

Southampton Healthy Early Years Award (HEYA)

**GOLD renewal self-evaluation form**

**To complete this renewal you will need to:**

1. **Read through this Gold renewal self-assessment fully before you start. You will need to reflect on all areas of HEYA: physical activity, healthy eating and healthy mouth throughout the process. You must also incorporate bronze Mental Health & Wellbeing.**
2. **Have worked on and evaluated your actions from your last gold action plan as well as identifying new areas of development over the past 3 years.**
3. **Re-audit your environment and identify any further actions for development (add these to your development plan and work on them)**
4. **Revise your action plan, work on it and evaluate it.**
5. **Summarise the work you have been undertaking in the past 3 years which has made a measurable impact on helping parents and families to make healthier lifestyle choices.**
6. **Identify goals for the next 3 years and submit an action plan.**
7. **Complete ALL parts of this form, addressing every point in the criteria and questions and submit along with all required evidence (see check list at the end of the form)**

Setting name & address:

Name of person completing form:

Number of children on roll:

Gold award last achieved: Date form completed:

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| **1. Leadership and Managing Change** | | |
| **Criteria** |  | |
| The setting has one or more named staff member/s who oversee all aspects of the healthy early years award.   1. Please outline the named lead/s for:   Physical activity  Healthy Eating  Healthy Mouth  Co-ordinating gold  2. How do you ensure that this person understands and carries out duties to support the appropriate maintenance and monitoring of the award?  Is there a job description or outline of responsibility?  3. Please clarify the system to inform staff and parents and carers of the HEYA lead/s.  4. If the named leads have changed, please clarify how the handover of role has been successfully managed (NA for CM working alone)  5. How do you involve and consult with parents and carers and staff about all aspects of the award? Please outline how parents and carers and staff can input into the planning and implementation of the award.  6. Please outline how you have consulted with parents and staff (possibly by questionnaires or surveys) to identify next steps for the award and the needs of children and families. **You will need to incorporate these into your action plan and / or project in part 8**. |  |  |
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| **2. Policy:** *\*You will need to submit your updated, current setting policies for Healthy Eating, Healthy Mouth and Physical Activity including dates of review as well as y*our current menus | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| The setting has comprehensive, inclusive policies (**which as a minimum must meet all silver criteria**) in place for:  Healthy Eating  Physical Activity  Healthy Mouth  All stakeholders have been consulted on when updating the policies. Outline how you have consulted and the key changes you have made to each of these polices in the past 3 years.  All policies must continue to meet the silver awards criteria and standards.  State the last review date; each policy must have been reviewed and updated in the last 12 months.  Please confirm that you have reviewed all silver criteria and standards for PA, HE and HM to ensure that your current policies and practice meet all criteria.  Please enter the dates of review for each award criteria. | **2.1a)** Each policy should ensure that it clarifies the expectations within the setting for all stakeholders and how the practitioners will model good practice. |  |
| **2.1b**) Each policy should **explain any specific terminology**. |
| **2.2** Outline how has the setting consulted with staff and parents/carers on policy and how they have contributed to the updated parts of your policies? |
| **2.4** Please give **an example** of input into the policy. Where possible, please give an example of children’s input into any of the policies (this could be from observing children’s actions and adjusting practice as a result). |
| What barriers have you come across when implementing your **updated** policies and how have you overcome them? |
| How do you plan to keep parents / carers and staff updated on further changes to your policies over the next 3 years? (add to your action plan) |  |
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| **3. Environment** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| Indoor and outdoor environments are conducive to promoting HEYA good practice. They are welcoming, clean, safe, and inspirational, promoting positive health and wellbeing messages consistently. Consider the following and outline how you maintain a focus of healthy eating, physical activity, and good oral health in respect of the following: -  Routines  Toothbrushing  Mealtimes / provision of water  Active travel / energetic play /appropriate clothing / sedentary behaviours  Interaction / language and communication with children  A wide variety in curriculum planning, which incorporates all silver criteria  Supporting positive messages during spontaneous play  Promoting health in and out of the setting. | Please outline how your setting supports all of these aspects of HEYA. |  |
| Please ensure that your brief covers all areas listed and reflect on how you ensure you meet all HEYA criteria, the EYFS and the UK physical Activity guidelines (for both walkers and non-walkers). |

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| **4. Curriculum Links, Monitoring and Development: *\*****You will need to submit your activity planning information which incorporates all aspects of HEYA as well as development plans which show identified areas of development and how you have addressed them.* | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| 4.1 Outline which rating scales or monitoring audits you use to reflect on and assess the quality of your HEYA provision (including for PA, HE and HM). Provide a brief outline of the tool/s you use, the outcomes and dates of recent monitoring (must be within the last term). *Submit a copy of your plan of areas of HEYA development you have identified through audits, learning walks, observations, feedback from staff, parents or children etc. This must focus and include at least 1 area of development for each aspect of the award (PA, HE and HM).*  *4.2* Links made about importance of health and wellbeing and are demonstrated through planning mechanisms. S*ubmit copies of recent curriculum plans and evidence to demonstrate how you maintain a daily /weekly focus on physical activity, healthy eating and healthy mouth.*   * 1. Outline how you ensure that messages are communicated (to all stakeholders) effectively which broaden children’s knowledge, understanding and language skills regarding healthy eating, healthy mouth, self-care and physical activity. (This includes messages to parents to support learning at home) |  |  |
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| **5. Communicating Messages Home** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| * 1. Opportunities for a wide variety of HEYA messages are communicated to the children’s homes. Some examples include:   a) displays  b) emails, newsletters, blogs, websites  c) events/workshops that invite parents/carers to observe and/or work with their children on themes and which promote key messages  d) inviting parents in to join specific activity sessions  e) signpost parents/carers to local facilities, groups and clubs where they can participate in activities, training or health care with their children and to local events and national initiatives and events.   * 1. How do you ensure that health messages are in line with current national / local guidance?   How does the HEYA lead monitor this? | **5.1a)** What changes have you made over the past 3 years regarding how and what you communicate to parents and carers about all HEYA aspects?  **5.1b)** Please give some examples of recent information and ideas shared with parents and carers to support them at home with regards to physical activity, healthy eating and good oral health? You may include mental health and wellbeing if you choose too. |  |
| What impact do you feel this has had?  **5.1c)** How do you know if parents take on board tips, activities and guidance offered to them? |  |
| **5.1d)** Have you come across any **new** barriers to improving communications with parents / carers, and if so, how did you overcome these? |  |
| **5.2** What guidance and resources do you refer to when planning your curriculum / carrying out HEYA activities?  Have you introduced any new resource sources in the past 3 years? |  |

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| **6. Staff Training & CPD** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| * 1. The HEYA lead has attended training in the past 3 years to update knowledge on PA, HE and HM   2. To renew your Gold award, you will need to demonstrate how you have supported one or more other settings with HEYA (recruiting new providers or supporting with /achieving an award). | **6.1** Please indicate the dates of trainings attended / who attended and the name of the training organiser / online web address and the length of training and how you have cascaded this information to all stakeholders |  |
| **6.2** Outline how you have supported other setting/s and describe the help that you provided. |  |

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| **7. Staff Health & Wellbeing** | | |
| Criteria | **Self-assessment questions (please complete all)** | |
| * 1. Summarise how you ensure that staff are aware of the opportunities they have to manage their health and wellbeing. Outline changes you have introduced in the past 3 years. (NA for CM working alone)   2. Outline how you involve staff in informing and developing opportunities for them to maintain or improve their health and wellbeing. Outline what you have changed in the past 3 years (NA for CM working alone)   3. How do you manage your own health and wellbeing and ensure a good work life balance? Outline what you have changed in the past 3 years (**Childminders working alone only**) |  |  |
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| **8. Impact on the families you work with.** | |
| At bronze and silver level you predominantly worked on ensuring that the setting maintained all HEYA criteria and with sharing positive healthy messages with parents and carers. At gold level, your focus is to maintain silver standards, but also to work more closely with families and support them with making positive differences to their lives.When you completed your Gold award, you submitted an action plan which included the aims and objectives for supporting healthy lifestyle choices of children and families.  **7.1** You will need to have evaluated your action plan and **submit it** for assessment.  **7.2** In addition, please summarise the work you have been doing to support families over the past 3 years.  *Ensure that within your summary or in your action plan, you have clearly included the following information:*  7.2a. What were your main objectives and which aspects of HEYA were you focused on? *(Intent)*  7.2b. How did you establish these as areas of priority / why were these issues a focus? (Cultural capital)  7.2c. Has there been a shift in focus or additional areas you have worked on in the past 3 years? And if so, what has led to this?  7.2d. Outline the steps you have taken to make these changes *(Implementation)*  7.2e. What difference has your work had on your families? *(Impact)*  7.2f. How have you measured the impact? Has this been work with specific families or for all parents and the whole setting?  **7.3**. Finally you will need to draw up a new action plan for moving forward over the next 3 years and **submit this** as well. |  |
| **Submit the following to: - Heya@southampton.gov.uk** | |
| 1. Your updated, current setting policies for Healthy Eating, Healthy Mouth and Physical Activity including dates of review. 2. Your current menus 3. Activity planning information which incorporates all aspects of HEYA. 4. Completed **and evaluated** development/ action plan for the past 3 years 5. Action plan for the next 3 years. You will need to work on this and evaluate it before renewing again in the future and submit as part of your renewal process. You may choose to do this in the form of a new project (if this is the case, please request and submit a project planning form). | |