safety policy. b) Named Health and Safety Representative. c) Planned programme addressing health and safety issues. d) Staff awareness of child protection procedures. e) Appropriate number of qualified first aiders.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Audit of Essential Criteria

Charter Point	Components	Essential Criteria	✓ if in place in Autumn	✓ if in place in Summer
5 cont.	Safety and Environmental Education	f) Safe and clean school. Soap, hand drying equipment. g) Accident record-keeping. h) Visitors identified. i) Educational Visits Co-ordinator.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Healthy Eating	a) Healthy Eating policy. b) Planned programme. c) Healthy food choices available. d) Access to drinking water. e) Achieved Healthy Eating Award (if appropriate).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	Physical Activity	a) Policy and programme b) Minimum 2 hours physical activity a week. c) Safety issues addressed or Achieved 'Sportsmark' or 'Activemark'	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	Emotional Health and Well-Being	a) Copy of behaviour policy and Code of Conduct. b) Anti-bullying policy and code of practice. c) Programme covering emotional issues. d) Pastoral systems for staff and pupils. e) Council polices made available.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	School and Community Partnership	a) Involvement of parents/carers and community partners in policy development. b) Code of conduct for visitors to school. c) Evidence of partnership work. d) A Home-School agreement.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	Whole-School Initiative	a) Health promotion initiative addresses school, local and/or national targets. b) Whole-school and community partner consultation. c) Framework followed. d) Evidence provided.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

HSA Co-ordinator: _____

Core Team Representative Signature: _____

Date completed in Autumn Term: _____

Date completed in Summer Term: _____



Essential or Developmental criteria marked with a **(v)** can be evidenced at a visit by your Healthy School Award Core Team member in the Summer term. The Core Team member can view any relevant evidence that supports your application. The following proforma, when completed and signed, should then be included in your portfolio of evidence.

This visits proforma is to be completed in the Summer term when the school receives their one-to-one visit.

Visit Proforma (1, 2 and 3)

Charter Point 1 – Personal, Social and Health Education

Essential Criteria	Evidence Viewed	Comments
a) There must be a named Healthy School Award/ PSHE Co-ordinator.		
b) There must be a task group that includes a member of the senior management team with responsibility for the leadership of PSHE within the school.		
e) Within the PSHE programme there should be evidence of a range of learning and teaching methods that address attitudes, information and skills development.		
h) Relevant staff should attend some CPD training in PSHE and evidence should be provided to show how they disseminate course content to appropriate staff.		

Charter Point 2 - Citizenship

Essential Criteria	Evidence Viewed	Comments
b) There must be a school council or another forum that demonstrates the school's commitment to responding to the views of pupils and staff.		
c) The school prospectus and/ or other relevant promotional documentation must make reference to Healthy School Award activities and achievements.		

Visit Proforma (1, 2 and 3)

Charter Point 2 - Citizenship

Developmental Criteria	Evidence Viewed	Comments
a) Pupils should have the opportunity to develop mentoring skills/ peer education skills.		
b) There should be a nominated governor who links with the school council/ forum.		
f) Pupils should take responsibility for some aspects of school life e.g. the school garden, library, changing displays, litter control etc.		
g) Members of the school community should attend CPD for school council training.		

Charter Point 3 – Sex and Relationships Education

Essential Criteria	Evidence Viewed	Comments
c) Age-appropriate information must be available for pupils about sexual health and the services they can access.		
d) All relevant staff should be aware of and have access to appropriate SRE resources.		

Core Team Signature:.....

Date:.....

Teacher Signature:.....

Date:.....

Visit Proforma (4, 5 and 6)

Charter Point 4 – Drugs, Alcohol and Tobacco

Essential Criteria	Evidence Viewed	Comments
e) No smoking signs must be clearly displayed on school premises. The 'No Smoking' policy must be communicated to everyone on the school premises and implemented consistently.		

Developmental Criteria	Evidence Viewed	Comments
c) Pupils and staff should have access to information about local support services with responsibility for and specialist knowledge of drugs, alcohol, tobacco e.g. SMART Team, NECA, Northumbria Police, Smoking Cessation, School Health Advisors.		

Charter Point 5 – Safety and Environmental Education

Essential Criteria	Evidence Viewed	Comments
e) The school must have clearly identified and appropriate numbers of qualified first aiders with responsibility for maintaining first aid equipment.		
f) The school environment must be safe and clean. Toilet and shower areas must be well maintained and have appropriate hygiene facilities.		
g) The school must ensure accurate accident record keeping.		
h) All visitors to the school must be identified and report to the office on arrival.		

Visit Proforma (4, 5 and 6)

Developmental Criteria	Evidence Viewed	Comments
a) The playground should be safe and clean and provide a variety of environments (e.g. shade from the sun, quiet sitting area, playground markings etc).		
b) Measures should be taken to ensure safe movement in and around the school premises.		
c) The staff and visitors should ensure all vehicles are parked in clearly signed designated areas and there is emergency vehicle access to the school at all times.		

Charter Point 6 – Healthy Eating

Essential Criteria	Evidence Viewed	Comments
c) The school must ensure that healthy food choices are available at breaks, lunch times, breakfast and out of school clubs.		
d) The school must provide pupils with access to drinking water at appropriate times of the school day.		

Developmental Criteria	Evidence Viewed	Comments
d) Tuck shops and vending machines must include healthy options.		
e) The school should promote the School Health Advisors and other services that provide support for pupils with concerns about their diet.		
f) The eating environment provided by the school should be made as comfortable and attractive as possible.		

Core Team Signature:.....

Date:.....

Teacher Signature:.....

Date:.....

Visit Proforma (7, 8 and 9)

Charter Point 7 – Physical Activity

Essential Criteria	Evidence Viewed	Comments
e) Information that promotes physical activity and raises awareness of its health benefits should be provided for all members of the school community.		
f) The school should take part in local and/or regional and/or national initiatives e.g. swimming gala, TOP Programmes, Step into Sport, School Sports Co-ordinators Initiative, CPD.		

Charter Point 8 – Emotional Health and Well-Being

Essential Criteria	Evidence Viewed	Comments
e) Schools must make available to all staff any council policies which support the emotional well-being of staff e.g. those which deal with racism, harassment, bullying etc.		

Developmental Criteria	Evidence Viewed	Comments
c) The school should provide pupils and parents with information about local and national support services e.g. Children's Rights Officer, Connexions, Childline, The Samaritans		
f) The school should provide a positive environment in the staff room and working areas.		
g) The school should have a system for celebrating, and acknowledging the achievements of all members of the school community, especially pupils and staff.		

Visit Proforma (7, 8 and 9)

Charter Point 9 – School and Community Partnership

Essential Criteria	Evidence Viewed	Comments
a) There should be regular sharing of information with parents/ carers and governors in relation to healthy school activities.		
b) The school should promote parent/ carer involvement through, for example, governing bodies, task groups, help in classroom and whole-school events.		
d) Parents should be made welcome in the school.		
e) The whole school and community partnership should develop opportunities for shared learning experiences.		

Core Team Signature:.....

Date:.....

Teacher Signature:.....

Date:.....

Core Team Support Evaluation

Evaluation

Due to changes in the funding streams for the Healthy School Award / National Healthy School Standard new innovative ways of managing the scheme have had to be developed to cope with the increasing capacity. This includes the **differentiated levels of service** offered to schools by the Core Team. Your school was offered level _____ service. Please complete this brief questionnaire to help with our future planning of the Healthy School Award.

1. Who is your Healthy School Core Team representative?

2. Did they contact you during 2004-2005? Yes No

If yes how? eg by phone, letter, email etc.

3. If yes, what support have they a) offered, b) provided for you during 2004-2005

a) Offered _____

b) Provided _____

4. If you did not take up the offer, please explain why?

5. a) Please rate the support provided to you (please tick)

Poor Fair Good Very Good Excellent

b) Please explain your answer

Support Evaluation

6. a) Did you attend:-

- The Healthy School Award Guidelines training in October 04?

Yes No

If No why? _____

- The Healthy School Award Co-ordinators meetings?

Yes No

If No why? _____

- Any Continued Professional Development opportunities?

Yes No

If No why? _____

- Any study support groups?

Yes No

If No why? _____

b) Did you read your Healthy School Award Newsletters? Yes No

If No why? _____

c) How can the Newsletters be improved?

d) Did you access and use any Health Promotion Campaign materials?

Yes No

If No why? _____

e) Did you access the Health Promotion Resources Library?

Yes No

If No why? _____

f) Have you accessed either the healthy schools or health promotion websites?

Support Evaluation

If you wish, please expand on any of the answers given for question 6

7. What was the most useful aspect of the support provided for you?

8. What was the least useful aspect of the support provided for you?

9. What other support would you like in the future regarding the Healthy School Award?

10. Please briefly describe the benefits of being involved in the Healthy School Award for your school.

Thank you for taking the time to complete this questionnaire.
Please return to:- Carole Robson (HSA Co-ordinator)
Dryden Professional Development Centre
Evistone Rd, Low Fell, Gateshead. NE9 5UR

Optional

Name _____
School Name _____
Address _____

The collated results of this questionnaire will be available for your information from September 2005.