

The Mayor's Awards Programmes
Healthy Early Years London and Healthy Schools London

Transition Guide for the refreshed awards
September 2023 to July 2024

1. Background

In 2023, the Greater London Authority (GLA) commissioned the National Children's Bureau (NCB) to review and refresh the Healthy Early Years London (HEYL) and Healthy Schools London (HSL) awards programmes.

The review was informed by feedback from Borough Leads, who manage the programmes, and national agencies, including Ofsted, taking into account national research and guidance. The review particularly sought:

- Better alignment of the process, pathway and content between HSL and HEYL;
- Improved synergies between the awards programme and relevant elements of other frameworks such as the 2021 Early Years Foundation Stage (EYFS) and the Ofsted inspection framework;
- Greater consistency in how the awards are achieved and evidenced; and
- Maintenance of quality and standards whilst minimising the demands on schools and settings.

The refreshed awards programmes are available from September 2023. Two guides provide a full account of the refreshed awards programmes:

- *The Mayor's Awards Programme, Healthy Early Years London: Guide to the Awards*
- *The Mayor's Awards Programme, Healthy Schools London: Guide to the Awards*

These two guides include all the detail about the refreshed programmes, including guidance on:

- the process for achieving and maintaining the bronze, silver and gold awards;
- the content of the awards, set out in the refreshed review tools; and
- helpful templates and tools.

2. This guide

The details of the refreshed awards are set out in the two awards guides, see above.

The purpose of this guide is to:

- highlight some key features of the refreshed awards;
- explain how schools and settings will move to the refreshed awards; and
- set out the support that will be available.

The guide has been informed by a set of key priorities:

- the recognition of the work that schools and settings have already completed;
- ensuring that schools and settings move across to the right level in the refreshed framework;
- providing a clear account of how the transition process is organised;
- allowing time for schools and settings to move to the refreshed awards programme; and
- the provision of support throughout the transition process.

3. Key features of the refreshed programmes

The refreshed awards programmes have been designed in the light of the proposals arising from the review, that is, better alignment between HSL and HEYL, better synergies between the awards and national frameworks, greater consistency in how the awards are achieved and the maintenance of quality whilst keeping down the demands on schools and settings.

To these ends, current discrepancies between HEYL and HSL, for example, in the renewal requirements, have been ironed out, progression has been improved and consistency is better supported. The full details of the refreshed awards programmes are set out in the two *Guides to the Awards*, see above. The following provides a short summary of some key features that are designed into the refreshed programmes:

For each award, alignment and responsiveness

For each award, in HEYL and HSL, there is:

- a set of criteria to be met and evidenced; and
- a planned initiative to promote and support healthy outcomes.

The criteria and evidence requirements and the requirements for the planned initiatives for bronze, silver and gold are all set out in:

- the HEYL Review Tool, in the *Healthy Early Years London: Guide to the Awards*
- the HSL Review Tool, in the *Healthy Schools London: Guide to the Awards*.

The Review Tools support, and are dependent on, self-reflection. The planned initiative for each award enables schools and settings to respond to priorities they identify through this review process. The development of an action plan is designed to address these priorities and support a wider improvement process.

Incremental design

The design of the award programmes is incremental, each award builds on earlier awards:

- the criteria to be met for one award build on and are added to those that have been met for earlier awards;
- each planned initiative builds on the monitoring, review and evaluation of earlier initiatives; and
- when a planned initiative has been approved for an award there is time to implement that initiative before the next steps of renewal or maintenance.

Renewal and maintenance

Each award is renewed before progression to the next award. Renewal is dependent on the previous award having been maintained. At renewal, there is:

- a check that all the criteria from earlier awards continue to be met; and
- a review of the impact of earlier planned initiatives. To allow for an initiative to embed and start to show impact, a minimum of six months is allowed before renewal can start.

In order to maintain an award, whether bronze, silver or gold, awards have to be renewed within three years.

Synergies between the awards and national frameworks

For HEYL and HSL, the bringing together of the evidence required at different stages in the refreshed awards, means that evidence is already gathered, recorded and more readily to hand when it comes to demonstrating that wider national requirements are being met.

More specific linkages to national requirements are made in the HEY and HSL Review Tools:

- For HEYL, linkages are made to the EYFS and to the Ofsted inspection framework. These links are set out alongside the criteria in the HEYL Review Tool.
- For HSL, linkages are made to the Ofsted inspection framework. These links are set out alongside the criteria in the HSL Review Tool.

Consistency

Schools and settings submit their evidence to their Borough Lead for approval and the award is then validated by the GLA. NCB is supporting Borough Leads with:

- a quality assurance framework for the refreshed awards programmes;
- termly workshops that will focus on the transition arrangements and moderation of the refreshed awards; and
- support in responding to individual enquiries about the transition process.

4. Transition to the refreshed awards

The refreshed awards programmes are launched in September 2023. Schools and settings registering for the awards programmes in September 2023 and thereafter will start on the refreshed programmes and will follow the refreshed criteria and timescales.

For most purposes, the transition period for schools and settings to move to the refreshed awards programmes is September 2023 to September 2024, with some transitions to be completed by July 2024. The timescales are set out for each of the pathways below.

For schools and setting that have already registered for, or started on, the pre-September 2023 awards programmes, there are different pathways depending on where they are in their programme. Where pathways differ for schools and for early years settings these are set out separately. The different pathways are all set out in detail below.

First, a few general points:

- for schools and settings moving to the refreshed awards, additional time has been allowed for transition;
- for schools, who did not previously have to renew their awards at silver or gold, there are choices about timing;
- Borough Leads will provide support to schools and settings that are unclear about their options, with 1:1 support where necessary; and

- NCB will provide support throughout the transition with training and resources for Borough Leads, schools and settings.

4.1. HSL and HEYL: Schools and settings registering before September 2023

Pre-September 2023 pathways remain open until the end of the summer term 2023. Schools and settings registering during this period are likely to be at different stages by September 2023: some will want more information, some may have decided not to progress the awards programme, some will be formally registered, some will have registered and have started to work on the bronze award requirements.

To allow for all these possibilities, registrations or 'expressions of interest' made during this period will all be treated as if they were 'expressions of interest' and NCB will send out an introductory email containing information on:

- the refreshed awards programme;
- the refresh timeline; and
- the transition requirements.

In September 2023, these schools and settings will receive a 'next steps' resource with the refreshed bronze review tool from the HEYL or HSL Review tool, for early years settings and schools respectively.

The completion of the bronze review tool is the first step in the awards programme. At this stage it is used as a baseline audit with schools and settings completing by indicating which criteria they consider they meet. No supporting evidence is required at this stage.

In the refreshed programme, the bronze audit is completed in 4 months. During the transition period, schools and settings registered before September 2023 will have until September 2024 to complete their audit.

The submission of the completed audit will mark their engagement with the awards. Schools and settings that have not been in touch with Borough Leads or NCB, and do not submit a completed audit by September 2024 will be assumed to have disengaged with the programme and no more information, updates, newsletters or event invitations will be sent.

4.2. HSL and HEYL: Schools and settings registering after the Summer term 2023

Registration is through the HEYL and HSL websites. The websites include an expression of interest form alongside print versions for those who prefer a paper document. Following an expression of interest, an introductory email will be sent. This contains:

- programme information
- the refreshed award pathway
- a next steps checklist
- the latest newsletter.

Schools and settings have until September 2024 to complete their bronze base-line audit and send to their Borough Lead. This signals to the Borough Lead that the school or setting is now working towards Bronze.

To note: early years settings have the option to sign-up for either HEYL or HSL as the refreshed pathways align making it possible to follow one pathway for settings with reception age children.

4.3.1. HEYL: Early years settings, bronze award not completed by September 2023

Some early years settings on the 'First Steps towards HEYL' may not have completed the bronze award by September 2023. The refreshed HEYL pathway no longer includes a 'First Steps' stage and the 'First Steps' requirements are included in the bronze Review Tool.

Moving to the refreshed awards involves the completion of the HEYL bronze Review Tool, which is used as a baseline audit at this stage. Settings complete the audit by indicating which of the criteria in the Review Tool they consider they meet. No supporting evidence is required at this stage.

Settings submit the completed audit to the Borough Lead and can then move to the refreshed Bronze award. This involves:

- meeting all the criteria in the bronze Review Tool, this time with supporting evidence; and
- developing an action plan for a whole setting initiative to address a health and wellbeing priority or gap identified in the completion of the Review Tool.

In moving across to the refreshed awards, settings are encouraged to capitalise on work that is already planned or underway for other reasons, for example because of an Ofsted inspection or a whole setting review triggered by other events.

To ensure that early years settings that have already met the First Steps criteria are not unfairly affected during the refresh, there is targeted support for those settings who wish to move onto the refreshed bronze pathway.

NCB is running a support group for Borough leads to provide additional support to help settings achieve Bronze more swiftly.

4.3.2. HSL: Schools, bronze award not completed by September 2023

For schools, some of the registration requirements are now incorporated into the refreshed bronze Review Tool. The Review Tool is used as a baseline audit before the award is completed. Schools are encouraged to move directly to the refreshed bronze award and complete the baseline audit.

Schools submit the completed audit to the Borough Lead and can then move to the refreshed Bronze award. This involves:

- meeting all the criteria in the bronze Review Tool, this time with supporting evidence; and
- developing an action plan for a whole school initiative to address a health and wellbeing priority or gap identified in the completion of the Review Tool.

Targeted support is available to schools from Borough Leads during transition and there is access to advice through the HSL mailbox with a response time of 3 working days.

4.4. HSL and HEYL: Schools and settings currently working on silver or gold awards

Schools and settings already working on awards will need to meet the requirements in the refreshed awards. These are summarised in section 6 of this guide: *Requirements of the refreshed awards: a summary* and are set out in full in the two guides:

- *The Mayor's Awards Programme, Healthy Early Years London: Guide to the Awards*
- *The Mayor's Awards Programme, Healthy Schools London: Guide to the Awards*

The transition starts with the HEYL or HSL Review Tool. The Review Tool is used as a baseline audit and no evidence is required to substantiate the judgment about which criteria are met.

The audit is completed at the level of the current award and at all earlier levels so, for example, if the school or setting is currently working on the silver award, the audit needs to cover the bronze and silver award criteria in the Review Tool. If the school or setting is currently working on the gold award, the audit needs to cover the bronze, silver and gold criteria in the Review Tool.

A reminder: at this 'audit' stage, no evidence is required to justify the school or setting's judgment about which criteria are being met.

The completed audit is submitted to the Borough Lead. Schools and settings need to submit the audit by September 2024.

Progress to the award is then achieved by meeting the criteria for the refreshed award at the appropriate level. At each level this requires schools and settings to:

- meet all the criteria in the Review Tool, up to and including the current award level; at this stage, supporting evidence is required for all the criteria; and
- develop an action plan for the initiative required at the current award level, see summary in Section 6; and to provide evidence of initiatives required at earlier levels of the award, or, if those initiatives have not already been planned and carried out, to submit action plans for those earlier initiatives.

There is time and support for this process. The baseline audit needs to be completed by September 2024; the work on the award itself can be submitted when it is ready, but should be planned in a manageable way and, if a number of developments are required these should be spread over time.

Support is designed to ensure that the transition process is as smooth as possible and is available throughout the transition process. The support is set out in Section 5 of this guide, Support and resources.

4.5. HSL and HEYL: Meeting the renewal requirements

Under the refreshed programme, each award in HEYL *and* HSL has to be renewed before progression to the next stage.

Renewal requires schools and settings to have:

- implemented and monitored action plans for the current award for a minimum of 6 months;
- to have evaluated the planned initiative at the current award as well as planned initiatives at earlier levels of the award, and revised plans in the light of this review and to embed initiatives in the core work of the school or setting;
- reviewed current policy and practice against the Review Tool criteria at the current level and the earlier levels
- submit the completed Review Tool and evaluation of the initiatives to the local Borough Lead.

Timing:

- Some HEYL settings and Bronze HSL schools will be due for renewal during 2023-24. All these schools and settings can renew on the refreshed programme any time before July 2024;
- Settings on HEYL and Bronze HSL schools that are due to renew after July 2024 have up to 3 years to renew their award on the refreshed programme;
- All settings and schools completing awards under the refreshed programme are required to renew their award within three years of achieving it.

5. Support and resources

Guides to the Awards	HEYL and HSL Guides
Targeted support	<p>NCB will offer additional resources for settings such as a visual award pathway, step by step guides and next steps prompts and FAQ's.</p> <p>NCB will provide support to Borough Leads supporting schools and settings. There will be targeted training sessions, advice channels, visual pathways, video and written practice guides, learn and share sessions and networking opportunities with other Borough Leads.</p>
Support plan	List of materials, training and resources for all. Will include universal and targeted support for different phases of the project that meet the needs of schools settings and Borough Leads.

6. Requirements of the refreshed awards: a summary

To note: schools and settings can join the awards programme at any level. To join at silver or gold, they must demonstrate that they have met all the earlier criteria, see Review Tool, next section of this guide.

Registration	<ol style="list-style-type: none"> 1. Register for award on GLA website 2. Review current practice
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	<ul style="list-style-type: none"> - use the bronze criteria in the Review Tool to provide baseline data and identify gaps, no evidence required at this stage <p>3. Submit completed Review Tool to Borough Lead (BL)</p> <ul style="list-style-type: none"> - within 4 months of registration
Bronze award	<p>1. Review current practice</p> <ul style="list-style-type: none"> - use the bronze criteria in the Review Tool, address gaps to ensure all criteria are met, and provide evidence to support all criteria <p>2. Develop an action plan</p> <ul style="list-style-type: none"> - for whole school initiative based on a priority identified through the review, either mental health and wellbeing OR physical activity priority <p>3. Submit Review Tool with evidence and action plan to BL</p> <ul style="list-style-type: none"> - award approved by Borough Lead and validated by GLA
Bronze renewal	<p>1. Bronze action plan implemented and monitored for 6 months, minimum</p> <ul style="list-style-type: none"> - whole school initiative reviewed, action plan revised in the light of impact <p>2. Review current practice</p> <ul style="list-style-type: none"> - ensure all bronze criteria continue to be met, renew evidence as necessary <p>3. Submit Review Tool and evaluation of whole setting approach to BL</p>
Silver award	<p>1. Bronze award maintained</p> <ul style="list-style-type: none"> - whole school initiative maintained, action plan reviewed and revised - bronze criteria continue to be met <p>2. Review current practice</p> <ul style="list-style-type: none"> - ensure all silver criteria met and evidence provided <p>3. Two new silver action plans developed</p> <ul style="list-style-type: none"> - one for a ‘targeted’ health initiative to address a priority for a particular group of children and young people (CYP) - one for an initiative to address a health & wellbeing priority for staff <p>4. Submit Review Tool and action plans to BL</p> <ul style="list-style-type: none"> - award approved by Borough Lead and validated by GLA
Silver renewal	<p>1. Silver action plans implemented and monitored for 6 months, minimum</p> <ul style="list-style-type: none"> - targeted initiative for CYP evaluated, plans revised in light of findings - staff health & wellbeing initiative evaluated, plans revised in light of findings <p>2. Review current practice</p> <ul style="list-style-type: none"> - ensure all silver criteria continue to be met, renew evidence as necessary <p>3. Submit Review Tool and evaluation of silver initiatives to BL</p>
Gold award	<p>1. Silver and bronze awards maintained</p> <ul style="list-style-type: none"> - ‘targeted’ initiative for CYP maintained, action plan reviewed and revised - staff health & wellbeing initiative maintained, plans reviewed and revised - whole school initiative (bronze) maintained, plans reviewed and revised - silver and bronze criteria continue to be met <p>2. Review current practice</p> <ul style="list-style-type: none"> - ensure all gold criteria met and evidence provided

	<p>3. One new gold action plan developed - one designed, implemented and evaluated by pupils to improve pupil outcomes based on school data</p> <p>4. Submit Review Tool and action plans to BL - award approved by Borough Lead and validated by GLA</p>
Gold renewal	<p>1. Gold action plans implemented and monitored for 6 months, minimum, - 'pupil-led' initiative evaluated, plans revised in light of findings</p> <p>2. Sustainability plans developed for all initiatives at gold, silver and bronze - developed in light of outcomes</p> <p>3. Review current practice - ensure all gold criteria continue to be met, renew evidence as necessary</p> <p>4. Submit Review Tool and evaluation of gold initiatives to BL</p>
Maintaining the award	<p>1. Subsequent gold award renewals - at least every three years - all criteria across awards to be maintained and evidence updated - sustainability plans implemented and evaluated annually</p> <p>2. Submit evidence to BL - school demonstrates they meet all criteria, setting retains Gold award - school unable to demonstrate they meet all criteria, move to Silver or Bronze as appropriate</p>