HEYA logo


Southampton Healthy Early Years Award (HEYA)

Physical Activity

Bronze Self-Assessment Form

**Please read the form carefully and complete ALL parts of this form, addressing every point in the criteria. Some parts are to assess whether you’re meeting the criteria for Bronze; whilst other parts contain questions designed to baseline where you are now in terms of your practices. If you don’t answer all the questions, it won’t be fully assessed, and you will need to review and re-submit.**

Setting name & address:



(setting refers to childminder or group throughout)

Number of children on roll:

Name of person completing form:

Date form completed:

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| **To undertake and complete the Southampton HEYA Physical Activity Bronze, Silver and Gold awards, settings must follow the *UK Chief Medical Officers' Physical Activity Guidelines (2019)*** [UK Chief Medical Officers' Physical Activity Guidelines (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832868/uk-chief-medical-officers-physical-activity-guidelines.pdf). **Advice and guidance can also be found on the *National Centre for sport and exercise medicine website*** [Early years - NCSEM-EM](https://www.ncsem-em.org.uk/get-active/guidelines/early-years-physical-activity-guildeines/) . **This will help you support, plan and organise developmentally appropriate physically active play environments for children under five and provide support in working through the HEYA Physical Activity Criteria. Further information linked to the EYFS can also be found at:** [Physical development | Help for early years providers (education.gov.uk)](https://help-for-early-years-providers.education.gov.uk/physical-development).  **NB – All information must be entered onto the self-assessment form – even if you have submitted supporting evidence (maximum five items). Assume we don’t know you, so be clear in your explanations about your setting and your activities, provision etc.**  **Complete the form with clear information about your setting to enable full assessment. An example self-assessment completion guide is available on the HEYA website.** | | |
| **1. Leadership and Managing** | | |
| **Criteria (as stated on the HEYA PA theme standards). Please address every action point in your responses unless indicated otherwise.** | **Self-assessment questions (please complete all)** | |
| The setting has:  **1.1** A named staff member who oversees all aspects of active play in the setting and ensures physical activity standards are met and are regularly reviewed.  System that ensures that staff and parents/carers can identify this named person.  **1.2** Evidence of consultation with staff and parents/carers about embarking on the HEYA.  **1.3** Undertake parent surveys (please use the standard questionnaire on the website and add any additional questions you would like, however please consider the number of questions for parents/carers to answer)  **1.4** Undertake staff surveys (all group settings and childminders with assistants. NA for childminders working alone) | **1.1** Physical Activity Lead name |  |
| **1.1** How can staff and parents/carers identify this Physical Activity Lead? |  |
| **1.1** Did you have someone in this role prior to starting this award? (YES / NO) |  |
| **1.2** Give details of the HEYA consultation methods used e.g. with parents/ carers, committees/ staff.  **1.3 – 1.4** Please submit the outcomes of these surveys including the following information:  1.3a What percentage of your parents/carers returned questionnaires?  1.3b Are all parents/carers aware of your PA policy?  1.3c. Are all parents/carers aware of the UK Physical Activity Guidelines?  1.3d. Are there any children who do not meet the recommended activity guidelines?  1.3e. Do any children have limited opportunities at home to physical activity due to lack of garden or access to community facilities?  1.3f. What have you identified from the results that you need to develop?  1.4a Do you / your team feel that physical activity is prioritised in your setting?  1.4b. Do the team feel that home learning for physical activity regularly promoted?  1.4c. Is there a training need to develop knowledge and skills for physical development or to extend on current provision?  1.4d. What areas of development have you identified from the staff surveys? |  |

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| **2. Physical Activity Policy – please see policy template on the HEYA website;** It is recommended that you use all headings in your policy | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| **2.1** The setting has a physical activity policy in place (which has been consulted on), which covers the following as a minimum:   1. Background information about type of setting – ethos, aims and objectives. 2. Role modelling 3. Minimising sedentary behaviour 4. Promoting active travel 5. Date produced and review date.   **2.2** The importance of physical activity is reflected in the setting’s aims and values statements and the policy is mentioned in the setting’s handbook or information sources for parents/carers and staff.  **2.3** The policy is regularly highlighted to parents/carers, e.g. at registration, when the policy is changed / updated.  NB – The policy template is a guide only to be personalised and expanded to reflect your own setting. *Incorporating all headings identified will contribute towards silver level*. | **Did you have a physical policy in place prior to starting this award? (YES / NO)** |  |
| **2.1** **a)** Has your setting consulted with **parents / carers** on this **policy**? If so, please outline your consultation methods. |  |
| **2.1 a)** How has your setting consulted with **staff and committee members** about the policy (if applicable? NA for CM who work alone) |  |
| **2.1 a)** Did you have to overcome any barriers to developing and/or implementing this policy? If so, please provide a summary of barriers. |  |
| **2.2** Please state the information you currently provide about physical activity within your setting’s handbook or on your website or communication portal. |  |
| **2.3** **a)** How do you plan to keep parents /carers and staff updated on further changes to your physical activity policy? |  |
| **2.3 b**) How are new parents/carers informed about the physical activity policy? |  |
| **2**. What are the main changes implemented in your setting from developing / updating your physical activity policy? |  |

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| **3. Positive Role Modelling** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| **3.** All staff act as positive role models by taking part in active play with the children inside and outside. | **3a)** Do you (childminders) or your staff / team involve themselves in active play with the children inside and outside?  (YES / NO) |  |
| **3b)** Please provide a summary of how the setting ensures that staff’s physical activity behaviours and positive role modelling are monitored to ensure consistency. Please give some examples. |  |

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| **4. Environment – inside and outside** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| **4.1**  The setting ensures daily opportunities for physical activity both inside and outside and always provides support for children to enjoy them.  Indoor and outdoor play environments are welcoming, clean, safe and promote positive social interaction and creativity. Some natural areas, such as grass, plants and trees are accessible. | **4.1a)** List examples of both fine and gross motor opportunities that are available **every day** both inside and outside. |  |
| **4.1b)** Please give examples of opportunities and activities that promote positive **social interaction** and creativity and that occur in the indoor and outdoor environments. |  |
| **4.2** Environment Rating Scales (*please speak to a member of the HEYA team if you are not familiar with these rating scales*)  (Please choose the appropriate audit/s)  ITERS 11, 15. 16. 18.  ECERS-R 7. 8. 14, 19. 21. 29.  FCCERS-R 12. 16. 26. (Childminders only) | **4.2a)** Please enter the dates of your recent observation  **4.2b)** Please provide new current scores for each subscale.  **4.2c**) Please state identified areas for development. Anything less than a 5 must be identified as an action point that you will use to develop practice. Add each development area to section 9 at the bottom of this form. |  |
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| **5. Curriculum Links** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| The purpose of these questions are to baseline your curriculum planning around physical activity | **5.1** Do you include physical activity in your curriculum planning? YES / NO |  |
| **5.2** If YES, please provide a summary of: -  How often you include physical activity in your curriculum planning – is it daily / weekly/ a.m.’s / p.m.’s? *If no – this must be added to your action points to ensure physical activity is planned for.* |  |
| **5.3** Do you plan both **inside and outside** opportunities for physical activity?  YES/ NO *If no – this must be added to your action points to ensure physical activity is inside and outside.* |  |
| **5.4** If YES, please provide some examples of physical activities **specifically** planned **for inside and outside. (***these would be* ***in addition*** *to those already available daily as listed above in 4.1***).** |  |

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| **6. Communicating Messages Home** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| The purpose of these questions are to baseline your current practice around communicating messages about physical activity to the children’s home environment | **6.1** Do you send any information to the home environment? YES / NO  *E.g. in newsletters, on website*  *If no – this must be added to your action points to ensure key messages about physical activity are cascaded to parents /carers.* |  |
| **6.1a)** If YES, please provide a summary of how you do this – what methods are used?  **6.1b)** How often to you communicate messages specifically about physical activity?  **6.1c)** What kinds of information do you share with parents/carers about physical activity?  **6.1d)** Please provide details of some recent examples of physical activity communication you have shared with parents/carers.  **6.1e)** During what period / date was this information shared? |  |
| **6.2** Have your survey results from either staff or parents /carers identified that your communication about physical activity to the home environment could be improved? **Yes / No**  **6.2 a)** If yes, please indicate how you or your parents/ carers and staff feel it could be improved. *Also add details to your action points below.* |  |
| **6.3** Do you currently have any physical activity displays, or information e.g. display board, information on website?  If yes: -   1. How long has this display / information been in place? 2. What specific information about physical activity are you currently displaying?   If no, please indicate that this is a target to be added to your action plan at silver level |  |

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| **7. Staff Training & CPD** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| **7.1** The setting’s physical activity approaches (including the physical activity policy and positive role modelling) are covered in induction for all new staff.  NA for childminders working alone | **7.1 a)** Describe your setting’s approach to physical activity and how this is covered in new staff inductions? |  |
| **b)** Who carries this out? |  |
|  | **7.1 c)** Have staff been consulted about any training needs around physical activity (via surveys, team discussions, manager observations and supervisions etc)? |  |
| If YES, what are the training needs of your staff regarding physical activity? |  |

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| **8. Staff Health & Wellbeing** | | |
| **Criteria** | **Self-assessment questions (please complete all)** | |
| The purpose of these questions are to baseline your current practice around staff / your health and wellbeing | **8.1 a)** Are there any opportunities for you/staff to improve their health & wellbeing? |  |
| **8.1 b)** If YES, please provide a brief summary.  If no, please add to the development points in section 9. |  |

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| **9. Next steps: Actions identified during the bronze award process:** | **Please provide a summary of how you feel this award has benefitted:** |
|  | **Your setting as a whole:** |
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|  | **You / your team:** |
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|  | **Your children**: |
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|  | **Your parents /carers** |
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| **Submit the following to: - Heya@southampton.gov.uk** |
| *1. Physical activity policy*  *2. Completed bronze self-assessment form (including Environment rating scales scores and identified areas for development)*  *Optional:*  *Any supporting evidence you wish to send (max 5 items)* |
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