



Bath and North East Somerset

Director of Public Health Award

How to achieve the
Healthy Early Years Certificate



Introduction

The Healthy Early Years Certificate builds on the Bath and North East Somerset Healthy Early Years Scheme. It has been tailored and improved so that it meets the health priorities and needs of young children and families in Bath and North East Somerset.

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

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

How long will it take?

The time taken to achieve the Healthy Early Years Certificate will vary from setting to setting. It may take a few months or up to a year, depending on what is already in place in the setting.

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

Once the Biennial Audit and Young Children's' Review are completed, they can be submitted to the Award Group for approval. The Award Group meets twice a year - In September/October and February/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 Early Years Certificate you need to have joined the programme through the website. Go to either the '**home**' or '**early years**' 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 Early Years asking which Certificate you want to start working towards.

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 Early Years Certificate.



The Biennial Audit Tool

The Biennial Audit tool for home and group based settings is a series of 21 (23 for settings with babies under 2) criteria and the Biennial Audit for Children's Centres is a series of 27 criteria covering a wide range of health and well-being indicators that will show how your setting supports active and healthy lifestyles through policy and practice. It can only be accessed from the secure area of the website. You need to grade your setting 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 from the Healthy Early Years Certificate

2. Has a whole setting Food and Drink policy, developed through wide consultation (including children) which covers all aspects of the food and drink provision at all snack and mealtimes.

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:

2. Has a whole setting Food and Drink policy, developed through wide consultation (including children) which covers all aspects of the food and drink provision at all snack and mealtimes.

- 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 setting's policy will be quality assured by the DPHA team, will reflect all statutory guidance and include the following:

- How allergies and dietary requirements are recorded and managed
- How all food and drink provision meets the Eat Better Start Better Food and Drink guidelines for Early Years
- Breastfeeding and bottle preparation **
- Weaning procedures **
- Packed lunch recommendations and restrictions **



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

2. Has a whole setting Food and Drink policy, developed through wide consultation (including children) which covers all aspects of the food and drink provision at all snack and mealtimes.

GREEN LEVEL - Criterion met

AMBER LEVEL - Criterion partly met

RED LEVEL - Criterion not met

?

Please briefly record the evidence to show how you meet the green level.

If you select Green level for any criterion you are declaring that you meet all of the requirements for that criterion. (Adding a description in the box of how you meet the criterion will support monitoring visits when you will be asked to discuss your audit).

If you select Red level you are declaring you meet none of the requirements. It would be useful to record in the text box what your next actions will be to get to Amber as a basis for discussion at monitoring meetings.

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 in order to get to Green level over the next two years.

Note: A setting does not need to be at Green Level for every criterion to apply for the Healthy Early Years Certificate. Many settings 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 setting can apply for the Healthy Early Years Certificate if it has a mixture of Green and Amber level grades, providing it is clear from the Amber text box what procedures the setting is putting in place over the next two years to move it from Amber level to Green level.

If a setting 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 Early Years 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 Early Years 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 Young Children's Review.

The Young Children's Review

One of the aims of the Healthy Early Years Certificate is to involve the children (or children and families for Children's Centres) who access your setting in a meaningful way. Part of the application involves submitting a piece to the Award Group which records what the children (and families) feel about what has been happening. This piece is entitled:

'How we made our setting healthier'

The submission can be in a variety of forms – whichever is most appropriate for the age of the children and captures what has been developed from their perspective. It could be a piece of writing by practitioners based upon observations of the children; feedback from families, a photo story or a video/audio produced with the children. The submission will end up on the website as a showcase for your setting, so please make sure all permissions are in place for photographs/filming of all the children and adults in the presentation.

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



The Process

You need to choose one criterion from the Biennial Audit to focus on. This should be something linked to how the setting has moved from being at Red level to Amber level or from Amber level to Green.

Having decided on the criterion, the piece then needs to show how the setting has become healthier over the time it has been working on the Healthy Early Years Certificate.

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

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

The piece should be no longer than 1000 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 Early Years along with the Biennial Audit Tool. Both 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 September/October and February/March. The purpose of the group is to review the Biennial Audit Tool and the Young Children's Review and award the Healthy Early Years Certificate to your setting.

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 setting continues to demonstrate how it is a healthy place to be, it will need to be renewed after two years.