



**Bath and North East Somerset**

**Director of Public  
Health Award**

**How to achieve the  
Healthy Schools  
Certificate**

## Introduction

The Healthy Schools Certificate builds on National Healthy Schools Status (NHSS). It has been tailored and improved so that it meets the health priorities and needs of children and young people in Bath and North East Somerset.

To gain the certificate, schools will need to do three things:

1. Join the programme
2. Complete and submit a Biennial Audit Tool
3. Complete and submit a Children and Young People's Review.

## How long will it take?

The time taken to achieve the Healthy Schools Certificate will vary from school to school. It may take a few months or up to a year, depending on what is already in place in the school. Once gained, the certificate is valid for two years. To ensure that a school continues to be a healthy place the certificate will need to be renewed after two years.

Once the Biennial Audit and Children and Young People's Review are completed, they can be submitted to the Award Group for approval. The Award group meets twice a year - In October and March. Exact dates will be advertised in the news section of the website.

## Joining the Programme

To access the tools you need to gain the Healthy Schools Certificate you need to have joined the programme through the website. Go to either the '**home**' or '**schools**' page and click on '**Join**'. Follow the instructions to complete your registration.

Once you have done this you will receive an e-mail from the Director of Public Health Award Coordinator asking which Certificate you want to start working towards and which package of support you wish to access. 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 Schools Certificate.

## The Biennial Audit Tool

The Biennial Audit tool is a series of 24 criteria covering a wide range of health and well-being indicators that will show how healthy your school is. It can only be accessed from the secure area of the website. You need to grade your school as follows:

**Green level** – you meet all of the requirements for this criterion. Press the green button.

**Amber level** – you meet some of the requirements. You can put in place procedures to be able to meet the full requirements over the next two years. Press the Amber button.

**Red level** – you meet none of the requirements for this criterion. Press the Red button.

Further information about each criterion can be found by pressing the  button on the tool.

### Example of one of the Biennial Audit criteria

**20. Has an anti-bullying culture which promotes freedom from bullying and promotes a culture of inclusion.**

- GREEN LEVEL - Criterion met
- AMBER LEVEL - Criterion partly met
- RED LEVEL - Criterion not met



Click on the **?** button to find out what is required for the Green Level:

**20. Has an anti-bullying culture which promotes freedom from bullying and promotes a culture of inclusion.**

GREEN LEVEL - Criterion met

AMBER LEVEL - Criterion partly met

RED LEVEL - Criterion not met

**Criterion Notes** Hide/Close this

**Green Level**

To have met this criterion a school needs an anti-bullying policy or charter which promotes freedom from bullying and harassment.

This should include cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability.

It should provide planned curriculum opportunities for pupils to understand and explore feelings using appropriate learning and teaching styles.

It should also have an equalities team (E-team).

**Amber Level**

- What has been done to meet this criterion so far?
- What do you intend to do to meet this criterion within next two years?

Once a button has been pressed, a text box will appear:

**20. Has an anti-bullying culture which promotes freedom from bullying and promotes a culture of inclusion.**

GREEN LEVEL - Criterion met

AMBER LEVEL - Criterion partly met

RED LEVEL - Criterion not met

**?**

**What has been done to meet this criterion so far? What do you intend to do to meet this criterion within the next two years?**

If you select Green level for any criterion, there is no requirement to add any text to the box. This is because by pressing Green you are declaring that you meet all of the requirements for that criterion.

If you select Red level you are declaring you meet none of the requirements. You may like to record in the text box what your next actions will be to get to Amber.

If you select the Amber level, it is necessary to record which elements of the criterion requirements you are meeting, and which you still need to put into place in order to get to Green level over the next two years.

**Note.** A school does not need to be at Green Level for every criterion to apply for the Healthy Schools Certificate. Many schools will meet some of the criteria fully and therefore be at Green Level for those criteria. They will also partially meet some of the criteria and be at Amber level for those criteria. **A school can apply for the Healthy Schools Certificate if it has a mixture of Green and Amber level grades, providing it is clear from the Amber text box what procedures the school is putting in place over the next two years to move it from Amber level to Green level.**

If a school is at Red level for any of the criteria, it will not be able to achieve the certificate. If this is the case you should contact the Director of Public Health Award Coordinator to access support and guidance on how to get to Amber level.

**Important:** Whenever you add any information to the Biennial Audit Tool, you need to 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.**

Once the Biennial Audit Tool is complete, you should date the form using the 'date completed' calendar and submit it to the Director of Public Health Award Coordinator by pressing the 'Submit' button at the top of the form.

You will then receive an e-mail back from the Director of Public Health Award Team prompting you to also submit the Children and Young People's Review.

## **The Children and Young People's Review**

One of the aims of the Healthy Schools Certificate is to involve the children and young people in a meaningful way. Part of the application involves them submitting a piece to the Award Group. This piece is entitled:

### **'How we made our school healthier'**

The submission can be in a variety of forms – whichever appeals to the children and young people in the school the most. It could be a piece of writing, photo story, video or audio. Their work will end up on the website as a showcase for your school, so please make sure any permissions are in place for photographs of the children and young people in the presentation.

Please contact the Director of Public Health Award Coordinator if you have any queries about what area to do the Review on.

### **The process**

The children and young people at the school need to choose one criterion from the Biennial Audit to focus on. This should be something linked to how the school has moved from being at Red level to Amber level or from Amber level to Green.

Having decided on the criterion, it is then up to them to show how the school has become healthier over the time it has been working on the Healthy Schools Certificate.

It would be helpful if the following elements were included in the Review:

1. Which Criterion the Review is about
2. What the school was like before work on the Healthy Schools Certificate began
3. How the school is healthier as a result of the work done

The piece should be no longer than 750 words (approximately two sides of A4) or two minutes if an alternative technique is used.

Once complete, the Review should be submitted to the Director of Public Health Award Coordinator via e-mail or post. Both the Review and the submitted Audit will then be taken to the next Award Group meeting, as advertised on the website.

### **The Award Group**

The Award group meets twice a year, in October and March. The purpose of the group is to review the Biennial Audit Tool and the Children and Young People's Review and award the Healthy Schools Certificate to your school. You will be presented with a certificate and there will also be an annual celebration event that you will be invited to attend.

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

Once gained, the certificate is valid for two years. To ensure that the school continues to demonstrate how it is a healthy place to be, it will need to be renewed after two years.