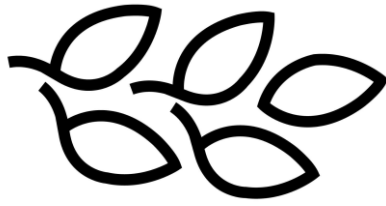


Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru

Handbook for School Coordinators



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What is the Healthy Schools Scheme?

The Welsh Network of healthy Schools Scheme (WNHSS) was launched in September 1999 to encourage the development of local Healthy Schools Schemes within a national framework. The aim of the WNHSS is to promote and protect the physical, emotional and social health and well being of children and young people in Wales.

Recognised by the World Health Organisation (WHO) as playing a key role in promoting the health of children and young people, the WNHSS has been rolled out across Wales since 2000. The Vale Network of Healthy Schools Scheme is one of 21 local schemes accredited as part of WNHSS.

The Vale scheme is managed by Public Health Wales, and actively supported by the Vale Council and Cardiff and Vale University Health Board.

The underlying principles of the scheme are:

- The importance of pupil participation in core areas of school life which affect health and well-being
- The importance of the understanding and commitment of the whole school community
- A positive approach to health

The WNHSS encourages schools to adopt a whole school approach across seven different health topics which include;

Food and Fitness

Mental and Emotional Health and Well Being

Personal Development and Relationships

Substance Use and Misuse,

Environment,

Safety

Hygiene

Within these topic areas, schools are required to demonstrate a whole school approach through ***Leadership and Communication, Curriculum, Ethos and Environment and Family and Community Involvement.***

All maintained nursery, primary, secondary, special schools and pupil referral units in the Vale of Glamorgan, as well as Headlands Action for Children School and Westbourne School participate in the Vale of Glamorgan Healthy Schools Scheme.

Aims of the Welsh Network of Healthy Schools Scheme (WNHSS)

A health promoting school is one which actively promotes, protects and embeds the physical, mental and social health and wellbeing of its community through positive action. This is achieved through policy, strategic planning and staff development with regard to its curriculum, ethos, physical environment and community relations.

To achieve this, the WNHSS has set out 12 main aims;

- 1.** To actively promote the self-esteem of all members of the school community
- 2.** To actively develop good relationships in the daily life of the school
- 3.** To identify, develop and communicate a positive ethos and appropriate social values within the school community
- 4.** To ensure that all pupils have the opportunity to benefit from stimulating educational challenges
- 5.** To take every opportunity to enhance the environment of the school
- 6.** To develop good home/school/community links and shared activities
- 7.** To encourage all staff to fulfil their health promoting role, through staff development and training
- 8.** To develop and implement a coherent health education curriculum
- 9.** To establish good links with associated schools to ensure smooth transition of pupils, both socially and in relation to a developmental health education programme
- 10.** To develop the school as a health promoting workplace with a commitment to the health and well being of all staff
- 11.** To develop the complementary role of all school policies to the health education curriculum, such that the curriculum reflects the contents of the policy and the policy reinforces the curriculum
- 12.** To develop partnerships with appropriate outside agencies and individuals, including the school health service, for advice and active support for health education and health promotion in the school

The Vale Healthy Schools Scheme: Enrolment to Accreditation

Every Healthy Schools Scheme in Wales is working towards achieving the same set of aims. However, the method by which each local scheme works towards achieving these aims will differ slightly. The information below provides details and guidance relating to how the WNHSS is delivered in the Vale of Glamorgan.

Enrolment in the Scheme

Each school must apply to enrol in the Vale Healthy Schools scheme. The application form must be signed by the Headteacher and Chairperson of the Governors.

Once enrolled, the school will name an in-school co-ordinator who will have overall responsibility for the development of the Healthy Schools actions and for ensuring that all staff and pupils know that their school is part of the Vale Network of Healthy Schools. In larger schools, it can be beneficial to have an additional member of staff to support the scheme, particularly if the school is working towards the National Quality Award (NQA). Further details of the role of the in-school co-ordinator are detailed on [Page 9](#).

Participation in the Vale Network of Healthy Schools will enable the school to link with the WNHSS. Schools that are enrolled in the Vale Network of Healthy Schools will be entitled to use the Vale Healthy Schools logo and the WNHSS logo.

Progressing through the Phases

Once enrolled, a school will be supported by their Local Healthy Schools Coordinator to progress through the Scheme by completing 'Phases'. In total, there are six Phases within the scheme. The school must have successfully completed each Phase before they are able to progress to the next. Once Phase 5 has been successfully achieved, a school can choose to continue in the scheme and work towards achieving the National Quality Award (NQA) sometimes referred to as National Phase 6. If this is something that the school does not want to work towards, they can choose to work towards a 'local Phase 6' award instead.

The requirements of each Phase are detailed below;

Phases 1-3

Each Phase takes a minimum of one year to complete. Within this time, schools are expected to plan, implement and evaluate three action areas. An action is not a one-off activity; it is a planned piece of work that will help to move the school forward as a health promoting school.

Phases 4 and 5

Each Phase takes a minimum of two years to complete. Schools are expected to develop a 'whole school approach' to one of the seven Healthy Schools topic areas by achieving all of the WNHSS indicators. A school must also evidence that they have maintained and/or developed at least six sustainable actions implemented in Phases 1-3.

Local Phase 6

In the Vale, schools have an option to work towards a locally accredited Phase 6. A school that achieves Local Phase 6 will receive a certificate to recognise their achievements, but they will not receive a Welsh Government Plaque.

Local Phase 6 is suited to schools who do not wish to work towards achieving the NQA. In Local Phase 6, schools are encouraged to work towards a whole school approach to a chosen Healthy Schools topic area. However, unlike schools that are working towards NQA, a school working to Local Phase 6 may not achieve every indicator outlined by WNHSS.

A school working through Local Phase 6 will eventually have achieved a certificate to recognise their achievement in all seven of the Healthy Schools topic areas. At this stage, the in-school Coordinator may feel that they are able to re-address the indicators that were previously un-achievable and go on to work towards achieving the NQA. If not, the school will be expected to continue to maintain the standards of local Phase 6, and will be re-assessed locally every 2 years.

National Phase 6 (or NQA)

This is an award of excellence that is awarded to schools that have achieved the highest standards in all seven Healthy Schools topic areas. To achieve this award a school must have been participating in the scheme for at least 9 years. The NQA will take a school a minimum of two years to complete.

A school should be able to provide evidence that all indicators for each of the Healthy Schools topic areas have been successfully achieved. A full copy of the indicators is available electronically from the local Healthy Schools Team. Evidence presented at the NQA accreditation should be no older than three years.

Here is the link to NQA indicators:

<http://wales.gov.uk/topics/health/improvement/index/quality/?lang=en>

Support through the Phases

All Phase actions should be planned with clear success criteria and agreed with the local Healthy Schools team. Planning templates are available on [Pages 17/18](#).

The in-school co-ordinator will lead the implementation of the planned actions within the school. Throughout the year, they will be responsible for collecting evidence in preparation

for the end of Phase accreditation. The in-school coordinator should aim to collect evidence that cannot be viewed by an Assessor on the day of assessment. Information can be collected in paper format and stored in files, or can be collected electronically. Examples of evidence include photographs, newsletters, letters to parents, certificates and agendas/minutes of relevant meetings.

The school is fully supported through each Phase, and able to contact their Local Co-ordinator at any time for information, advice and to arrange support visits. The Local Coordinator is also available to deliver inset days, provide advice and guidance and to help to link the school with relevant partner organisations.

Accreditation

When a school feels that they have successfully achieved their planned actions and they have been working through the Phase for the required amount of time, they should contact their Local Coordinator to organise a date for accreditation.

Phases 1-5

Phases 1-5, will be assessed locally. The assessment will be led by the Local Coordinator who will be assisted by another individual to act as a 'second pair of eyes'. The accreditation will take approximately two hours, and the assessor will ask to see evidence that the school has achieved the actions that were planned at the beginning of the Phase.

The format of the assessment is decided by the school itself. It can be beneficial for the Assessor to speak to relevant staff members and pupils (e.g. SNAG, school council, Eco-Committee). A guidance form for Phase 1-5 accreditation visits can be viewed on [Page 11](#)

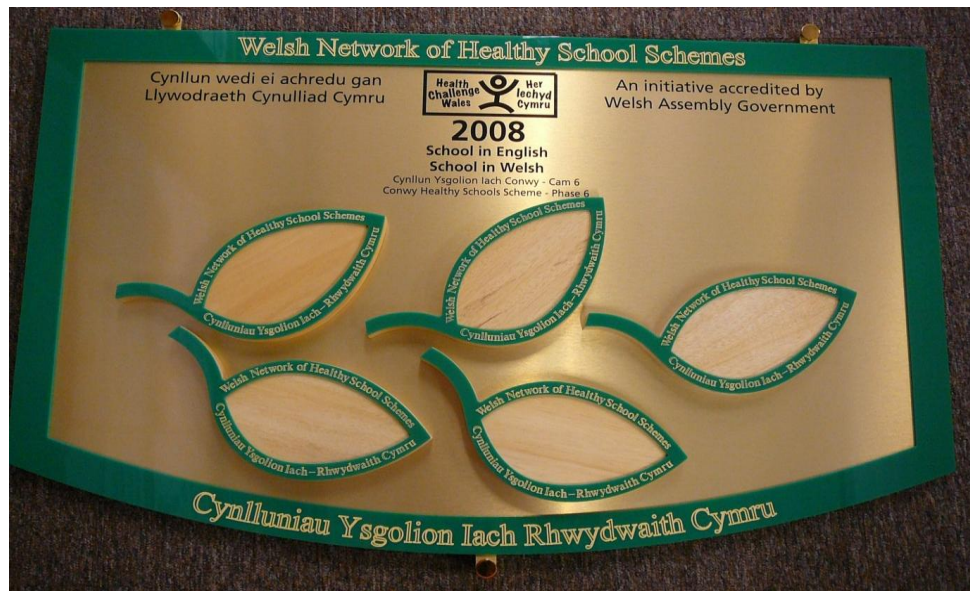
A plaque will be awarded to the school at the end of each successfully completed phase to celebrate success and to mark progress and achievement of the actions. The Assessor will provide a written summary of the assessment, with recommendations for progression into the next phase.

NQA

The NQA is accredited externally by a national assessor and successful schools will receive a plaque board for all of the five Healthy Schools leaf plaques to be displayed. Full details of the NQA accreditation process are detailed on [Page 13](#)

Post NQA

A school that has achieved the NQA will be expected to continue to maintain and if relevant, develop their health actions. The school should be able to demonstrate an on-going commitment to their Healthy Schools achievements. Every two years post NQA, the school will be re-assessed by their Local Co-ordinator to ensure that these standards are being met.



An example of a plaque awarded to schools who have achieved NQA.

Key Responsibilities of the In-School Coordinator

1. To ensure staff, pupils and parents within the school are aware of the Healthy Schools Scheme and contribute to the development of the scheme
2. To ensure that there is information about the Healthy Schools Scheme on the school website, and that school achievements relating to the Healthy Schools Scheme are publicised through Newsletters, assemblies and notice boards within the school. School achievements can also be publicised in local newspapers.
3. To meet with the Local Healthy Schools Co-ordinator to action plan Phases
4. To collect and collate evidence from staff/parents/pupils to demonstrate that the school is achieving the indicators outlined by Welsh Government
5. To liaise with the Local Co-ordinator to deliver whole school INSET days relating to the Healthy Schools Scheme
6. To attend termly cluster meetings
7. To complete an annual Questionnaire for the WNHSS

Support from your Local Coordinator

In the Vale, all schools have been allocated a Local Coordinator. This means that although you are able to contact any member of the Healthy Schools Team for advice and guidance, your main point of contact will either be [Anna Prothero](#) or [Catherine Perry](#).

Your Local Coordinator is able to provide advice and guidance for you as you progress through the scheme. If you have any queries, you can contact your Local Co-ordinator by email or phone, or you can arrange for them to come in to visit your school. They are able to check through your evidence and help you to identify areas that you may need to work on in order to reach the standards required by WNHSS. Some schools find it useful to arrange for the Local Coordinator to come into a school to deliver an INSET day to all staff. This can help raise awareness of the scheme within the school and encourage a whole school approach.

Each term, your in-school coordinator will be invited attend a cluster meeting (primary schools) or PSE Meeting (secondary schools and special schools). In the Vale, there are three primary cluster groups – Penarth, Barry and Llantwit and Cowbridge. If you are unable to attend your assigned cluster, you are welcome to attend another cluster on a date that is more convenient for you.

For secondary schools, there is one PSE meeting each term which takes place at one of the secondary or special schools. Usually these meetings run 12.30 – 3 pm.

Cluster and PSE meetings provide an opportunity to share good practice, discuss any concerns or difficulties and share information and updates. Usually your Local Coordinator will arrange for a representative from a local or national organisation to attend the meeting to speak about a relevant project or opportunity for schools.

In addition, the cluster and PSE meetings act as a 'resource library'. This means that you are able to select resources to borrow in advance of the meeting and your Local Coordinator will bring these resources to the cluster meeting for you to loan. The team have a wealth of resources for you to use – make the most of it! To receive a list of the resources available, please contact Anna or Catherine.

Following on from the meeting, all cluster groups will receive a Newsletter and the PSE group will receive a copy of the minutes from the meeting. For the PSE group, these minutes will be uploaded to the local 'Wikispaces' site. This site is used to share information and good practice relating to PSE.

Link to wikispaces: <https://valepse.wikispaces.com/>

Accreditation Process Phases 1-5

When you feel you are ready for your end of Phase Assessment, you can contact your Local Coordinator to arrange a pre-accreditation visit. This is an opportunity to review your action plan and check whether any further work needs to be done, or evidence gathered, before the full accreditation. Following on from this meeting, you can set a date for the assessment with your Local Coordinator.

Preparation for Accreditation:

Use your action plan to clarify what evidence you will need to provide at the accreditation. It is recommended that a basic itinerary (see example on [page 12](#)) is compiled to give an outline of what will be seen and who will be met with. The in-school coordinator is responsible for the collation of evidence, however, it is important to demonstrate a whole school approach, and therefore we would recommend that you involve a range of people from the school community in the assessment.

On the Day of Accreditation:

Your appointed Local Coordinator will arrive with one other relevant partner. Depending on what evidence is detailed in the action plan, the accreditation may involve viewing hard copy evidence, speaking to pupils and / or staff and touring the relevant parts of the schools. The accreditation usually takes between 1.5 - 2 hours.

Following the Accreditation:

Once the school has demonstrated that all actions have been completed, a Welsh Network of Healthy School Schemes (WNHSS) plaque is ordered by your Local Healthy Schools Team. An accreditation report is written by your appointed Local Coordinator and sent to the school. If it is your first plaque, you will receive the official WNHSS logo and Vale Healthy Schools logo for use in school documentation.

Exemplar Itinerary

ABC Primary School Healthy Schools Accreditation: Phase 2

Date: Tuesday 21st September 2013

Time: 9:30am until 11am

In-school coordinator: Mr Joe Bloggs

Pupils to support the accreditation: Amelia (Year 2 School Council), Barry (year 6 Chair of School Council), Carl (Year 3 Eco-Council), Dora (Year 4 Gardening Club), Emily (Year 5 Fair Trade Committee), Francis (Year 6 Buddy), Gerwyn (Year 5 Food and Fitness Working Group member)

Staff to support the accreditation: Mrs Marian Jones (member of the Senior Management Team), Mr Bob Taylor (School Council Coordinator), Mr Joe Bloggs (PSE and Healthy Schools Coordinator), Miss E Cole (Eco-Schools Coordinator).

9:30am: Arrival and meet the Head teacher

9:35am: Action area 1: Nutrition

View Food and Fitness policy and meet pupils

View the fruit tuck shop Healthy Schools file of evidence (observe a break time 10:40am).

Meet school council pupils to discuss healthy lunch boxes, view display board and view evidence in the Healthy Schools file.

9:55am: Action area 2: Environment

Meet Eco council members and view the Eco-schools file of evidence.

Pupil led tour of the school garden and Forest school area.

10:25am: Action area 3: Mental and Emotional Health and Wellbeing

View the file of evidence for SEAL.

View the Anti-bullying policy and further evidence in the Healthy Schools file.

Meet pupil buddy.

Observe the buddy scheme at break time (and the fruit tuck shop).

10:50am: Any further questions

11.00am: End of accreditation, discuss next steps and put a date in the diary to action plan for Phase

The National Quality Award (NQA)

What is the National Quality Award (NQA)?

The NQA is an award of excellence that is awarded to schools that have achieved the highest standards in all Healthy Schools topic areas. Collecting evidence for this award takes time, and it is very important that the in-school coordinator has the support of the whole school.

The National Quality Award is co-ordinated locally by your local Healthy Schools Teams. The award operates across the whole of Wales, and is open to special schools, infant, primary, junior and secondary schools. It is also open to statutory funded nursery schools. Schools are required to demonstrate a whole school approach to health by providing evidence that they have achieved all indicators for each of the seven Healthy Schools topic areas. The indicators can be found at;

<http://wales.gov.uk/topics/health/improvement/index/quality/?lang=en>

Most schools who apply for the NQA will choose to collect a separate evidence file for each topic area, along with an additional file for general documents (e.g. School improvement plan, Estyn reports etc).

What do I need to do to apply for the National Quality Award?

To apply for the award, you need to be nominated by your local Healthy Schools Team. You also need to make sure that your school:

- Is in its 9th year of active involvement in the healthy schools scheme
- Has been working for 5 years since achieving Phase 3 of the Healthy Schools Scheme
- Has been assessed locally for Phase 5
- Can demonstrate all of the National Quality Award indicators for each health topic
- Meets the Appetite for Life Guidelines
- Evidence and policies are no more than three years old
- If offered, the school participates in Designed to Smile
- The school has been assessed for the Food Standards Agency food hygiene rating and has scored a rating of 4 or above
- School grounds are smoke free
- The school toilets meet the minimum guidelines as outlined by WNHSS

At the time that the nomination is made, you will need to have some preferred and alternative dates for when you would like the assessment to take place. The dates should be at least 6 weeks in advance. The Healthy Schools Team will then submit your nomination, and will keep you informed of all further developments.

What does the assessment involve?

Individual arrangements vary, but in general the two people involved in the assessment will arrive at your school around lunchtime on the first day. The lead assessor will be external, and will be assisted by another person (usually a member of a Healthy Schools team from outside your area). This second person will act as a 'second pair of eyes' to assist the assessor.

On the first day, a representative from the local Healthy Schools Team as well as the in-school co-ordinator will be present to provide an overview of the schools activities to the assessors. The assessor will work their way through the folders of evidence that have been collated to meet the National Quality Award requirements.

On the second day, the assessor will be at your school first thing, and will spend time meeting key members of your school team. Again, the appropriate people will vary, but may typically include the Headteacher, school cook, a member of the governing body, and the Personal and Social Education Co-ordinator. They may also meet with pupils, for example the SNAG, school council or Eco-Committee. The assessor will meet the school council, and have a tour of the school. At approximately 2.30pm on the second day, the assessor will give some initial feedback, and ask for any additional information required. The assessor will usually depart at around 3.30pm.

A report on the assessment will be sent to you approximately 2 weeks later, and a copy will be sent to the local Healthy Schools Team.

Who decides whether a school receives the award?

The assessor will make their decision and communicate it to the Welsh Government / Public Health Wales. The school will then receive a letter, about 2 weeks after the assessment, to inform them of the outcome. The school will not find out on the day of assessment whether or not they have been successful, and neither will the local Healthy Schools Team.

If my school is successful, what do I get?

Successful NQA schools receive an attractive board, into which the 'leaf' plaques that you will have already received for achieving your other healthy school phases will fit. You may like to arrange a presentation / celebration to mark the occasion of receiving the National Quality Award. Your Healthy Schools Team can assist with this. The award lasts for 2 years – after this time you will need to be re-assessed.

Who can help?

Receiving the National Quality Award is a fantastic achievement for a school and its local community. However, a considerable amount of work is involved in gathering evidence to meet the required criteria. Your local Healthy Schools Team will give you as much help and support as they can.

Most schools find that by the time they reach NQA standard, they are already achieving most of the indicators set out by WNHSS. This means that the focus will often be on collecting evidence in preparation for assessment. This process in itself can take time, and it is important that the whole school community is able to support and contribute evidence.

To help to 'break down' the NQA, we encourage schools to focus on collecting evidence for one topic each term. If you are able to achieve this, you will be on track to achieve the NQA after two years and one term. Most schools will use a separate folder to collect evidence for each topic, with an additional 8th folder to act as a 'general' folder (this will include your school improvement plan, ESTYN reports etc).

Once you have decided to work towards the NQA, we would advise you to arrange for your Local Healthy Schools Coordinator to come into your school to deliver an INSET day to all staff on the health topic that you plan to address in the first term. This ensures that all staff are aware of your aims for the term, and can support you in collecting evidence.

When you have sufficient evidence to show that you have achieved NQA standards in a topic, your Local Coordinator will come into your school to check through your evidence and make any necessary suggestions. You can then arrange for them to come into your school in the next term to deliver an INSET day for teachers on your next topic of choice. You will receive a certificate to recognise your achievements in each topic area.

What next?

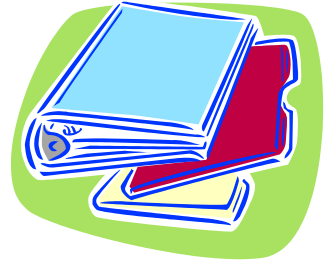
Once you have successfully achieved your NQA award, you will be expected to continue to maintain and develop the actions that you have achieved. You will be locally assessed by your Local Coordinator every two years post NQA in order to ensure you are continuing to meet NQA standards.

Examples of Evidence

Below are some examples of evidence that you may choose to collect for Phases 1-6.

Hardcopy or Electronic

- Policies
- Pupils work
- Minutes / agendas of meetings
- Display boards
- Photos
- Schemes of work / lesson plans
- Training records / certificates for staff
- INSET notes
- Staff bulletin / newsletter
- Newsletters
- Letters
- School diaries
- Monitoring records, for example walk to school week / Walk on Wednesday
- Rotas (for playground monitors / buddies)
- Timetables (for use of equipment at break times)
- Registers (for clubs)
- Assembly notes
- Questionnaires / surveys
- Evaluations
- Posters
- Leaflets
- School website
- Written observations
- DVDs / videos



Non-hardcopy evidence:

- Tour of the school
- Presentation from pupils
- Speaking to school council, eco-committee, SNAG, pupils, staff, governors, parents, adults other than teachers
- Observations
- School website

Healthy Schools Action Plan PHASE: 2	School:	School Year:
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Target Action 1: To engage in active fundraising with BHF (Arties Olympics)					
Tasks required to achieve Action 1	Person(s) responsible	Resource implications (training/costs/resources)	Timescale	Success Criteria	Evidence Collected
<i>HS coordinator to contact BHF and apply for resources</i>	<i>HS Coordinator</i>	<i>BHF resources</i>	<i>December 2013</i>	<i>Pupils understand importance of exercise</i>	<i>Photos, certificates, sponsorship forms</i>
<i>All teachers to deliver 'Olympic activities' in lessons</i>	<i>Staff</i>	<i>Staff time,</i>	<i>December 2013</i>	<i>Increase opportunity for PA</i>	<i>Lesson plans</i>
<i>Promote activities to families</i>	<i>Staff</i>	<i>Staff time</i>	<i>December 2013</i>		<i>Newsletters/parentmail</i>

Target Action 2: To work towards becoming an Eco School					
Tasks required to achieve Action 2	Person(s) responsible	Resource implications (training/costs/resources)	Timescale	Success Criteria	Evidence Collected
<i>Link with local Eco Schools Co-coordinator</i>	<i>School Eco Coordinator</i>	<i>Staff time</i>	<i>December 2013</i>	<i>Achieve first Eco Flag by July 2014</i>	<i>Portfolio of evidence</i>
<i>Establish Eco Committee</i>	<i>School Eco Coordinator</i>	<i>Staff time</i>	<i>December 2013</i>	<i>Pupils participate and increase knowledge</i>	<i>Minutes of meetings, agendas, photos, Eco notice board</i>
<i>Develop 'Eco Board'</i>	<i>Eco committee & Eco coordinator</i>		<i>December 2013</i>	<i>All pupils in school aware of Eco Schools</i>	<i>Display board</i>

Target Action 3: To establish a fruit tuck shop					
Tasks required to achieve Action 3:	Person(s) responsible	Resource implications (training/costs/resources)	Timescale	Success Criteria	Evidence Collected
	<i>HS Coordinator</i>	<i>Time, Phone calls, Containers, Boxes, Cupboard, Stationery</i>	<i>April 2014</i>	<i>Pupils aware of importance of eating fruit. Fruit consumption increases</i>	<i>Photos, record of sales, talking to pupils,</i>

Example Action Plan for Phase 4:

Phase 4 requires you to adopt a whole school approach to a topic area. Before action planning, have a look through the WNHSS indicators for your chosen topic area to prioritise the tasks that you need to achieve.

Healthy Schools Action Plan PHASE: 4		School:			School Year: 2013-15	
WNHSS AIM: Food and Fitness						
OBJECTIVES: To adopt a whole school approach to food and fitness						
Tasks required to achieve objectives	Person(s) responsible	Resource implications (training/costs/resources)	Timescale	Success Criteria	Evidence Collected	
Develop a food and fitness policy	Headteacher, Governing Body	Support from Healthy Schools Team	April 2014	Policy reflects the practice within the school. All stakeholders are aware of the policy and its implications	Policy	
Create a School Nutrition Action Group (SNAG)	Healthy Schools Coordinator	Support from Healthy Schools team and public health dieticians	December 2013	SNAG successfully implemented and contributes positively to school development	Minutes/Agendas of meetings, assemblies, survey data collected, photographic evidence of actions achieved	
Ensure school is compliant with Appetite for Life	Healthy Schools Coordinator, school catering	Support from Healthy Schools team and Appetite for Life Coordinator	September 2013	Whole school aware of A4L guidelines and compliant	Appetite for Life Coordinator assessed school for compliancy – certification displayed	

Phase Summary – Sustainable Actions

	Food and Physical Activity	Mental and Emotional Health and Wellbeing	Personal Development and Relationships	Safety	Hygiene	Substance Use and Misuse	Environment
Phase 1 Actions	1. Fruit tuck shop 2. Breakfast club 3. Run 'Arties Olympics with BHF						
Phase 2 Actions				1. Develop safety policy (covering all aspects required by WNHSS)	2. Improve school toilets – ensure appropriate hand washing facilities and posters	3. Implement Smokebugs!	
Phase 3 Actions		1. Introduce NBAR 2. Develop anti-bullying policy					3. Recruit Eco-committee, develop Eco schools notice board
Phase 4 Actions							To adopt a whole school approach to environment
Phase 5 Actions		Adopt whole school approach to food and fitness					

End of Phase Assessment (Phase 1-3) Phase XX

Name of School:

Names Staff/Pupils on Healthy School Planning Group:

Target Action One:
Planned Tasks Achieved: Additional Achievements:
Evidence Provided : Written Photos Pupils' Work Met with Pupils Observation Target Met: Yes Partial (some further action required) No

Target Action Two:
Planned Tasks Achieved: Additional Achievements:
Evidence Provided : Written Photos Pupils' Work Met with Pupils Observation Target Met: Yes Partial (some further action required) No

Target Action 3:
Planned Tasks Achieved: Additional Achievements:

Evidence Provided :

Written Photos Pupils' Work Met with Pupils Observation

Target Met:

Yes Partial (some further action required) No

School Coordinator's Comments**Assessor's Comments:****Recommendations/Further Actions Required:****Summary of Target and Actions for Next Phase:****Assessed by:****Date:**

End of Phase Assessment Phase 4/5

Assessment Report

Name of School:

Names Staff/Pupils on Healthy School Steering Group:

Target Action:

Target achieved:

Relevant and sufficient evidence provided:

Summary of any further actions required to complete target if applicable:

Further evidence required if applicable:

Assessor's Comments

Suggestions for next phase:

Assessed by:

Date:

Examples of Good Practice

Food and Fitness

WNHSS Indicators	Examples of good practice in schools
Leadership and Communication	
1.Food and Fitness Policy	<p>Developed following guidance from Vale of Glamorgan and Welsh Government (WG). Local Healthy Schools Coordinator available to check policy</p> <p>Developed with pupil, staff and governor input. All staff in school including support staff and catering have the opportunity to comment and contribute</p> <p>Monitored by ESTYN, reviewed regularly (should be no more than three years old)</p> <p>Whole school aware of policy and actively adhere to it. Link to PSE, PE, food technology School has an active travel plan developed by staff and pupils</p>
2. Commitment to whole staff training on food and fitness related issues	<p>In relation to PE and food. Involvement of PESS, Public Health Dieticians, Vale Catering (PESS training, Agored Cymru Training, Food Hygiene Training)</p> <p>Lunchtime supervisors trained in active play (e.g. In the Zone). After school cookery club teachers receive appropriate training</p> <p>Training provided at inset days and cascaded to relevant staff. Sharing good practice</p>
3. Engagement with, and response to, specific local/national initiatives and environmental and social issues	<p>Local / National Initiatives:</p> <ul style="list-style-type: none"> - Active Marc Cymru - The Class Moves! - Walking Bus / Walk to School week or day - Bike It / Bike to School - 30, 40, 50 club - Supporting walking and cycling to school - Sport Leaders/Ambassadors - Youth Sports Leaders

	<ul style="list-style-type: none"> - Physical activity taster sessions - Fair-trade - British Heart Foundation fundraising opportunities - PESS - 5X60/Dragon Sports - Sports Relief - Local produce in fruit tuck shop - Cymru Cooks/Get cooking - The Cooking Bus - Fair-trade products used in cooking and available in staff room - Free & subsidised milk scheme - Primary School Free Breakfast Initiative - Fruit and veg. co-op - After school cooking club - Get Cooking! initiative - Urdd Cooking Competition <p>Oral Health initiatives</p> <ul style="list-style-type: none"> - Designed to Smile Tooth brushing programme and fluoride programme
<p>Curriculum</p> <p>4. Food and Fitness covered by Foundation phase, N.C and PSE</p> <p>5. Out of school hours learning incorporates food and fitness skills and activities</p>	<p>Provision of 2 hours quality PE / week for every pupil.</p> <p>PESS initiatives – dance, gymnastics, ‘adventurous activities’, ‘health fitness and wellbeing’, dragon Multi skills</p> <ul style="list-style-type: none"> • ‘Play to Learn’ initiative for Foundation Phase • Out of hours physical activity e.g. Dragon Sport, 5X60 • Transition events e.g. PESS festivals • Active play • Playground markings • Food & Nutrition covered by FP, N.C and PSE (e.g. visits to supermarkets) • Use of current resources e.g. Clued Up on Food, Adventures in Foodland, FSA Key Stage 1 & 2 Teacher Pack • Healthy Eating Transition toolkit (Year 6, Year 7 and transition days) • Peer education on nutrition <p>Pupils are offered a range of activities on different days that suit all abilities</p>

	<ul style="list-style-type: none"> - Healthy Eating events e.g. Fruity Friday - Celebrating food from other cultures - Healthy vending compliant with Appetite for Life <p>Playground development – Playground markings / zoning, playground equipment, traditional playground games, activity / fitness trails</p> <ul style="list-style-type: none"> - Activity/fitness trails <p>Activities are available for pupils to participate in during lunch hours</p> <p>Cycling is permitted to school, storage is provided for bikes and scooters which is visible to parents</p>
Family and Community Involvement 9. Involvement of families and community	<ul style="list-style-type: none"> • Links with local clubs & leisure centres • Physical activity promotional days • Involving parents in physical activities • Sponsored event e.g. Jump Rope For Heart / Dodgeball (British Heart Foundation) • Sport hall/school facilities available for evening classes involving parents and wider community • Cycle clubs or shops bought in to run Dr Bike or cycle skills sessions, clubs encourage active • Travel to get to sport practice <ul style="list-style-type: none"> • Liaising with relevant local agencies e.g. Appetite for Life team, dieticians • Themed days/weeks (in line with national/local events) • Working with local agencies & projects • Healthy lunchboxes promoted to parents • Cooking classes involving parents • Recipes on school website • Information relating to Healthy Schools, food and fitness publicised in Newsletters and via website e.g. Family bike ride or Walk is organised as part of summer fair, parents encouraged to • cycle as part of Bike Breakfast or Big Pedal, parents asked to volunteer on Walking Bus <p>Dragon Sport/5X60, Trainee coaches from universities. Work carried out by outside agencies should be followed up and evaluated</p> <p>e.g. Bring in Welsh Cycling to run training, Sustrans support for travel plan development</p>
10. Involvement and collaboration with outside and statutory and voluntary agencies and individuals	

11. Food and Drink Provision

Consistent with Appetite for Life
Fair Trade products in staff room
Fruit, water and milk are only items offered at primary break times
Water available free of charge throughout school day
In secondary schools, pupils are encouraged to stay on school grounds at break times.
Fast food vans/outlets are discouraged

Mental and Emotional Health and Wellbeing

WNHSS Indicators	Examples of good practice in schools
Leadership and Communication <ol style="list-style-type: none"> Appropriate Policies and Strategies in Place Commitment to whole school training on mental and emotional health and well being related issues Engagement with and response to specific local/national initiatives and environmental and social issues 	<p>Policies / strategies e.g. Anti-bullying, Positive Behaviour Management, Equality opportunities policy, multi-cultural, PSE, special. All policies should follow national and local guidance. Whole school should be aware of policy. The policy should be reviewed regularly. Consideration of bereavement policy</p> <p>Referral guidance should be provided, and whole school should be aware of this (including self-referral)</p> <p>Staff training related to Mental & Emotional Health and Wellbeing (e.g. ELSA), NBAR, SEAL. Training and good practice is shared</p> <p>Pupil support groups Welcome/induction pack for staff and pupils Transition pack Local / National Initiatives:</p> <ul style="list-style-type: none"> - SEAL (Social Emotional Aspects of Learning) - P4C (Philosophy For Children) - NBAR - Restorative Approaches - Circle Time - Nurture Groups / nurturing programmes - Parenting programmes - Anti Bullying Initiatives (anti-bullying week) - School based counselling service - Therapeutic approaches e.g. play / music Therapy - Pupil Voice - Buddy system <p>School demonstrates an ability to respond to and support groups of children with specific difficulties</p>
Curriculum <ol style="list-style-type: none"> Mental and Emotional health and well being covered by foundation phase, 	<ul style="list-style-type: none"> - Curriculum work in F.P, N.C. and PSE, using up-to-date resources

<p>national curriculum and PSE</p> <p>5. Out of hours learning incorporates activities which are inclusive and promote increased self-esteem and wellbeing</p>	<p>- Out-of-hours sessions promoting self esteem and wellbeing e.g. Pyramid Club</p>
<p>Ethos and Environment</p> <p>6. Pupil participation</p> <p>7. Staff Participation</p> <p>8. School environment, ethos and informal curriculum</p>	<ul style="list-style-type: none"> • Effective School Council: <ul style="list-style-type: none"> - Good communication to gather views and give feedback - Selection process for representatives - School council notice board • Pupils participate in core areas of school life that directly affect the healthy and wellbeing of young people • Buddy / Peer Mentoring schemes • Negotiated class rules • Pupil support groups • Pupils involved in staff selection process • Pupils involved in learning and teaching committee and co-constructing lessons • Effective transition programme • Suggestion/worry boxes • Negotiated praise & reward schemes - Golden Rules / Golden Time, 'Well Done' boards • Welcome / Induction Pack for pupils • Pupil participation in learning and teaching; co-constructed lessons • SNAG, Eco-Committee, Fair Trade group • Pupils views on topics/school life are gathered, evaluated and acted upon <p>Involvement of pupils (e.g. school council in review of school motto, rules, reward system and sanctions)</p> <p>All staff aware of policy, appropriately trained and actively use the sanction/reward system. Classrooms are displayed consistently. Good practice guidance is available to staff</p> <p>School motto vision/mission statement are clearly displayed</p> <p>The school environment should be pleasant, safe and sociable</p> <p>School based counselling services are provided</p>

	<p>and appropriate services are available to signposted pupils</p> <p>There is an induction programme for new staff and pupils</p>
<p>Family and Community Involvement</p> <p>9. Involvement of families and community</p> <p>10. Involvement and collaboration with outside statutory and voluntary agencies and individuals</p> <p>11. The development of a health promoting workplace which recognises the importance of support for mental and emotional health and wellbeing</p>	<p>Pupils supporting the community e.g. charity work, work with the elderly.</p> <ul style="list-style-type: none"> • Links with agencies to support pupils & staff (e.g. Stress management, bereavement) • Involvement / advice to parents e.g. dealing with bullying incidents • Parent wellbeing workshop • Anti-bullying week • Friends and family coffee mornings • Appropriate information provided to parents regarding anti-bullying and mental and emotional wellbeing <p>Parents are aware of initiatives in the school and are able to contribute to them. Parents are kept well-informed of their children's development and are able to speak to relevant staff in the school if they have any concerns about their child</p> <p>CAMHS, LEA pupil behaviour support team, NBAR, police liaison officer, school nurse</p> <p>Staff Wellbeing:</p> <ul style="list-style-type: none"> - Staff Stress Management Policy - Stress management training - Investors in People - Corporate Health Standard - Protected PPA time and area - Suitable staff room facilities - Staff health days / fitness activities / social events <p>CPD programme in place</p>

Personal Development and Relationships

WNHSS AIM	Examples of good practice in schools
<p>Leadership and Communication</p> <p>1. Sex and Relationships Education (SRE) policy</p> <p>2. Commitment to whole staff training on personal development and relationships related issues</p> <p>3. Engagement with and response to local/national initiatives, environmental and social issues</p>	<p>Policy should be up to date and in line with local and national guidance. The policy should be developed by a working group involving staff and governors. Clear referral guidance should be provided and the policy should be accessible to whole school community. In secondary schools, consideration has been given to involving senior students in policy development</p> <ul style="list-style-type: none"> • Specialist training for teachers delivering lessons • Use of partner agencies e.g. Local Public Health Team, theatre education groups • CCard Scheme Co-ordinator (Chris Farrell)
<p>Curriculum</p> <p>4. Personal development and relationship education covered by Foundation Phase, N.C. and PSE</p>	<ul style="list-style-type: none"> • Use of up-to-date resources in planned lessons e.g. SENSE 'Making sense of growing up and keeping safe' CD, SRE Primary toolkit, 'Growing Up resource • Theatre education groups • Use of peer educators • Involvement of agencies in delivery
<p>Ethos and Environment</p> <p>5. Pupil Participation</p> <p>6. Staff Participation</p> <p>7. School environment, ethos and the informal curriculum</p>	<ul style="list-style-type: none"> • Consultation with pupils, parents, staff, governors re: policy development • Pupil participation in planning and evaluation of lessons • Use of peer educators <p>All staff aware of policy and referral process</p> <p>Breastfeeding is seen as the norm. Breast feeding is highlighted as good practice as it arises</p>
<p>Family and Community Involvement</p>	

<p>8. Involvement of families and communities</p>	<p>Parents/carers are well informed and understand the importance of policy on SRE. Policy is approved by parent governors before being made available to parents. Parents are able to register their concerns relating to SRE and able to request for their child to opt out of SRE delivery.</p> <p>Investors in Families Award</p> <p>Meetings for Year 6 parents to discuss SRE policy and view resources/teaching materials</p> <ul style="list-style-type: none"> • Parental meetings <p>Secondary only:</p> <ul style="list-style-type: none"> • Drop-in clinic • C-Card scheme • School based counselling service
<p>9. Involvement and collaboration with outside statutory and voluntary agencies and individuals</p>	<p>If outside visitors are used, the school takes measures to ensure that their views do not conflict with the school or LEA policy. The teacher will be present throughout the session.</p> <p>Visitor will be made aware of school health and safety policy</p> <p>Follow up work and evaluation will take place after the visit</p>

Substance use and misuse

WNHSS AIM	Examples of good practice in schools
<p>Leadership and Communication</p> <ol style="list-style-type: none"> 1. Smoking policy and drug and alcohol policy, administering medicine policy 2. Commitment to whole staff training on substances related issues 3. Engagement with and response to specific local/national initiative sand environmental and social issues 	<ul style="list-style-type: none"> • Policy follows local and national guidance and considers current legislation. Policy is reviewed/updated regularly and everyone in school community is aware of policy and reporting mechanisms • No smoking signage at entrance • Incident response and reporting mechanisms in place. Appropriate involvement of parents/carers and school police liaison officer • Policy should be reviewed every 2 years or in response to incident. • Training for whole school staff • Specialist training for teachers delivering lessons • Smokebugs training, child protection training • School Community Police Officer (SCPO) – All Wales Programme • Smokebugs! Crucial Crew, ASSIST, The Filter, Penarth Youth Project, Public Health Wales, • Kickbutts Day, Stoptober, No Smoking Day
<p>Curriculum</p> <ol style="list-style-type: none"> 4. Substances covered by National curriculum, PSE and Foundation Phase 5. Out of hours learning which supports the substances programme and policy 	<ul style="list-style-type: none"> • Curriculum - Substances covered in FP, N.C and PSE. This includes tobacco, alcohol, solvents and other legal and illegal substances, medicines and household products • Use of up-to-date resources for lessons e.g. Substance Use & Misuse Toolkit (Local Public Health Team) • Theatre in Education projects • Delivery of emotional health and wellbeing lessons which focus on resisting peer pressure within substance misuse education programme. <p>Policy applies to after school clubs and trips</p>

<p>Ethos and Environment</p> <p>6. Pupil Participation</p> <p>7. Staff participation</p> <p>8. School environment ethos and the informal curriculum</p>	<ul style="list-style-type: none"> • Pupil participation – peer led activities, surveys carried out • Involvement of older pupils in peer education / mentoring. Contribution to development of schemes of work and its evaluation. • Staff participation • Drop-in clinics • School based counselling service • Awareness raising events • Relevant services accessed • School site is smoke free
<p>Family and Community Involvement</p> <p>9. Involvement of Families and community</p> <p>10. Involvement and collaboration with outside statutory and voluntary agencies and individuals</p>	<ul style="list-style-type: none"> • Parents follow school policy and do not smoke on school grounds • Parents supplied with information and guidance and are fully informed of school policy • Open days include provision of health literature – e.g. leaflets and information stands. Information is available in reception area / throughout school site at all times and on request. Parent workshops delivered by the Substance Misuse Education and Advice Service made available if considered relevant. • INROADS workshops • SCPO resources: www.schoolbeat.org • Crucial Crew visits • SmokeBugs! • No Smoking Day event and other awareness raising events • Multi agency parent workshops • Up-to-date policies e.g. Substance Use & Misuse, Administering Medicines • Police liaison programme • Multi agency parent workshops • CAMHS • Pupil support • Charities • Involvement of School Community Police

Officer, School Nurse, local agencies such as Inroads, ASH Wales, Substance Misuse Education and Advice Service. Their contribution fits appropriately into a well planned scheme of work.

Sessions are evaluated using 'Outside Agencies evaluation form'. Full evaluations are completed where time allows. Sessions from outside agencies are followed up by curriculum work.

Environment

WNHSS AIMS	Examples of good practice in schools
<p>Leadership and Communication</p> <ol style="list-style-type: none"> 1. A document showing evidence of a whole school approach to caring for the environment 2. Engagement with and response to specific local/national initiatives and environmental and social issues 3. Commitment to whole staff training on environmental issues 	<p>E.g. School improvement plan Action plans created should involve both staff and pupils (e.g. Eco Committee)</p> <p>Eco Schools, ESDGC programme, Forest Schools, Green Schools, Fair Trade, Sustrans</p> <ul style="list-style-type: none"> • Recycling programmes • Water-saving schemes • Energy-saving schemes • Paper-saving schemes • Sustrans • Promoting cycling/walking to school <p>E.g. outdoor environment, Fair trade, Forest schools, Information disseminated at insets, staff meetings</p>
<p>Curriculum</p> <ol style="list-style-type: none"> 4. Environmental activities covered by foundation phase, National curriculum and PSE 5. red by foundation phase, National curriculum and PSE 6. Out of school hours learning incorporates environmental activities 	<ul style="list-style-type: none"> • Environmental activities covered by FP, N.C and PSE. • Use of up to date resources • All classes throughout school promote recycling, energy and water conservation <p>Eco week, gardening club, water bottles, water coolers</p>
<p>Ethos and Environment</p> <ol style="list-style-type: none"> 7. Pupil participation 8. Staff Participation 9. School environment, ethos and informal curriculum 	<ul style="list-style-type: none"> • JRSO's conduct surveys and encourage pupils to walk/cycle to school • Eco committee monitors and records waste <p>Staff consulted in projects and plans, all promote recycling and conservation Pupil and staff involvement in;</p> <ul style="list-style-type: none"> • Composting • School garden / allotment • Gardening Club • Improvements to school environment: <p>- Murals (internal & external)</p>

	<ul style="list-style-type: none"> - Welcoming foyer - No litter/graffiti - Shaded seating areas - Notice boards - Pupils' work displayed - Outdoor classrooms - Playground markings - Fairtrade Fortnight
Family and Community Involvement 10. Involvement of families and community 11. Involvement and collaboration with outside statutory and voluntary agencies and individuals	<ul style="list-style-type: none"> • Parents/carers kept up to date via school newsletter and websites • Community projects e.g. litter picking • Linking with agencies e.g. Energy Awareness Officer, Really Rubbish Crew • Visits to Aberthaw, Porthkerry Park, Cogmoors, Cosmeston,

Safety

WNHSS INDICATORS	Examples of good practice in schools
<p>Leadership and Communication</p> <ol style="list-style-type: none"> 1. Safe school policy or items in other policies including child protection policy an procedures 2. Commitment to whole staff training on safety related issues 3. Engagement with specific local/national initiatives and environmental and social issues 	<ul style="list-style-type: none"> • Policies e.g. Safe Routes to School policy, Child Protection, Internet Safety, Sun Safety, Cycle Policy , first aid, administration of medication, educational visits, food safety, playground safety, safeguarding, defined procedures for lone working • Health and safety information for visitors • Road Safety Initiatives: <ul style="list-style-type: none"> - Road Safety week - Road Safety Quiz - Kerb craft - Walk to school week - Safer routes to school - Junior Road Safety Officer Scheme • Sun Safety: <ul style="list-style-type: none"> - Sun safety assemblies - Promotion / to parents information - Sun safety week - Use of up to date curriculum resources - Sun shelters in playground (E&E) - Workshops from outside agencies e.g. Tenovus (F&CI) • Cycle Safety: <ul style="list-style-type: none"> - Cycling proficiency - Cycle maintenance - Promotion of safety equipment e.g. helmets, high visible jackets • Internet Safety: <ul style="list-style-type: none"> - PSE / Curriculum activities e.g. www.thinkuknow.co.uk - Information to pupils / parents -cyber bullying/mentors -police liaison visits • Fridges provided for storage of lunch boxes / cool bags encouraged • Lockers provided to reduce bags in corridors • Accidents and incidents recorded, issues that arise regarding child protection are raised and discussed with staff (if appropriate to do so)

	<ul style="list-style-type: none"> • Railway safety
Curriculum 4. Safety covered by foundation phase, national curriculum and PSE 5. Out of hours learning and educational visits take account of safety issues	<p>Personal safety e.g. stranger danger</p> <ul style="list-style-type: none"> • Safety covered by FP, N.C and PSE <ul style="list-style-type: none"> - First Aid e.g. Heartstart / St John's / Red Cross • Crucial Crew/Danger point visits <ul style="list-style-type: none"> - School Community Police Officer covering safety issues <ul style="list-style-type: none"> • Risk assessments carried out for visits, trips and events
Ethos and Environment 6. Pupil Participation 7. Staff Participation 8. School environment ethos and the informal curriculum	<ul style="list-style-type: none"> • Playground Rules (developed with pupils) • CCTV • School travel plan • Fire extinguishers, Alarms present in school and tested regularly • All aware of safety procedures and safeguarding. Key messages are passed on by staff to pupils • Information displayed regarding immunisation
Family and Community 9. Involvement of families and community 10. Involvement and collaboration with outside statutory and voluntary agencies and individuals	<ul style="list-style-type: none"> • Parents made aware of health and safety issues • Parents issued and complete relevant consent forms for visits, photographs and e-safety <p>Work closely with road safety, fire fighters, school nurses, police, SENCO, pupil support etc</p>

Hygiene

WNHSS AIM	Examples of good practice in schools
<p>Leadership and Communication</p> <p>1. Hygiene procedures in place</p> <p>2. Commitment to whole staff training on hygiene related issues</p> <p>3. Engagement with specific local/national initiatives and environmental and social issues</p>	<ul style="list-style-type: none"> • Hygiene policy and procedures in line with Mind the Germs (nursery) or Teach Germs a Lesson (primary & secondary) • Infection control issues addressed • Procedure for cleaning water coolers and water bottles <p>All staff encourage rigorous hygiene, uptake of immunisations, prompt and appropriate treatment of infections. All staff promote hand washing</p> <p>Oral hygiene:</p> <ul style="list-style-type: none"> - Designed to Smile initiative, Brush Bus - National Smile week <p>Hand hygiene:</p> <ul style="list-style-type: none"> - Glitter Bugs, including peer education - Use of Hand Hygiene Toolkit <p>‘Preventing the spread of infection is in our own hands’</p> <p>Toilets:</p> <ul style="list-style-type: none"> - Toilet surveys, renovations, monitoring, minimum standards, use hand washing guidance on display <p>Food hygiene:</p> <ul style="list-style-type: none"> - Food hygiene training for staff / pupils - Food hygiene messages cascaded to pupils - Food hygiene guidance displayed in cooking areas, fruit tuck shop
Curriculum	

<p>4. Hygiene covered by foundation phase, national curriculum and PSE</p> <p>5. Out of hours learning and educational visits take account of hygiene issues</p>	<ul style="list-style-type: none"> • Personal hygiene e.g. using Sense DVD • Hygiene covered by F.P, N.C and PSE • Hygiene messages in out-of-hours learning e.g. Breakfast Club (C) <p>Health and safety policy includes school trips, after school clubs</p>
<p>Ethos and Environment</p> <p>6. Pupil Participation</p> <p>7. Staff Participation</p> <p>8. School environment ethos and the informal curriculum</p>	<ul style="list-style-type: none"> • Appropriate hand washing posters in toilets • School council draws up action plans • Staff reinforce hygiene messages and practice good hygiene • Food safety posters displayed
<p>Family and Community</p> <p>9. Involvement of families and community</p> <p>10. Involvement and collaboration with outside statutory and voluntary agencies and individuals</p>	<ul style="list-style-type: none"> • Guidance for parents e.g. lunchbox safety, illness absence, water bottles, head lice

Useful Contacts

Vale Healthy Schools Scheme

Anna Prothero: Anna.prothero@wales.nhs.uk 02920336213
Catherine Perry: Catherine.perry@wales.nhs.uk 02920336212



Public Health Wales, Cardiff & Vale Public Health Team, Whitchurch Hospital, Park Road, Cardiff, CF14 7XB

Vale of Glamorgan Healthy and Sustainable Pre-School Scheme (HSPSS)

Catherine Perry: Catherine.perry@wales.nhs.uk 02920336212

A national scheme has been launched to promote health and wellbeing in pre-school settings. The scheme, part of the Welsh Government Healthy Schools Scheme initiative, is aimed at all pre-school childcare provision, including nurseries, playgroups, childminders and family centres.

The scheme aims to actively promote health in the following areas:

- Nutrition and oral health
- Physical activity and active play
- Safety
- Hygiene
- Mental and emotional health, wellbeing and relationships
- Environment
- Workplace health



Taking a positive approach, the scheme aims to recognise good practice so that nurseries, playgroups and childminders who are part of the scheme can gradually work their way through the topics above. Partnership work is key to the success of the scheme. A range of local organisations are involved, including the Welsh Pre-school Providers' Association, the National Childminding Association, Mudiad Meithrin, the Vale of Glamorgan, Public Health Wales and the Dietetics team at Cardiff and Vale University Health Board. Firm links have also been established with other programmes and initiatives, such as the Foundation Phase, Flying Start and Designed to Smile.

Many health habits are established at a young age, making the early-years environment an ideal time to influence a child's health. Early years practitioners have the potential to make a huge contribution to the health and wellbeing of children in their care, and the Vale of Glamorgan Healthy and Sustainable Pre-school Scheme helps them to do this.

School Children's Health Improvement Programme (ScHIP)

ScHIP Locality Lead for the Vale: Anna Prothero
Anna.prothero@wales.nhs.uk 02920336213



The ScHIP provides a single co-ordinated delivery model for the implementation of health improvement programmes in schools. The model uses a needs led approach and is based on the action areas of the Welsh Network of Healthy School Schemes.

In the Vale your ScHIP locality lead is Anna Prothero. Your locality lead will meet with a representative from your school (usually Headteacher and Healthy Schools Coordinator) to complete your individual school profile. Your locality lead will discuss the health needs of your school, if there are any gaps in provision or emerging health concerns. They will work with your school and any relevant external partners and/or agencies to help you to address your schools health issues or concerns.

Food and Fitness Contacts, Training and Resources

Key Contacts Nutrition:

Healthy Schools Vale Network: (Anna and Catherine)

- Food and Fitness Policy guidance
- Advice and support relating to travel plans
- Leaflets and other resources relating to healthy eating / healthy lunchboxes
- Contact Anna/Catherine for a full list of available resources

Local Public Health Dietitian

Riverside Health Centre, Cardiff, 029 20907613 / 029 20907615

Emma Holmes – Public Health Dietician, Emma.Holmes@wales.nhs.uk

- Agored Cymru Level 2 Community Food and Nutrition training
- Guidance and support for healthy eating events
- Support with SNAGS (School Nutrition Action Groups)

Appetite for Life Co-ordinator

Sian Wilson swilson@valeofglamorgan.gov.uk 029 20673071

- Support with setting up a **SNAG** (School Nutrition Action Group)
- Advice about achieving Appetite for Life guidelines in school
- Support and information about school catering links

Fruit and Vegetable Co-ops – Rural Regeneration Unit

Hannah James, Food Development Worker –

02920 232943 07717 205438 hannah.james@rru.org.uk

- Support in setting up a Fruit and Vegetable Co-op in school. Fruit and vegetable bags can be sold at affordable prices to staff and parents

Resources and websites

- **Food Standards Agency:** <http://www.eatwell.gov.uk> – Up-to-date information about healthy eating and the Eatwell plate
- **Eatwell Plate resources:**
To download a copy of the Eatwell Plate:
<http://www.food.gov.uk/multimedia/pdfs/publication/eatwellplate0907.pdf>

To order A5 and A3 Eatwell posters:
Food Standards Agency Publications Tel: 0845 6060667,
foodstandards@ecgroup.uk.com

To borrow Eatwell floor mats, contact the [Vale Healthy Schools Team](#).

- **British Nutrition Foundation:** www.nutrition.org.uk – click on ‘Healthy Eating’ tab.
- **‘Food a Fact of Life’** – British Nutrition Foundation website with recipes, games, healthy eating and cooking activity sheets <http://www.foodafactoflife.org.uk/>
- **The British Dietetic Association** www.bda.uk.com - range of downloadable fact sheets and information for healthy eating for school children.
- **NHS ‘5-a-Day’ fruit and vegetable** resources:
<http://www.nhs.uk/LiveWell/5ADAY/Pages/5ADAYhome.aspx>
<http://www.nhs.uk/Livewell/5ADAY/Documents/SFVS%20Factfile%20for%20Schools.pdf>
Resources available include free brochures, wall charts, leaflets and a poster
- **The National Dairy Council** www.milk.co.uk has lots of Quiz testing knowledge of dairy foods and “what is a healthy diet? Resources can be ordered online and many are free.
- **The British Heart Foundation** www.bhf.org.uk has a section for young people including pages for under 11’s, teenagers and parents.
- **The Food dudes** www.fooddudes.co.uk provides downloadable information about healthy eating for children aged 4-11 year old.
- **To purchase food models and other resources:**
Hope Education - www.hope-education.co.uk
Replica foods - <http://www.replica.co.uk/main.htm>
- **Comic Company resources** <http://www.comiccompany.co.uk/>
 - Healthy eating resources e.g. leaflets, posters, games, quiz books
 - Prizes - Stickers and collection books, badges, praiselets

Initiatives in Schools (hard-copies may also be available from the Healthy Schools team):

- **‘Appetite for Life’ action plan:**

<http://wales.gov.uk/topics/educationandskills/schoolshome/foodanddrink/appetiteforlife/?lang=en>

- **Healthy Lunchboxes:**

WAG Healthier Lunchboxes, Ideas for Primary Schools leaflet

<http://wales.gov.uk/topics/health/improvement/index/primary/?lang=en>

- **Change4Life Guidance**

<http://change4lifewales.org.uk/recipes/lunchboxes/?lang=en>

- **Healthy Vending:**

WAG 'Think Healthy Vending' leaflet

<http://wales.gov.uk/dphhp/publication/improvement/children/publications/healthy-vending/vending-e.pdf?lang=en>

- **Water on desks scheme:**

WAG 'Think Water' leaflet

<http://wales.gov.uk/topics/health/improvement/index/water/;jsessionid=b8DFLfJPJJsHTytgRpL3rRCzNvQcYNBmykH3nB7J30j8ytP09Jv5!1619092613?lang=en>

- **Cooking Bus** recipes and resources: www.focusonfood.org

- To purchase COOKIT cooking equipment

<http://www.focusonfood.org/resources.html>

Physical Education and Fitness

Key Contacts

PESS (PE and School Sport):

Lesley.Dancey@cscjes.org.uk

Tel: 01443 827500

Mobile: 07880 044552



Dragon Sports:

Contact: Ben Williams

Tel: 01446 704795 / Email: BWilliams@valeofglamorgan.gov.uk

5X60 program:

Contact: Ben Williams

Tel: 01446 704795 / Email: BWilliams@valeofglamorgan.gov.uk



Links and Resources

ActiveMarc Cymru (AMC)

A quality award developed between Sport Wales and the Association for Physical Education. It is awarded to schools in recognition of high quality Physical Education and School Sport and celebrates the success of pupils in school and the wider sporting community.

Assessment criteria is in line with ESTYN

<http://www.sportwales.org.uk/community-sport/education/pe--school-sport/activemark-cymru.aspx>

Young Ambassadors

The young ambassador movement aims to empower and inspire young people to become role models and leaders through sport, by developing their confidence and skills in order to increase physical participation in others.

<http://www.sportwales.org.uk/community-sport/education/young-ambassadors/about-young-ambassadors.aspx>

Playground Games

<http://www.teachingexpertise.com/resources/traditional-playground-games-3745>

<http://www.gameskidsplay.net/>

PESS 4 Teachers website

<http://www.sportwales.org.uk/community-sport/education/pe--school-sport/pess-4-teachers.aspx>

Skipping

<http://www.bhf.org.uk/cbhf/default.aspx?page=427>

British Heart Foundation

<http://www.bhf.org.uk/cbhf/default.aspx>

Resource links:



www.sports-council-wales.org.uk



<http://www.bbc.co.uk/wales/raiseyourgame/>



<http://news.bbc.co.uk/sportacademy/borntowin/>

Mental and Emotional Health and Wellbeing

Contacts, Training and Resources

The 'Mental and Emotional Health and Well Being' action area covers activities relating to the following:

- Anti bullying strategies
- Strategies to avoid stereotyping and discrimination
- Positive Behaviour Management Policy
- School Council
- School based counselling services
- Nurture groups
- Pupil Participation
- Staff well being

Key Contacts:

- Vale Healthy Schools Team (Anna and Catherine)
- Ruth Ferrier- Educational Psychologist – NBAR - RSFerrier@valeofglamorgan.gov.uk

Anti-Bullying

- Workshops and lessons based on anti bullying strategies -
www.cardiffagainstbullying.co.uk
www.nspcc.org.uk
www.respectwales.org.uk/
- Anti bullying Policy Toolkit -
<http://wales.gov.uk/topics/educationandskills/schoolshome/wellbeing/antibullying/publications/toolkit/?lang=en>
- Respecting Others – Anti-Bullying Guidance, Welsh Government
<http://wales.gov.uk/topics/educationandskills/publications/circulars/antibullying/?lang=en>
- Show racism the red card DVD and Islamophobia/A safe place DVD www.srtrc.org

Pupil Participation

- **Pupil Voice:** www.pupilvoicewales.org.uk excellent resource for School council training, pupil participation, rights training
- **Philosophy for Children:** Helps pupils develop the ability to think critically and creatively <http://www.philosophyforchildren.co.uk/index.php/225>
- **Super Ambassadors (Primary):** The scheme supports personal and social development, wellbeing and cultural diversity across the curriculum. All resources provided for free <http://www.superambassadors.org.uk/home>

Pupil Support

- **Samaritans:** <http://www.samaritans.org/>
- **MindFull** is a new service for 11-17 year olds, providing support, information and advice about mental health and emotional wellbeing; helping to overcome life's ups and downs and feel confident and happy: <http://www.mindfull.org/>
- **Nurture Groups** Small group provision in primary schools, usually for children identified as having difficult behaviour, and/or traumatic early experiences. Training provided to teachers
<http://www.nurturegroups.org/pages/what-are-nurture-groups.html>
http://www.nurturegroups.org/data/files/Our_Impact_Research/WAG_Handbook.pdf

Self-harm

- **Young Minds:** Information about self-harm for parents, young people and professionals;
<http://www.youngminds.org.uk>
- **Amber project:** For young people who have experience of self-harm (ages 14-25)
http://www.churcharmy.org.uk/ms/AmberProject/amb_home.aspx

Additional Resources

- **Positive Drive:** Dedicated to providing resources for the development of social, emotional and behavioural strengths in young people: <http://www.positive-drive.co.uk/index.html>

Personal Development and Relationships

Contacts training and resources

The 'Personal Development and Relationships' action area covers activities relating to the following:

- Sex and Relationships Education

Primary School Support

An SRE toolkit for Primary Schools has been developed and piloted in Cardiff and Vale primaries. The SRE toolkit can be loaned from the Healthy Schools Team for a month at a time by contacting [Anna Prothero](#) or [Catherine Perry](#).

In addition, all primary schools have access to the interactive resource 'Growing Up' developed by the Gwynedd Healthy Schools Team. If you would like to access this resource, please contact Anna or Catherine.

Secondary School Support

An SRE toolkit for Secondary Schools has been developed and is available. Please contact the Healthy Schools Team.

Chris Farrell is available to come in to secondary schools to deliver Sex and relationships education lessons to pupils. Chris has a variety of resources that he is happy to loan to schools. You can contact Chris on; cfarrell@valeofglamorgan.gov.uk

Resources and Contacts:

- SENSE DVD- Making Sense of Growing Up KS2
- SENSE DVD – Making Sense of Sex and Relationships KS3/4
 - SENSE DVD's can be purchased here: <http://www.sensecds.com/>
- Teaching SRE with Confidence- The Christopher Winter Project - Primary Schools
- Teaching SRE with Confidence - The Christopher Winter Project - Secondary Schools
 - Christopher Winter DVD's can be purchased here:
<http://cwpresources.co.uk/resources/>
- All About Us- Living and Growing –Channel 4 DVD and Booklet resources
- SRE Toolkit for Primary Schools – available to borrow from the Healthy Schools Team (see details below)

Underage and Pregnant Resource Pack (Secondary):

<http://www.bbc.co.uk/schools/teachers/underageandpregnant/>

Baby Borrowers Pack (Secondary):

<http://www.bbc.co.uk/schools/teachers/babyborrowers/>

All Wales Sexual Health Network:

<http://www.shnwales.org.uk/page.cfm?orgid=485&pid=64014>

Stop it Now! <http://www.stopitnow.org.uk/wales.htm>

A website that aims to raise awareness around protecting children from sexual abuse.
Offers training for parents and teachers

Substance Use and Misuse

Contacts, Training and Resources

The 'Substance Use and Misuse' action area covers activities relating to the following:

- Alcohol
- Smoking
- Drugs – legal and illegal
- Administering medicines

Contacts:

- **Police School Liaison Programme** – Workshops and lessons based on substance use and misuse - www.schoolbeat.org
- **Penarth Youth Project:**
 - sadie@penarthyouthproject.org.uk 01446 734088
 - tracey@penarthyouthproject.org.uk
- **Theatre in Education companies:**
 - Theatre lolo - www.theatriolo.com
- **InRoads** – Offers a confidential service, providing advice, support, information and counselling, to those affected by substance use/misuse [including family and friends]
 - phone **01446 404040**
 - vale@inroadswales.org
- **ASSIST** – Smoking prevention programme which aims to reduce adolescent smoking prevalence. The programme encourages new norms of smoking behaviour by training influential students to work as peer supporters
- **The Filter Project:** Quit smoking advice and support service dedicated to 11-25 year olds provides support to those who want to give up, and offers training to youth workers, teachers and health professionals. www.thefilterwales.org
- **Up2U** is the Cardiff and the Vale of Glamorgan Tier 2 Substance Misuse Service delivered in partnership between Barnardo's and Inroads and will support children and young people with substance misuse problems. Leoni Oxenham: 02920 480601

Website links

- **ASH Wales** – www.ashwales.co.uk
- **Dan 24/7** – Wales Drug & Alcohol Helpline - www.dan247.org.uk
- **Drinkaware** – www.drinkaware.co.uk

- **Stop Smoking Wales** – www.stopsmokingwales.com
- **HIT** – www.hit.org.uk
- **Newlink Wales** – www.newlinkwales.org.uk
- **RedButton Website** – Drug and alcohol information and support for young people in Cardiff and the Vale www.red-button.org
- **Talk about alcohol:** Fact and challenges about alcohol for young people. Includes teaching ideas and resources and information for parents and carers www.talkaboutalcohol.com
- **The Site:** Provides fact sheet and articles on key issues facing young people www.thesite.org
- **Know Cannabis:** A guide to cutting down and stopping cannabis use, support for young people using cannabis www.knowcannabis.org.uk
- **D-World:** Interactive website for young people – includes real life stories, quizzes and facts about drugs. Also includes teacher support materials including project and activity plans <http://www.drugscope-dworld.org.uk/>
- **Re-Solv:** National charity dedicated to the prevention of solvent and volatile substance misuse. Website contains teacher resources and activities for young people of primary and secondary school age. <http://www.re-solv.org/>
- **Change for Life:** Tips and advice for over 18s on cutting down on alcohol. www.nhs.uk/change4life/pages/cutting-down-alcohol.aspx
- **Alcohol Concern Cymru:** Welsh branch on the nationwide campaigning charity. www.alcoholconcern.org.uk/projects/alcohol-concern-cymru
- **Drinkwise Wales:** Healthy guide to enjoying a drink. Interactive bilingual website. www.drinkwisewales.org.uk
- **Drugscope:** Comprehensive and searchable research library on drugs. <http://www.drugscope.org.uk/>

Environment

Contacts, Training and Resources

Within Healthy Schools the action area of environment can include:

- Eco-schools
- Forest Schools
- Recycling initiatives
- Internal and external environment of your school
- School garden / allotment
- Outdoor classrooms
- Playground markings
- Community projects
- ESDGC (Education for Sustainable Development and Global Citizenship)



Eco-schools: Julie Giles

33-35 Cathedral Road, Cardiff, CF11 9HB

Tel: 029 2072 6971

Fax: 029 2025 6768

E-mail: julie.giles@keepwalestidy.org

Website: www.keepwalestidy.org

Waste awareness officer: Sam Harrison sharrison@valeofglamorgan.gov.uk

Forest Schools: Forest School is an innovative and inspiring approach to learning and development which offers people of all ages opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences during regular visits to a local woodland site. www.forestschoollwales.org.uk/ info@forestschoollwales.org.uk

Useful Links and Contacts:

Welsh Assembly Government - <http://wales.gov.uk/splash>

Keep Wales Tidy - www.keepwalestidy.org

Countryside Council for Wales - www.ccw.gov.uk/Splash.aspx

Environment Agency Wales - www.environment-agency.gov.uk/

Foundation for Environmental Education - www.fee-international.org/en

NetRegs (Guidance on Environmental Regulations) - www.netregs.gov.uk

National Botanic Garden of Wales - www.gardenofwales.org.uk

National Museums and Galleries of Wales - www.nmgw.ac.uk

SCAN project - www.museumwales.ac.uk/scan

Royal Society for the Protection of Birds - www.rspb.org.uk/wales

National trust Office for Wales - www.nationaltrust.org.uk

Friends of the Earth Cymru - www.foecymru.co.uk

Oxfam Cymru - www.oxfam.org.uk
Young Peoples Trust for the Environment - www.ypte.org.uk
WWF Cymru - www.wwf.org.uk/cymru
Wales Carbon Footprint - www.walescarbonfootprint.gov.uk
RSPCA - www.rspca.org.uk/education
National Wetlands Centre Wales - www.wwt.org.uk
Wildlife Trust- www.wildlifetrusts.org
CADW - www.cadw.wales.gov.uk
Sustainable Wales - www.sustainablewales.org.uk

Litter and Waste

Waste Awareness Wales - www.wasteawarenesswales.org.uk
Cylch - www.cylch.org
Waste Watch - www.wastewatch.org.uk
Recycle Zone - www.recyclezone.org.uk
Steel Can Recycling Information Bureau - www.scrib.org
Ollie Recycles - www.ollierecycles.com
RECOUP - www.recoup.org
Alupro - www.alupro.org.uk
Recycle More - www.recycle-more.co.uk
Keep Cardiff Tidy - www.keepcardifftidy.co.uk
www.reallyrubbishcampaign.co.uk
www.yellow-woods.co.uk
www.thinkcans.com
www.glassrecycle.co.uk

Energy

Energy Saving Trust - www.est.org.uk
The Carbon Trust in Wales - www.thecarbontrust.co.uk
CREATE - www.create.org.uk
West Wales Eco Centre - www.ecocentre.org.uk
Centre for Alternative Technology - www.cat.org.uk
The Centre for Sustainable Energy - www.cse.org.uk

School Grounds

Learning through Landscapes - www.ltl.org.uk
BTCV Cymru - www.btcvcymru.org
Groundwork Wales - www.groundworkwales.org.uk
Natural Resources Wales – www.naturalresourceswales.gov.uk

Forestry Stewardship Council - www.fsc.org
Forest School Wales - www.forestschoollwales.org.uk
The Forest Education Initiative - www.foresteducation.org/forest_schools.php
Schools Grounds Handbook - <http://freespace.virgin.net/school.scapes/viewour.htm>
Henry Doubleday Research Association - www.gardenorganic.org.uk
Royal Horticultural Society (RHS) - <http://www.rhs.org.uk/index.htm>
Field Studies Council - www.field-studies-council.org
The Woodland Trust Wales(Coed Cadw) - www.woodland-trust.org.uk
www.naturedetectives.org.uk
Community Composting Network - www.communitycompost.org
RHS Schools gardening –
<http://apps.rhs.org.uk/schoolgardening/teachershome/default.aspa>
Garden Organic – <http://www.gardenorganic.org.uk/organicgardening/schools.php>
Growing schools – produced by Department for children, schools and families –
www.growingschools.org.uk
BBC Gardening – have a section on site specifically for gardening in small spaces.
<http://www.bbc.co.uk/gardening/digin/>
The Growing Schools Garden - www.thegrowingschoolsgarden.org.uk
National Federation of Women's Institute - www.womens-institute.org.uk
SuSchool - www.suschool.org.uk

Transport

Sustrans Cymru - www.sustrans.org.uk
Transport 2000 Trust - www.transport2000.org.uk
Department for Transport - www.dft.gov.uk
Road Safety Council of Wales - www.roscow.org.uk
Brake - www.brake.org.uk
Travel Wise - www.travelwise.org.uk
The Walk to School Campaign - www.walktoschool.org.uk

Water

Dwr Cymru Welsh Water - www.dwrcymru.co.uk
www.livingandlearningwithwater.com
Wildfowl and Wetlands Trust centre - www.wwt.org.uk
www.wwtlearn.org.uk
Water Aid - www.wateraid.org.uk/learn_zone
Marine Conservation Society - www.mcsuk.org

Healthy Living

Health Improvement - Welsh Assembly Government –

www.wales.gov.uk/topics/health/improvement
Health Challenge Wales - www.healthchallengewales.org
Sports Wales - www.sportwales.org.uk
dragon sport - www.dragonsport.co.uk
British Heart Foundation - www.bhf.org.uk
BBC Big Fat Problem - www.bbc.co.uk/wales/bigfatproblem
Drink More Water Campaign - www.water.org.uk
Walking for Health Wales - www.cardiffwalkingforhealth.org
British Nutrition Foundation - www.nutrition.org.uk
Food Standards Agency - www.food.gov.uk
www.eatwell.gov.uk
www.salt.gov.uk
Sustain - www.sustainweb.org
Soil Association - www.soilassociation.org
Ramblers Association Wales - www.ramblers.org.uk
OrganicCentre Wales Institute of Rural Sciences - www.organic.aber.ac.uk
Growing the Future - www.organic.aber.ac.uk/schoolsnet

Global Citizenship

Global Connections - www.globalconnections.org.uk
The World Education Centre - www.bangor.ac.uk/addysgbyd
Christian Aid - www.christian-aid.org.uk/learn
www.globalgang.org.uk
Save the Children - www.savethechildren.org.uk
UNICEF - www.unicef.org.uk
Cyfanfyd - www.cyfanfyd.org.uk
The Fairtrade Foundation - www.fairtrade.org.uk
Dolen Cymru - www.dolencymru.org
The British Council(Global Partnerships) - www.britishcouncil.org/partnerships
Citizenship Foundation - www.citizenshipfoundation.org.uk
Council for Education in World Citizenship - www.cewc-cymru.org.uk
UNA Exchange – www.unaexchange.org
Powys Environmental and Development Education Centre - www.pedec.org.uk
Education for Sustainable Development and Global Citizenship Guidance -
http://www.bridgend.gov.uk/web/groups/bees/documents/projects_and_partnerships/070116.pdf
Global Action Plan - www.globalactionplan.org.uk
The Globe Programme - www.globe.org.uk
Global Dimension - www.globaldimension.org.uk
Action Aid Schools - www.actionaid.org.uk/100006/schools.html

Waste Management (Recycling):

On the **really rubbish site** there is a section for primary school pupils and a section for secondary school pupils, each of which has a teacher one. The sites include information and games for pupils and lesson plans and information for teachers. The link for this is

<http://www.reallyrubbishcampaign.co.uk/>

ESDGC (Education for Sustainable Development and Global Citizenship):

The CD rom of **ESDGC resources** (divided up by 7 themes) is on NGFL

<https://hwb.wales.gov.uk/Find%20it/Pages/Home.aspx>

Safety

Contacts, Training and Resources

The 'Safety' action area covers activities relating to the following:

- Road Safety
- Sun Safety
- Internet Safety
- Personal Safety
- First Aid
- Playground Safety
- Safety in other environments relevant to the school (e.g. railway safety)

Road Safety

- **Vale Road Safety Team:** The Vale Road Safety Team provides a comprehensive level of support to schools and advice on a wide variety of training programmes and road safety initiatives:
http://www.valeofglamorgan.gov.uk/en/living/transportation/road_safety/road_safety.aspx
Tel: 01446 700111 **Email:** roadsafety@valeofglamorgan.gov.uk
- **Kerb-craft training** Teaches children aged 5-7 about how to be safer pedestrians by taking them onto real roads and showing them how the right decision-making and behaviour can help to keep them safe
- **Tufty Training** – Classroom training session for under 7's
- **Cycle Training** – Off road cycle training for Years 5 and 6
- **Junior Road Safety Officers** –Additional information available via website:
<http://www.jrsocymru.org.uk/>
- **Safer Routes to School and School Travel Plans**
- **Sustrans Smarter Journeys Toolkit:** A new toolkit is available for primary schools that can support and encourage active and sustainable travel within your school. This toolkit has been specifically designed to fit with Healthy Schools and Eco Schools aims. For more information please contact Anna/Catherine or Robert Sage from Sustrans.
Robert.sage@sustrans.org.uk 029 20 650602
- **Children's Traffic Club:** A website with resources for 3-4 year olds promoting road safety <http://www.childrenstrafficclub.com/about>

Sun Safety

- Tenovus can do sun awareness sessions in schools: <http://www.tenovus.org.uk/>

- The Cancer Research UK website, 'SunSmart', <http://www.sunsmart.org.uk/schools/index.htm> provides a range of activity ideas and an example sun safety policy

Internet Safety

- **The Child Exploitation and Online Protection (CEOP) Centre -**
<http://www.ceop.gov.uk/training/>,
<http://www.thinkuknow.co.uk/teachers/training.aspx>
- Provides training for teaching staff regarding online protection and safeguarding children.
- **'Think u know' website:** www.thinkuknow.co.uk
- **Wise Kids website:** www.wisekids.org.uk

Personal Safety

- Police School Liaison Programme – Workshops and lessons based on personal safety
- www.schoolbeat.org

First Aid

- Heartstart training:
http://www.bhf.org.uk/get_involved/other_ways_to_get_involved/heartstart_uk_training.aspx

Safeguarding

Within each school/setting the Head teacher retains overall responsibility for Safeguarding. The Named Senior Officer with designated responsibility for Safeguarding within the Directorate of Learning and Skills is David Davies on **01446 709184/07813 840286**, with operational responsibility delegated to Jenny Smith, Education Safeguarding Officer on **01446 709180**.

Hygiene

Contact, Training and Resources

Hygiene Resources:

- **WAG 'Teach Germs a Lesson'** (primary and secondary):
 - Hardcopies can be obtained from Healthy Schools, or via:
<http://wales.gov.uk/topics/health/protection/communicabledisease/publications/teachgerms/?lang=en>
- **WAG 'Mind the Germs'** (nursery):
 - Hardcopies can be obtained from Healthy Schools, or via:
<http://new.wales.gov.uk/topics/health/protection/communicabledisease/publications/mindthegerms/?lang=en>
- Your local **school nurse** may be able to deliver hand-washing sessions and Gerry the Germ lessons in school
- **GlitterBug hand-washing kits** – The Vale Healthy Schools team loan out 'GlitterBug' kits to help schools teach about the importance of proper hand-washing. The GlitterBug Potion is a fluorescent lotion that when used with the UV lamp makes it possible to see how well hands are washed. They can also be used for older pupils to peer educate younger classes. To book a GlitterBug kit contact [Anna](#) or [Catherine](#)
- **Hand Hygiene Toolkit – 'preventing the spread of infection is in our own hands'** – Sent to all schools by the Health Improvement Team in October 2010 electronic copies are available at Cardiff Council website:
- Food Safety Direct website (supplier of hand-washing resources):
<http://www.foodsafetydirect.co.uk/>

Oral Hygiene Contacts:

- **Designed to Smile programme and Brush Bus**
Email: designed.tosmile@cardiffandvale.wales.nhs.uk
Website: <http://www.designedtosmile.co.uk/>
Designed to Smile Dental Health Manager; Dinah Channing
Designed to Smile – West 3A, Whitchurch Hospital, Cardiff CF14 7XB
Tel: 029 20336417
Email: Dinah.channing@wales.nhs.uk
- **National Smile Month** website: <http://www.nationalsmilemonth.org/>

Food Hygiene

The Vale of Glamorgan Council occasionally offers free formal food hygiene training to local food businesses. For further information please contact the Commercial Team (Environmental Health) on [01446 709105](tel:01446709105). There are other training courses and providers in the local area but we are unable to endorse or recommend one particular trainer or training provider.

<http://www.food.gov.uk/wales/safetyhygienewales/schoolwales/elearnwschools> -

Food Safety in Schools

<http://www.food.gov.uk/wales/safetyhygienewales/schoolwales/> - Details the Food Standards Agency (FSA) programme of work with schools regarding food safety

<http://www.wales.nhs.uk/sitesplus/888/page/59111> - Public Health Wales General information on Food Safety and Hygiene

Should teachers or school nurses have any questions or queries regarding food safety or infectious diseases they may contact the Commercial Team (Environmental Health) on 01446 709105 or email RegServ@valeofglamorgan.gov.uk

Useful Links:

- **Food Standards Agency** website: This website has a range of resources for children and young people including activity books, games, and information
<http://www.food.gov.uk/safereating/>
- **Eatwell** website: <http://www.eatwell.gov.uk/keepingfoodsafes/>

Toilet Hygiene

- **Bog Standard** website: <http://www.bog-standard.org/> - looks at promoting better toilets for pupils.
- **WAG 'Teach Germs a Lesson'** (primary and secondary) and **WAG 'Mind the Germs'** (nursery)

Water Cooler and Bottles/Lunchbox Hygiene

- **WAG 'Think Water'** - copies can be obtained via:
<http://wales.gov.uk/topics/health/improvement/index/water/?lang=en>
- www.livingandlearningwithwater.com
- **Comic Company 'Keep it cool, keep it clean'** lunchbox hygiene leaflets and posters:

- Sample copies can be obtained from Healthy Schools, additional copies can be purchased from the Comic Company: www.comiccompany.co.uk

Information on Visits to Farms (*E.Coli* 0157)

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1270122184581 -

Information from Public Health England (formerly Health Protection Agency) –

Provides essential advice regarding school visits to farm parks and petting zoos

Infection Control and Hand washing

<http://www.carex.co.uk/please-login-continue?destination=node/34> - school activities for hand washing

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1279618216326 Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings – comprehensive document covering infection control, cleaning and disinfection, hand washing, toys, school visits, etc.

Staff Wellbeing

The Healthy Schools Scheme encourages a whole school approach to health and wellbeing, and therefore it is important that you consider staff health in addition to pupil health.

Schools that are more advanced in the Healthy Schools Scheme may wish to work towards an award to help them to work towards improving Staff Wellbeing. Examples of such award include the 'Small Workplaces Health Award' and the 'Corporate Health Standard'. If you would rather informal support in improving staff wellbeing, the 'Employees Network' may be more suited to your needs.

Small Workplace Health Award

If a school employs less than 50 members of staff they would be eligible to work towards the Small Workplace Health Award Scheme. Here are the details:

<http://wales.gov.uk/docs/phhs/publications/100302packen.pdf>
<http://www.wales.nhs.uk/sitesplus/888/page/63931>

Corporate Health Standard

If a school employs more than 50 members of staff they would be eligible to work towards achieving the Corporate Health Standard Award:

<http://www.wales.nhs.uk/sitesplus/888/page/63930>

Employees Network

If schools are not in a position to commit to the requirements of achieving the respective awards, they can also become members of the Cardiff and Vale Employers Network. This meets quarterly through health themed forums to look at specific topics that affect employee health and wellbeing. This is a less formal process than working towards an award, but provides ideas and examples of best practice for organisations to implement within their own workplace. Here are the details along with examples of previous forums:

<http://www.wales.nhs.uk/sitesplus/888/page/64698>

Key contact: Josef.prygodzicz@wales.nhs.uk

Ideas for a Food and Fitness Week

Infants:

Healthy Eating

- Fruit Acrostic Poems
- Learning food songs and poems (10 fat sausages, pat-a-cake, etc)
- Making 'fruity faces' using fruit and veg
- Write and make healthy recipes:
 - fruit kebabs / fruit salad
 - smoothies
- Making a healthy plate / lunchbox using craft materials
- Paper mache / play dough fruit and veg
- Dried fruit and cereal jewellery (cheerios etc)
- Fun days e.g. Tropical Fruit fun day
- Fruit tasting sessions – pupils write to local supermarkets to request donations
- Parents evening to sample school lunches, discuss suitable choices for packed lunches
- Class Graph to show favourite fruit etc
- Links with school garden – use of produce in tasting session / cooking
- Greengrocer / shop role play area
- Create a favourite meal using junk materials
- Make potato people / fruit monsters
- Make / draw a healthy and unhealthy lunchbox
- List foods in alphabetical order
- Describe foods using adjectives
- Eatwell Plate floor mat activities

Fitness

- Activity logs / diaries
- Taster sessions in aerobics, dance, yoga
- Traditional games for use in yard
- Invite outside agencies in to take sessions e.g. Dragon Sports
- Dancing to music

Ideas for a Food and Fitness Week

Juniors:

Healthy Eating

- Design a healthy living leaflet to include food, fitness
- Design a healthy menu for a new healthy restaurant
- Design a healthy lunchbox
- Design and make recipes e.g.:
 - Soup
 - Fruit smoothies
 - Healthy Pizzas
 - Healthy Sandwich
- 'Ready Steady Cook' event
- Dried fruit and cereal jewellery (using cheerios etc)
- Fruit tasting sessions – pupils write to local supermarkets to request donations
- Parents evening to sample school lunches, discuss suitable choices for packed lunches
- Class Graph to show favourite fruit etc
- Links with school garden – use of produce in tasting session / cooking
- Competitions to create a healthy meal (Home/School task)
- Make marbled eggs
- Fruit and veg observational drawing
- Design a fruit/food group character
- Locate the different places that our food comes from – food miles
- Researching Nutritional Value of foods
- Compose food poems
- Food diaries
- Discuss digestion and the importance of healthy eating for life
- Visit to supermarket
- Research healthy recipes on-line and collate into a book
- 'Name that fruit or vegetable' competition – children and parents
- Eatwell Plate floor mat activities

Fitness

- Taster sessions in sporting activities e.g. aerobics, dance, yoga
- Competitions using pedometers
- Sponsored activities e.g. BHF Jump Rope for Heart / Dodgeball
- Monitor pulse before and after exercise
- Outside Agencies in to take sessions e.g. Dragon Sports, Cycle Safety

Secondary:

- Designing and making a healthy balanced meal
- Food diaries
- Food Miles / where does your food come from?
- Hold a debate on food issues
- 'Ready Steady Cook' event

Fundraising the Healthy Way

Many schools organise fundraisers to raise money for school events and activities. Selling chocolates, baked goods, or other foods with little nutritional value promotes the wrong message within our schools. Selling unhealthy foods implies the school is more concerned about raising money than encouraging healthy lifestyles. Fundraising with healthy foods and non-food items demonstrates a school commitment to promoting healthy behaviours. Healthy fundraising activities send positive health messages and reinforce nutrition lessons taught in the classroom. Students receive consistent information and opportunities to apply their knowledge.

Benefits of healthy fundraising:

- Encourages healthy eating for students and school supporters
- Supports and reinforces classroom health lessons
- Creates and demonstrates a healthy school environment
- Generates income

The Secret: Great Marketing

A successful fundraising event needs great marketing and advertising.

Advertising should get everyone excited about the event and interested in participating.

Start your marketing campaign well in advance and include everyone in your kick-off message. Make sure to have support of your head teacher, school staff, teachers, students and the whole community. Be creative and have fun with your events.

Evaluate and Celebrate

Take pictures of your events! These pictures can be used for next year's events and provide tips on ways to improve and change for upcoming events.

Ask permission from those individuals being photographed.

The fundraising ideas have been split into 'No strings attached' which require a little preparation and 'A little extra planning needed'.

No Strings Attached

Balloon Pop : Before filling a balloon with air or helium, put a piece of paper with a prize or with a positive thought for the day. Charge students for the balloons and have students pop the balloon in hope of winning the prize. Make sure to pick up all popped balloon pieces after the event.

Beat the Goalie: Ask the hockey or football goalie for your school or a community team to volunteer their time to have students try to score on them for a prize. Have participants pay for a chance at a goal. Award certificates or prizes for participants who successfully score on the goalie.

Children's Sing-Along: Invite a children's singer to perform at your school, local community hall or park. Pre-sell tickets to a sing-along. Sell healthy refreshments during the event.

Coin Guess : Charge students a small fee to guess the number of coins in a jar or the total worth of the jar. The winner receives all the coins and you raise money by charging a fee for a guess.

Crazy Hat Day: Have students pay a small fee to wear a crazy hat to school for the day.

Dance: Ask local dance teachers to volunteer their time to teach a dance class for the students. Charge a small fee for participants who wish to participate.

Tip: This is a great way to try different physical activities! Have instructors teach yoga, judo or anything else students would be interested in.

Debate: Research a number of debate issues. Invite a student and teacher to debate on an issue. The issue can be fun and light. Charge the audience a fee to come and watch.

Game Show: Recreate one or more of the classic game shows and charge contestants a small entrance fee. Sell tickets to the audience.

Tip: Have small prizes for audience members as well.

Gift Wrapping: Take advantage of the holiday season. Arrange with the local supermarket to provide students to wrap Christmas presents. Being involved in community events will allow the community to participate in school's fundraising events.

Karaoke Competition: Rent a karaoke machine and hold a competition. Charge a fee for participant registration and for spectators. Hold the competition during the lunch hour or another time when attendance would be high.

Tip: Hold a lip-sync or air band contest where students pretend to sing and play their favourite song.

Party in the Park: Host an afternoon of fun games for children at a local park. Include entertainment such as; face painting, frisbee or bean bag toss contests, physical activity challenges or arts and crafts. Charge an entrance fee and have older children volunteer to help run the activities.

Pedometer Challenge: Sell pedometers to students and teachers and challenge them to accumulate steps equal to walking to a far away destination.

Raffle: Ask for local community support by asking businesses to donate any movie tickets, sporting game tickets or clothing items for a raffle.

Recipe Book: Develop a healthy eating recipe book to sell. Be sure to use your school Food teacher as a resource.

Rent-a-Band: Make the school band or choir available for the community to rent for a fee or donation.

Rent-a-Helper: Hold an auction for services that students could provide. Possible jobs include raking leaves, watering gardens, walking the dog or any other chores.

Spelling Bee: Ask a teacher to help pick challenging words from the dictionary depending on age level. Have participants and spectators pay to participate. Hold the event during lunch or after school. Ask a local store to donate a prize for the winners.

Themed Days: Hold theme days where students pay a small fee to dress up according to the theme. Pick any theme, such as; pyjama day, backwards clothes day or crazy hair day. Charge the teachers double the student fee to participate.

The Ultimate Challenge: Organise a teacher versus student or parent sports game. Charge an admission fee to come watch the game at your local gym facility. Tip: Encourage a local sports team to take on the school team.

Ugly Tie Contest: Invite students to wear the ugliest tie they can find to school. Have students pay a small fee to participate. Have the students nominate the worst tie from each class which will compete against the other winners in the school. Then have a vote for the worst tie in the school, with the winner receiving a prize.

A little extra planning needed:

Anything -a-Thons!

Walk, Rock, Run, Skate, Dance, Bike, Skip ... for Health

Get started:

- Create a pledge form for the participants to collect sponsors and money
- Book an area where the event can be held such as the school gym or Canteen or hall.
- Advertise your event –
 - Post your event information on the school website

- Invite a local newspaper to do an article on your event
- Get your community involved! Ask local businesses to support your cause.

Back to School Sale: Buy stationery or school supplies in bulk to help students get organized for back to school. Sell items during the first week of school. Include school logo pens, pencils, and binders for sale to boost school spirit.

Board Game Tournament : Organise a board game tournament by providing various games that students can participate in for a fee. Charge an entrance fee for spectators. Have students donate board games for the event.

Book Sale: Host a used book sale at your school or in the community. Advertise and collect books for the sale from family, friends and students. Make sure to start collecting the books well in advance. Price the books, display on a table and sell them. Donate leftover books to a shelter, library or to another school.

Car Wash: Organise a car wash on your school parking area or at a community location. Make sure to advertise the event well within your community. Pre-sell tickets to ensure that the event will be a success.

Tip: Promote tickets as great gifts for friends and family!

Class Calendar: Have students enter their artwork to be submitted into the school calendar. Select 12 pieces and have the calendar printed at a copy store that is able to do calendars. Sell them to parents as well as the community to raise money for your school.

Tip: Sell dates in the calendar! Have people buy birthdays for their children or special events to be printed in the calendar.

Class Photo in Pieces: Create a jigsaw puzzle of the class photo. Sell the puzzles to the friends and family members of students.

Concert: Hold a concert featuring students from the school. Charge a small fee to have parents and community members attend. Have classes put on group songs.

This is a great way for the school to come together!

Day of Community Service: Contact organizations within the community that could benefit from teams of students volunteering for a day. The students collect pledges to do community service for a day on a weekend.

Funky Fashion Show: Choose a theme for your fashion show such as wacky sports wear, flashback to the 50's, 70's or 80's, animals or any theme you can think of.

Encourage students with their parents' permission, to collect themed clothing from around their houses. Remember you can always add to your regular clothing to get any look you want.

Healthy Snack Stand: Sell fresh fruit and vegetables, fruit smoothies or fruit and yoghurt at the school canteen.

Tip: Make it a health fair day! Ask local farmers and local shop owners if they would like to participate and set up a stand at the school.

Lunchbox Auction: Have volunteers donate healthy lunches or snacks and auction them off to staff, parents, and community members.

Remember: Think about food hygiene - Keep cold foods cold and hot foods hot.

Maths Marathon: Host a math marathon. Students are invited to participate to answer 100 challenging maths questions in 60 minutes. The students can gather pledges to participate in the event. Make shirts or posters congratulating the student with the highest amount of pledges.

Music Sale: Create music CDs. If your school permits, have students record their own songs or versions of popular songs.

Olympic Day : Host school wide Olympics. Charge a small fee for student participation and spectators. Award medals to the winners.

Picture Opportunity: Raise money by offering family portraits. Invite a photographer or have students interested in photography help out.

Tip: Have a photographer come to the school in October to have photographs ready for the holiday season.

School Garden: Plant vegetables, herbs and flowers in a school garden or greenhouse. Have a volunteer group of students and supervisors look after the crops while they are growing. Sell the produce and flowers to parents and community members.

School Craft Sale: Organise a school craft sale. Have classes contribute various items. Include teachers in the planning so they can create a lesson plan that will include time for the crafts to be made.

School Snapshot: Take pictures throughout the school year at various sporting, art, fundraising and school activities. Produce and sell an annual school calendar.

Silly Teachers: Organise an event where teachers perform silly activities or show off their weird talents. Charge a small admission fee.

Student Art Sale: Set up your gym into a gallery. Showcase various art or photography submitted by students and have parents and community members bid on the items, with the highest bid winning the item. Have the artists at the event to chat with the potential buyers.

Tip: Each piece could also be sold for a set price if an auction is not possible.

Treasure Hunt: Organise a treasure hunt that includes school trivia, skill testing questions and fun games throughout the event. Have teams enter for a minimal cost.

Tip: Have the students search for the school mascot, school uniform or anything that is specific to your school.