



**HEALTHY EARLY  
YEARS AWARD**  
Southampton



## Southampton Healthy Early Years Award (HEYA) Bronze Self-Assessment Form

Please complete ALL parts of this form – some parts are to assess whether you’re meeting the criteria for Bronze; whilst other parts contain questions designed to baseline where you are now in terms of your practices, e.g. there are questions about your approach to birthdays, but this is not assessed until Silver level.

1. About your setting	
Questions	Self-assessment questions (please complete all)
Setting name	
Setting address	
Number of children on roll:	
Name of person completing form:	
Date form completed:	

## 2. Food & Drink Provision

Criteria	Self-assessment questions (please complete all)	
<p><b>2.1 All foods and drinks (including meals and snacks) meet the Healthy Eating Standards</b></p> <p><b>2.2 Menus are available for parents/carers (and staff) to see – this includes settings offering snacks and drinks only, in addition to those offering full meal provision</b></p> <p><b>2.3 Cultural and religious preferences and medical needs (including allergies, e.g. to certain fruit) are catered for where appropriate</b></p>	<p><b>2.1.1</b> <i>What is your food provision? Please state the following:</i></p> <ul style="list-style-type: none"> <li>- Whether you provide meals or just snacks</li> <li>- Which meals and snacks you provide (e.g. breakfast, morning and afternoon snacks)</li> </ul>	
	<p><b>2.1.2</b> <i>Have you included your menu in your submission? (YES / NO)</i></p>	
	<p><b>2.1.3</b> <i>Have you included details on your menu about the following? (YES / NO)</i></p> <p><b>a)</b> <i>Which brand(s) of yoghurt you use (ensuring they contain less than 15g sugar per 100g of product)</i></p> <p><b>b)</b> <i>Which brand(s) of spread you use (ensuring they meet the criteria on the Healthy Eating Standards)</i></p> <p><b>c)</b> <i>Which brand(s) or types of cereal you use (e.g. cornflakes, rice crispies, weatabix)</i></p> <p><b>d)</b> <i>Which type of crackers / breadsticks / rice cakes, you use (e.g. cream crackers, plain rice cakes)</i></p>	
	<p><b>2.2.1</b> <i>Where is your menu displayed / kept? (state the location / area)</i></p>	
	<p><b>2.2.2</b> <i>Did you already have a menu prior to working towards this award? (YES / NO)</i></p>	
	<p><b>2.3</b> <i>How do you adapt your menus to ensure cultural &amp; religious preferences &amp; medical needs are met?</i></p>	

<p><b>2.4 The purpose of these questions is to baseline your current practice around food and drink provision*</b></p> <p>a) Portion sizes</p> <p>b) Packed lunches</p> <p>c) Complementary feeding (weaning)</p> <p>d) Breastfeeding</p> <p><b>NB – whilst the information you provide in this section (2.4) is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b></p>	<p><b>2.4 a)</b> Do you currently monitor portion sizes? (YES / NO)</p> <p><b>2.4 a)</b> If you do monitor portion sizes, which guidance do you use? (for example, please state which website / leaflet you use)</p>	
	<p><b>2.4 b)</b> Do children bring in their own packed lunch? (YES / NO)</p>	
	<p><b>2.4 b)</b> If children bring in their own packed lunch, do you provide any guidance on suitable options (or send home any particular items that don't fit with your policy)? Please summarise your approach</p>	
	<p><b>2.4 c)</b> What is your approach to complementary feeding (weaning) / how does your setting cater for this?</p>	
	<p><b>2.4 d)</b> Do you currently encourage breastfeeding within your setting? (YES / NO)</p> <p><b>2.4 d)</b> If you already encourage breastfeeding in your setting, please summarise how do you do this</p> <p><b>2.4 d)</b> Is there somewhere in your setting where mothers can breastfeed in private if needed? (YES / NO – if YES, please specify this location)</p>	

<b>3. Leadership and Managing Change</b>		
<b>Criteria</b>	<b>Self-assessment questions (please complete all)</b>	
<p><b>The setting has:</b></p> <p><b>3.1 A named member of staff who oversees all aspects of healthy eating / nutrition in the setting, ensures healthy eating standards are met and are regularly reviewed. This includes monitoring food choices,</b></p>	<p><b>3.1.1</b> Healthy Eating Lead name</p>	
	<p><b>3.1.2</b> Did you have someone in this role prior to starting this award? (YES / NO)</p>	

<p>and using this information to inform menu development and snack provision in the setting</p> <p><b>3.2 A system in place that ensures that staff and parents/carers are able to identify this named person</b></p> <p><b>3.3 Evidence of consultation with staff and parents/carers about embarking on the HEYA healthy eating theme*</b></p> <p><b>*Ideas on how to consult with staff include:</b></p> <ul style="list-style-type: none"> <li>• Staff meeting discussions</li> <li>• Staff bulletins</li> <li>• Emails to staff</li> <li>• Appraisals &amp; new staff inductions</li> </ul> <p><b>Ideas on how to consult with parents / carers include:</b></p> <ul style="list-style-type: none"> <li>• Communications, e.g. email, newsletters, Tapestry, website</li> <li>• Displays / notice boards</li> <li>• Parent committees</li> </ul>	<p><b>3.2.1</b> <i>How can staff and parents/carers identify this Healthy Eating Lead? (e.g. is their name highlighted on a notice board, healthy eating policy, website?)</i></p>	
	<p><b>3.3.1</b> <i>Who governs change in your setting? E.g. Manager, committee, staff</i></p>	
	<p><b>3.3.2</b> <i>How did your setting consult with staff, childminding assistants and/or the committee about starting to work towards the HEYA? (Please provide examples of consultation or a summary of methods used and the outcomes)</i></p>	
	<p><b>3.3.3</b> <i>How did your setting consult with parents / carers about starting to work towards the HEYA? (Please provide examples of consultation or a summary of methods used and the outcomes)</i></p>	
	<p><b>3.3.4</b> <i>What were the major barriers you had to overcome to get HEYA on the setting's agenda?</i></p>	
	<p><b>3.3.5</b> <i>What feedback have you received from staff, committee and parents / carers since starting the HEYA? (please record examples of both 'positive' and 'negative' comments)</i></p>	
	<p><b>3.3.6</b> <i>How would you describe your setting's 'ethos' to nutrition &amp; healthy eating as a result of embarking on the HEYA? (Please provide a short summary)</i></p>	

## 4. Healthy Eating Policy

Criteria	Self-assessment questions (please complete all)	
<p><b>4.1 The setting has a healthy eating policy in place (which has been consulted on), which covers the following as a minimum*:</b></p> <ul style="list-style-type: none"> <li>• Background information about type of setting, meals provided, number of children on roll</li> <li>• Food &amp; drink provision (e.g. meals / snacks provided, how you tailor this to meet cultural and medical needs)</li> <li>• Approach to role modelling</li> <li>• Date produced and review date</li> </ul> <p><b>4.2 Policy is regularly highlighted to parents/carers, e.g. at registration, when the policy is changed / updated</b></p> <p><i>*Your healthy eating policy may also include information on packed lunch policy, complementary feeding (weaning), breastfeeding, curriculum planning, rewards / treats, and approach to birthdays and special occasions – however these are only required for the bronze award, and more information will be given about these requirements at silver level, and how to include them in your policy accordingly</i></p>	<p><b>4.1.1</b> <i>Did you have a healthy eating policy in place prior to starting this award? (YES / NO)</i></p>	
	<p><b>4.1.2</b> <i>How has your setting consulted with parents / carers on this policy?</i></p>	
	<p><b>4.1.3</b> <i>How has your setting consulted with staff and committee (if applicable)?</i></p>	
	<p><b>4.1.4</b> <i>What barriers (if any) did you have to overcome in order to develop and/or implement this policy?</i></p>	
	<p><b>4.1.5</b> <i>What are the main changes implemented in your setting as a result of developing / updating your healthy eating policy?</i></p>	
	<p><b>4.2.1</b> <i>How frequently do you highlight your policy to parents / carers and how do you do this?</i></p>	
	<p><b>4.2.2</b> <i>How do you plan to keep parents / carers and staff updated on further changes to your healthy eating policy?</i></p>	

## 5. Positive Role Modelling

Criteria	Self-assessment questions (please complete all)	
<b>5.1 Staff act as positive role models by eating with the children</b> <b>5.2 Staff actively encourage children to try new foods</b> <b>5.3 Drinking water encouraged and promoted throughout the day</b>	<b>5.1.1</b> <i>Do your staff eat with the children? (YES / NO)</i>	
	<b>5.1.2</b> <i>Please provide a summary of how this is managed / arranged</i>	
	<b>5.1.3</b> <i>Did your staff eat with children prior to starting this award? (YES / NO)</i>	
	<b>5.2.1</b> <i>Do staff encourage children to try new foods? If so, how do they do this?</i>	
	<b>5.3.1</b> <i>How do your staff encourage and promote the drinking of water to children in your setting?</i>	

## 6. Rewards

Criteria	Self-assessment questions (please complete all)	
<b>6.1 The purpose of these questions is to baseline your current practice around rewards and treats</b>  <b>NB – whilst the information you provide in this section is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b>	<b>6.1.1</b> <i>Please summarise how you reward children in your setting, e.g. for good behaviour</i>	
	<b>6.1.2</b> <i>Is food used as a reward? (YES / NO)</i>  <i>If you answered 'yes', what foods are used? (E.g. chocolate buttons for potty training)</i>	
	<b>6.1.3</b> <i>Do children have to finish their main course before they can have their pudding? Please outline how you manage this</i>	

## 7. Birthdays

Criteria	Self-assessment questions (please complete all)	
<b>7.1 The purpose of these questions is to baseline your current practice around birthdays and special occasions</b>  <b>NB – whilst the information you provide in this section is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b>	<b>7.1.1</b> <i>Does your setting provide birthday cake to celebrate a child's birthday? (YES / NO)</i>	
	<b>7.1.2</b> <i>Does your setting welcome or encourage parents to bring in cake / sweets when it's their child's birthday? (YES / NO)</i>	
	<b>7.1.3</b> <i>Please provide summary of how your setting celebrates a child's birthday</i>	

## 8. Celebrations & Special Occasions

Criteria	Self-assessment questions (please complete all)	
<b>8.1 The purpose of these questions is to baseline your current practice around birthdays and special occasions</b>  <b>NB – whilst the information you provide in this section (7) is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b>	<b>8.1.1</b> <i>Which events, parties or special occasions do you celebrate in your setting? (Please list them all)</i>	
	<b>8.1.2</b> <i>Does your setting use 'treat' or 'party' foods at any of these occasions? What types of foods are used at each celebration? (please provide examples)</i>	
	<b>8.1.3</b> <i>Are parents/carers ever asked to send in foods for special occasions, e.g. parties? (YES / NO)</i>	
	<b>8.1.4</b> <i>If parents / carers are asked to send in food for special occasions, what guidance do you currently give them (if any)?</i>	

## 9. Dining Environment

Criteria	Self-assessment questions (please complete all)	
<p><b>9.1 The purpose of these questions is to baseline your dining environment</b></p> <p><b>NB – whilst the information you provide in this section is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b></p>	<p><b>9.1.1</b> <i>Please provide a summary of your dining environment</i></p>	
	<p><b>9.1.2</b> <i>Are there any areas that could be improved to make the environment more welcoming, clean or conducive to healthy eating and social interaction? (NB there is always room for improvement!)</i></p>	
	<p><b>9.1.3</b> <i>How long do children have to eat at snack (include meal and snack times too)</i></p>	

## 10. Curriculum Links & Foods used in Activities

Criteria	Self-assessment questions (please complete all)	
<p><b>10.1 The purpose of these questions is to baseline your curriculum planning around healthy eating</b></p> <p><b>NB – whilst the information you provide in this section is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b></p>	<p><b>10.1.1</b> <i>Do you include healthy eating in your curriculum planning? (YES / NO)</i></p> <p><i>If YES, please provide a summary of how you include healthy eating in your curriculum planning, and the sorts of activities carried out</i></p>	
	<p><b>10.1.2</b> <i>Do children have the opportunity to cook in your setting? (YES / NO)</i></p> <p><i>If YES, please provide some examples of recipes / foods you cook with the children</i></p>	



	<p><b>10.1.3</b> Do you use food (or food-related language) in any other activities? (YES / NO)</p> <p>If YES, please provide a summary of how you include food in your curriculum planning, and the sorts of activities carried out</p>	
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## 11. Communicating Messages Home

Criteria	Self-assessment questions (please complete all)	
<p><b>11.1</b> The purpose of these questions is to baseline your current practice around communicating messages about healthy eating to the children’s home environment</p>	<p><b>11.1.1</b> Do you send any information about healthy eating to the home environment at the moment, e.g. in newsletters, on website? (YES / NO)</p> <p>If YES, please provide a summary of how you do this, and the sorts of information included?</p>	
<p><b>NB – whilst the information you provide in this section is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b></p>	<p><b>11.1.2</b> Do you feel that your communication about healthy eating / nutrition to the home environment could be improved? (YES / NO)</p> <p>If YES, how? If NO, why not?</p>	
	<p><b>11.1.3</b> Do you currently have any healthy eating / nutrition displays, e.g. display board? (YES / NO)</p> <p>If YES, what information are you currently displaying? If NO, is this something you feel you could work on at silver level?</p>	

## 12. Staff Training & CPD

Criteria	Self-assessment questions (please complete all)	
12.1 The setting's healthy eating approaches (including the Healthy Eating policy and positive role modelling) are covered in induction for all new staff	12.1.1 <i>Is your setting's approach to healthy eating covered in new staff inductions? (YES / NO)</i>  <i>If YES, who carries this out?</i>	
12.2 The purpose of these questions is to baseline your current practice around staff training and CPD relating to nutrition and healthy eating  <b>NB – whilst the information you provide in this section (11.2) is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b>	12.2.1 <i>Have staff been consulted about any training needs around nutrition? (YES / NO)</i>  <i>If YES, what are the training needs of your staff?</i>	

## 13. Staff Health & Wellbeing

Criteria	Self-assessment questions (please complete all)	
13.1 The purpose of these questions is to baseline your current practice whether staff are given opportunities to maintain/improve their health and wellbeing  <b>NB – whilst the information you provide in this section is not assessed as part of the Bronze award, you still need to complete this information for baselining purposes.</b>	13.1.1 <i>Are there any opportunities for staff to improve their health &amp; wellbeing? (YES / NO)</i>  <i>If YES, please provide a brief summary of these potential opportunities</i> <i>If NO, please explain why you think this is the case</i>	

## 14. Moving Forward

Going through this self-assessment form may have given you ideas on what you could work towards for the Silver Award. Please use the rows below to summarise areas you have identified to be developed further when undertaking Silver Award in Healthy Eating (you can add rows to add extra ideas if you wish)

1.

2.

3.

## 15. Submission

Please Include ALL the following documents in your submission and submit **by email to:** [heya@southampton.gov.uk](mailto:heya@southampton.gov.uk)

- *Old menu (from before if you started working towards the bronze award)*
- *Current (new / updated) menu*
- *Old healthy eating policy (if you had one)*
- *Current (new / updated) healthy eating policy*
- *Completed Bronze self-assessment form*
- *If you think it will strengthen your submission, you may submit NO MORE THAN five additional pieces of evidence (e.g. meeting minutes, photos) – although this is not required. We encourage you to include all relevant information as part of this self-assessment form*