

September 2005 - March 2006.  
This document supercedes all previous guidelines.

# Gateshead Healthy School Award

# *Guidelines* 2005 - 2006

[www.gatesheadgrid.org/healthyschools](http://www.gatesheadgrid.org/healthyschools)

[www.healthpromotion.demon.co.uk](http://www.healthpromotion.demon.co.uk)

[www.wiredforhealth.gov.uk](http://www.wiredforhealth.gov.uk)

Draft 4 (27/9/05)



 **Gateshead**  
Council  
[www.gateshead.gov.uk](http://www.gateshead.gov.uk)

  
Healthy Schools

Gateshead   
Primary Care Trust

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## Introduction to the National Healthy Schools Programme and the Gateshead Healthy School Award

The Gateshead Healthy School Award (GHSA) is a partnership initiative, co-ordinated by Gateshead Council's Raising Achievement, Learning and Children and Gateshead Primary Care Trust's Health Promotion Team. The Award is implemented in partnership with Gateshead's primary, secondary and special schools as well as the specialist units. The partnership and Award achieved accreditation to the National Healthy School Standards (NHSS), an element at the National Healthy Schools Programme (NHSP), in January 2002.

Recently the Government has given commitment to the NHSP through references in the National Service Framework for Children, Young People and Maternity Services (DH and DfES), the Five Year Plan (DfES), Choosing Health (DH) and the recent draft guidance on the Children and Young People's Plan (DfES). In addition, the number of healthy schools in each local authority area is now an indicator in the pilot Joint Area Reviews and Annual Performance Assessment, as well as an indicator in the pilot Local Area Agreements. This reflects the significant contribution of the programme in assisting schools to meet the Every Child Matters outcomes of 'being healthy' and 'staying safe' in particular, as well as aspects of 'enjoying and achieving', 'making a positive contribution' and 'achieving economic well-being', all of which schools will need to demonstrate to OFSTED.

In Gateshead, 98% of schools have achieved healthy school status (level 3). However, building on existing achievements the White Paper, Choosing Health (2004) introduced more stringent and more demanding criteria for healthy schools to achieve, in addition to the existing evidence requirements. From September 2005, in order to be recognised as achieving healthy school status, schools will be required to meet specific criteria in the following core areas: PSHE (including SRE and drugs education), healthy eating, physical activity and emotional health and well-being (including bullying).

Our local Award, the GHSA is being amended/updated to encompass the new, White Paper requirements, and local health/education priorities. The Gateshead Education/Health Partnership looks forward to supporting schools that have already achieved healthy schools status (level 3) and those still working towards this, to make the necessary adjustments and progress in meeting the new, White Paper healthy school status criteria. **These adjustments will be launched in April 2006.**

In Gateshead we are fortunate that a large network of agencies is part of this Partnership and supports our Award. This means we are able to offer young people the opportunities that will empower them to pursue healthy lifestyles and to work as positive agents of change for the health of their families and communities.

In light of the fact that both teachers' feedback and national evaluation reports show that involvement in the NHSP/GHSA has a number of potential benefits for young people and the school community e.g. better attendance, improved attainment and increased access to education and health opportunities, we hope that your school will continue to take up the challenge of working to become a healthy school in Gateshead, and by doing so contribute to an improvement in educational standards and health outcomes for the population of Gateshead.



Mrs. Maggie Atkinson  
Group Director, Learning and Children  
and Director of Children's Services



Dr. Mark Lambert  
Director of Public Health  
Gateshead Primary Care Trust

## Check Points

**Sept**

28th Sept  
9am-12pm

Gateshead Healthy School Award Co-ordinators meeting.  
Dryden Professional Development Centre (DPDC).

**Oct**

11th Oct  
4-6pm

Arrange meeting with Core Team representative if required.

Gateshead Healthy School Award Guideline launch.  
DPDC.

Disseminate GHSA information to whole school eg. via task group,  
staff meeting, assembly.

Begin to action GHSA plans.

20th Oct  
12-5pm

Food in Schools dissemination event.  
DPDC.

Begin to prepare for final core team visit. Arrange a time and  
date with core team representative in spring term for final visit.

**Dec**

7th Dec  
4-5.30pm

Gateshead Healthy School Award Cluster Meeting and Confidentiality  
Training. DPDC.

8th Dec  
4-5.30pm

Gateshead Healthy School Award Cluster Meeting and Confidentiality  
Training. DPDC.

Dec

Send completed 1st section of action plans to Core Team representative  
before Christmas holidays. NB. This is an essential requirement.

**Jan**

Jan

Arrange final Core Team visit if you have not done so already.

**Feb**

TBC

Gateshead Healthy School Award Co-ordinators meeting.  
DPDC.

6th Feb

Submit Gold/Standard Smoke Free School Award (if required).

Feb

Review progress with action plans.

Final visit by Core Team representative to assess against set criteria  
and sign Gateshead Healthy School Award declaration.

**Mar**

17 Mar

Healthy Eating Award Assessment (if required)

Submit Healthy School declaration before this date.

NHSP Database updated by Core Team to include this year's  
successful schools. (Not required by teachers)

Attend Celebration event.

## The G.H.S.A Core Team



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Council  
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Dryden Professional  
Development Centre  
Evistones Road  
Gateshead  
NE9 5UR

Website:  
[www.gatesheadgrid.org/healthyschools](http://www.gatesheadgrid.org/healthyschools)

Schools may contact the Core Team members for advice and support whilst working to gain the Award.



**Gateshead**   
Primary Care Trust  
Health Promotion Team

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14 Regent Terrace  
Gateshead  
Tyne & Wear  
NE8 1LU

Website:  
[www.healthpromotion.demon.co.uk](http://www.healthpromotion.demon.co.uk)

## Year Chart

Year	Level of Award	Submit copies of the listed policies below	Achieve Standard Smoke-Free School Award	Achieve Gold Smoke-Free School Award	Achieve Healthy Eating Award
1		*			
2		*			
3	Bronze	*	*		
4		*			
5		*			▽
6	Silver	*		△	
7		*			
8		*			▽
9		*			
10	Gold	*		△	
11		*			▽
12		*			
13		*			
14		*			▽
15	Diamond	*			

△ The Gold Smoke Free School Award must be achieved by the 6th Application, or for those who gained their Silver Award before September 2002, by the time they are awarded their 10th Certificate.

▽ The Healthy Eating Award must be achieved by the 5th, 8th, 11th or 14th Award.

\* Required Policies (Listed below)

## Essential Criteria

Carry out an audit (see page 7) - to ensure that key policies are in place and reviewed as necessary, before 1st March 2006:

1. Personal Social Health Education and Citizenship Policy
2. Sex and Relationship Education Policy
3. Drugs Education and Incidents Policy (illegal and prescribed drugs, alcohol, tobacco and volatile substances).
4. Confidentiality Policy
5. Anti-bullying Policy
6. Physical Activity Policy
7. A Whole School Food Policy (See Food in Schools Toolkit Seminar, 20th October 2005) and Gateshead Healthy Eating Award if required.
8. No Smoking Policy (that satisfies Standard Smoke Free School Award quality standards) and Standard or Gold Smoke Free Award if required.

\*Support and guidance will be available for co-ordinators during the Autumn Term to set these policies in place by March 2006.

Quality standards for the above policies can be found on the GHSA website.

All schools from 1st April 2006 will follow the new National Healthy School Programme Guidelines. These will incorporate the new healthy school status definition and will include using the Audit Tool and Guidance on validating school achievement of National Healthy School Status. These guidelines will be launched during the Spring Term 2006 (March date to be confirmed).

## Audit of Essential Criteria. Academic Year 2005-2006

**School:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**NB** This Audit must be completed **twice** - **once in Autumn term**  
**and again at the end of the Spring Term.**

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

Policy	Whole school policy that meets the quality standards	✓ if in place in Autumn	✓ if in place in Spring
1	Personal Social Health Education and Citizenship Policy	<input type="checkbox"/>	<input type="checkbox"/>
2	Sex and Relationship Education Policy	<input type="checkbox"/>	<input type="checkbox"/>
3	Drugs Education and Incidents Policy (illegal and prescribed drugs, alcohol, tobacco and volatile substances).	<input type="checkbox"/>	<input type="checkbox"/>
4	Confidentiality Policy	<input type="checkbox"/>	<input type="checkbox"/>
5	Anti-bullying Policy	<input type="checkbox"/>	<input type="checkbox"/>
6	Physical Activity Policy	<input type="checkbox"/>	<input type="checkbox"/>
7	A Whole School Food Policy (See Food in Schools Toolkit Seminar, 20th October 2005) and Gateshead Healthy Eating Award if required.	<input type="checkbox"/>	<input type="checkbox"/>
8	No Smoking Policy (that satisfies Standard Smoke Free School Award quality standards) and Standard or Gold Smoke Free Award if required.	<input type="checkbox"/>	<input type="checkbox"/>

GHSA Co-ordinator: \_\_\_\_\_

Core Team Representative Signature: \_\_\_\_\_

Date completed in Autumn Term: \_\_\_\_\_

Date completed in Summer Term: \_\_\_\_\_

# Action Plan

*Photocopy as appropriate*

**Academic Year 2005 - 2006**

**School:** \_\_\_\_\_

Complete in Autumn Term				Complete in Spring Term		
What?	How?	By when?	Who?	What happened?	Is it done? Yes / No	

## The Process

### How to develop, write and implement a whole-school policy

A well established whole-school policy, on a given issue, can have the following benefits;

- Sets a co-ordinated approach to the issue.
- Reinforces appropriate messages to the issue.
- Engages the whole-school community in taking part in the policy development.
- Establishes effective working partnerships, leading to a common goal.
- Ensures greater sustainability through planned action as part of the School Improvement Plan, including provision of resources and staff training.
- Communicates your school's shared vision, ethos and values to pupils, parents, staff and other wider partners.

A well established whole-school policy will not only give your school the above benefits, but will help your school satisfy the requirements of the new National Healthy School Status and will reflect favourably with OFSTED.

There are a number of key steps involved in writing a good whole-school policy. The following points are there as guidance for you to follow. Every school is different so use the guidance to create the policy your school wants and needs. The process of developing your policy is as important as the final document itself.

- 1) Establish a policy development group (e.g. teachers, pupils, parents, governors, community representatives, School Health Advisors, Healthy School Core-team Member, etc). This group can oversee all policy developments or focus on developing a policy for a specific issue e.g. A PSHE Policy. This is why it is essential to get the right mix of people on your policy development group.
- 2) Conduct an audit within your school to establish the needs and priorities. This audit will highlight what actions need to be included in your policy. An audit could include a questionnaire to the whole school community. This will help you establish a clear rationale and aims and objectives.
- 3) Using your policy development group and the results of your audit draft a policy. Remember to keep the policy specific and relevant to your school. Quality standards and guidance on policies are given below. There are also example policies (for SRE, Drugs/ Alcohol/ Tobacco, Physical Activity, Confidentiality, PSHE&C, Anti-bullying and Food) on [www.gatesheadgrid.org/healthyschools](http://www.gatesheadgrid.org/healthyschools) .
- 4) Send your policy out for consultation with the whole-school community. The more people who can view and amend your policy, the stronger and more valued it will become. You should consult with parents, pupils, staff, governors and community representatives. This can be done in a variety of ways e.g. send out the policy with a return sheet, hold a consultation evening, request feedback in the school newsletter, publish the draft on the school website.
- 5) Collate your feedback from the consultations and make appropriate amendments to the policy. Include an acknowledgement list of who contributed to the development of the policy. Take the revised policy to be verified and signed by the governors or senior management team.

- 6) Disseminate your agreed policy to the whole-school community using a variety of media e.g. newsletters, letter to parents, school website, assembly, school prospectus, school council meetings, staff meetings.
- 7) When the policy is in place it is important to implement it effectively. Stick to the policy you have developed because it should represent the views of your whole-school community. The policy must be well resourced and co-ordinated to ensure your aims and objectives are met.
- 8) Monitor and evaluate your policy annually to ensure it remains relevant to your school and its community. Monitoring and evaluation can be done via consultation, questionnaires, documented evidence etc. This evidence can then be used to measure the success of your policy against its original aims and objectives. You will then be able to see if your policy has been a success, and make appropriate amendments. This review cycle should take you back to point 4. This should be conducted at least every 3 years.

### **The Content**

#### **Quality standards & guidance for whole-school policies**

A well written policy should;

- Have a title.
- Be based on agreed good practice and make reference to appropriate guidance documents.
- Include a rationale (i.e. why it is required).
- Have realistic aims and objectives.
- Include an 'implementation date' and state when the policy will be reviewed.
- Be reviewed at least every 3 years.
- Be consulted on and approved by pupils, parents, staff and governors.
- Include references to consultation work.
- Explain how the policy will be publicised, implemented, monitored and evaluated and by whom.



Name of School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Tel Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Our school is a healthy school**

We believe that our school is able to provide evidence of each of the relevant Healthy School Award criteria for our \_\_\_\_\_ application, if requested. We understand that our achievement of these criteria will be added to the NHSP database. We are aware that OFSTED will use this database to inform future inspections of our school.

Signed

Date

Headteacher: \_\_\_\_\_

\_\_\_\_\_

Governor: \_\_\_\_\_

\_\_\_\_\_

Co-ordinator: \_\_\_\_\_

\_\_\_\_\_

Pupil Rep: \_\_\_\_\_

\_\_\_\_\_

Parent Rep: \_\_\_\_\_

\_\_\_\_\_

GHSA Core Team Rep: \_\_\_\_\_

\_\_\_\_\_

**Note from the GHSA Core Team**

Valid declarations must include all of the above signatures.

If you are unable to provide evidence any of the relevant GHSA criteria when requested by a member of the GHSA Core Team, you will not receive your GHSA for 2005/2006.

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