

# Gold award Structure



**HEALTHY EARLY  
YEARS AWARD**  
Southampton

Complete the HEYA sign up form to start your new award :  
<https://forms.office.com/r/npK2AdGGm9>

Setting must email the HEYA team to request a Gold project plan template [HEYA@southampton.gov.uk](mailto:HEYA@southampton.gov.uk)

The setting will be required to present the plan of their project or activity to the HEYA quality assurance team using the template provided

The HEYA team will either agree with the plan or provide feedback and guidance if required. Once agreed, the setting then develops an action plan and proceeds to carry out the project plan.

The setting collates their findings and evaluates the project to demonstrate the outcomes and then when ready submits the following :

Submit to [HEYA@southampton.gov.uk](mailto:HEYA@southampton.gov.uk):

1. Project plan template and aims and objectives
2. The project action plan
3. The project process
4. The project evaluation and outcomes ( showing measurable changes and improvements directly impacting on families)
5. An action plan for the next period of time( this will form the basis of your Gold renewal process)

Submission is reviewed . If all standards are met, confirmation of the award will be sent. If clarification is required, advice will be provided regarding amendments to be made in order to meet all standards and successfully achieve the renewal of your Gold award .

Once achieved, the setting will become mentors ( if not already) for other settings. The setting will be expected to continue a cycle of planning next steps, developing and working on action plans to support families to continue to make healthy lifestyle choices.

Email support available at any time