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Bath and North East Somerset

# Director of Public Health Award

How to achieve the  
Healthy Outcomes  
Certificate for Early Years



## Introduction

The Healthy Outcomes Certificate for Early Years is a great way for your setting (home based, group based or Children Centre) to demonstrate how it is tackling health inequalities, closing the gap and supporting the most vulnerable young children and families to improve their health and well-being.

To gain the Healthy Outcomes Certificate for Early Years, you will need to show how your setting (home based, group based or Children Centre) has improved the health and well-being of your young children and families. Settings will need to do three things:

1. Join the programme
2. Submit a completed Reporting Tool
3. Submit two short case studies.

Submission is to the Director of Public Health Award Coordinator Early Years who will then take the completed Reporting Tool and Case studies to the Award group. This group meets twice a year, in September/October and February/March. The exact dates will be advertised in the news section of the website.

It is suggested that it will take up to one academic year to complete the work needed to gain the Healthy Outcomes Certificate for Early Years. (A setting starting its chosen interventions in September one year should be finished by July of the next and be ready to submit to the Award group at the next available date.)

## Joining the Programme

To access the tools you need to gain the Healthy Outcomes Certificate for Early Years you need to have joined the programme through the website. Once you have done this you will receive an e-mail from the Director of Public Health Award Coordinator Early Years asking which Certificate you want to start working toward. You will also be asked to provide some dates for your first meeting with the Coordinator. **This meeting will show you how to complete all the necessary requirements in order to achieve the Healthy Outcomes Certificate for Early Years.**

## The Process

In order for a setting to be able to make an informed decision about what outcomes to work towards achieving, several steps need to be completed. Each step is described below.

**It is important here to remember that any work towards your chosen outcome does not leave any children and families open to stigmatization. The Director of Public Health Award Coordinator Early Years will be able to help with this should you have any concerns.**



## Step One – Consider the main issues

To build up an accurate picture of the most pressing health issues facing children in Bath and North East Somerset, you need to consider the local health information, both for early years and school aged children to get a picture of what faces children now and in the future.

You will also need to think about your setting's children and families and consider any areas of particular needs. Think about the children and families that you work with and what support they could benefit from within the context of the health profiles.

The [Bath and North East Somerset Early Years Health Profile](#) currently gives you the latest information on weight, breastfeeding and dental health.

The [Bath and North East Somerset Health Profile](#) gives you an overall picture of the local health priorities of school aged children in one easy-to-read document.

The **SHEU Health Related Behaviour Survey** also gives an overview of the health issues in our schools: [SHEU B&NES Headline Report \(Primary\)](#)

You may also wish to use information gathered from your Ofsted inspection and your Quality Conversation.

## Step Two - Decide on your Outcomes

You need to decide on one of the following [Outcomes](#) from each of the health priorities identified for early years settings – currently these priorities are Healthy Eating and Physical Activity.

Each priority has a number of outcomes listed that setting can choose to work on. You must choose one outcome in each of the priority areas.

There are a limited number of outcomes to choose from - up to 6 possible outcomes under each priority.

You should pick one outcome from each list that best fits what you want the setting's community to achieve.

## Step Three – Deciding what Interventions to use

Once you have decided on the appropriate Outcome you can then choose the Intervention(s) that you will work on. [The Early Years Outcomes and Interventions Directory](#) lists the outcomes and suggested interventions under each priority area. You may need to undertake more than one intervention in order to meet your chosen outcome. You can choose a different intervention to those listed but please discuss your intervention with the Director of Public Health Coordinator Early Years before going ahead.



In order to evidence the difference the intervention has made to the young children and families in your setting you must take appropriate quantitative and/or qualitative measures before and after the intervention.

A **quantitative measure** counts the number of things that happen. For example: If you chose an intervention to increase the number of children walking to the setting you would need to find out how many children walked before the intervention took place and then measure how many walked at the end of the intervention.

A **qualitative measure** is one that looks at the views, experiences and perceptions of those taking part at the beginning and again once the intervention has finished. For the DPH Award, qualitative measures can support quantitative measures unless the Intervention is run by a member of the DPH Award Team or its partners. You will need to discuss which outcomes and interventions are right for your setting and the appropriate measures to use with the Director of Public Health Award Coordinator Early Years.

Once you have chosen your intervention(s) you are ready to fill out the on-line Reporting Tool.

#### **Step Four - Completing the On-line Reporting Tool**

The Reporting Tool is only available on the secure part of the site. It is a handy and straightforward way of recording the work you are doing to gain the Healthy Outcomes Certificate for Early Years.

To access your own version of the Reporting Tool you need to log on and then click 'My Account' followed by 'HOCEY Action Plan and Reporting Tool'.

You will be asked to provide various pieces of information. The explanation of each is printed in the coloured explanation boxes on the diagram below.



Date completed \*

3 Oct 2013

Submit

This Button MUST NOT be pressed until everything is completed. **It is the final action**

A drop down box asks you to select which of the priorities your outcome will meet

Healthy Eating Priority

Priority \*

- Select -

You will have selected this from the suggested list

Intended outcome \*

[Empty text box]

The number at the start of the work displaying this behaviour

Baseline number \*

[Empty text box]

Baseline number collected in

Day

The month/year when you collected the data

Month Year

Target number \*

[Empty text box]

The number you are aiming to end up with displaying this behaviour

Target number to be achieved by \*

Day

The month/year you want to complete the work and have achieved the outcome by

Month Year

Chosen interventions \*

[Empty list box]

Chosen from the suggested list from the Outcomes and Interventions Directory

Interim measure \*

[Empty text box]

You will need to take a measure to see if the intervention you have chosen is having the desired effect half way through or thereabouts

Interim measure collected in \*

Day

The month/year when you collected the interim data

Month Year

Final Measure \*

[Empty text box]

The number at the end of the intervention

Final measure collected in \*

Day

The month/year when you collected the data

Month Year



**Important: Whenever you add any information, scroll down to the bottom of the page and press 'Save Progress' before leaving the secure site. Do NOT press the 'submit' button at the top of the page unless you are ready to apply for the certificate.**

### **Submitting the Action Plan and Reporting Tool**

When you have completed both Outcomes, and got final data recorded on the tool, you are ready to submit the form. To do this, select the date of submission and then click on the 'submit' button at the top of the form.

You will receive an e-mail back to your registered e-mail address reminding you to also submit the two case study forms by e-mail to the Director of Public Health Award Coordinator Early Years.

### **Case studies**

You are required to submit two short case studies to the Award Group alongside your submitted Reporting Tool, one for each outcome.

There are proformas available in the secure area of the site for you to download and write straight onto. These can be found by clicking on 'My Account' then 'Case study pro forma documents'. You will find instructions on how to complete each case study there.

### **.....and Finally**

Once gained, the certificate is valid for two years. To ensure that the setting continues to improve the health and well-being of its young children and families, it will need to be renewed after two years.