



**Healthy Schools**  
Healthier Living & Learning

# Quality Assurance & Moderation

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# Quality Assurance & Moderation

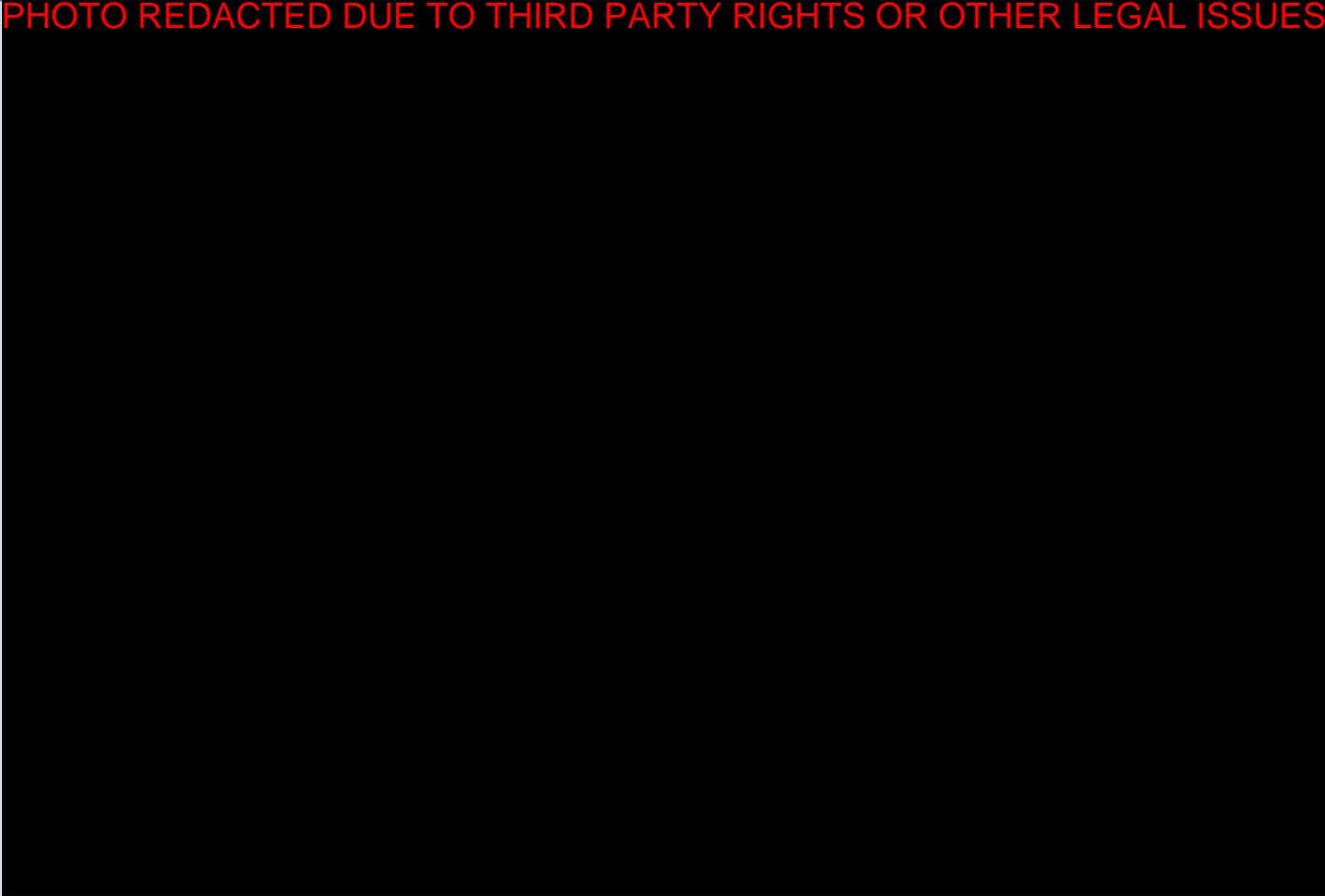
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# Context for Quality Assurance

- minimise bureaucracy
- maximise consistency
- increase participation
- maintain rigour

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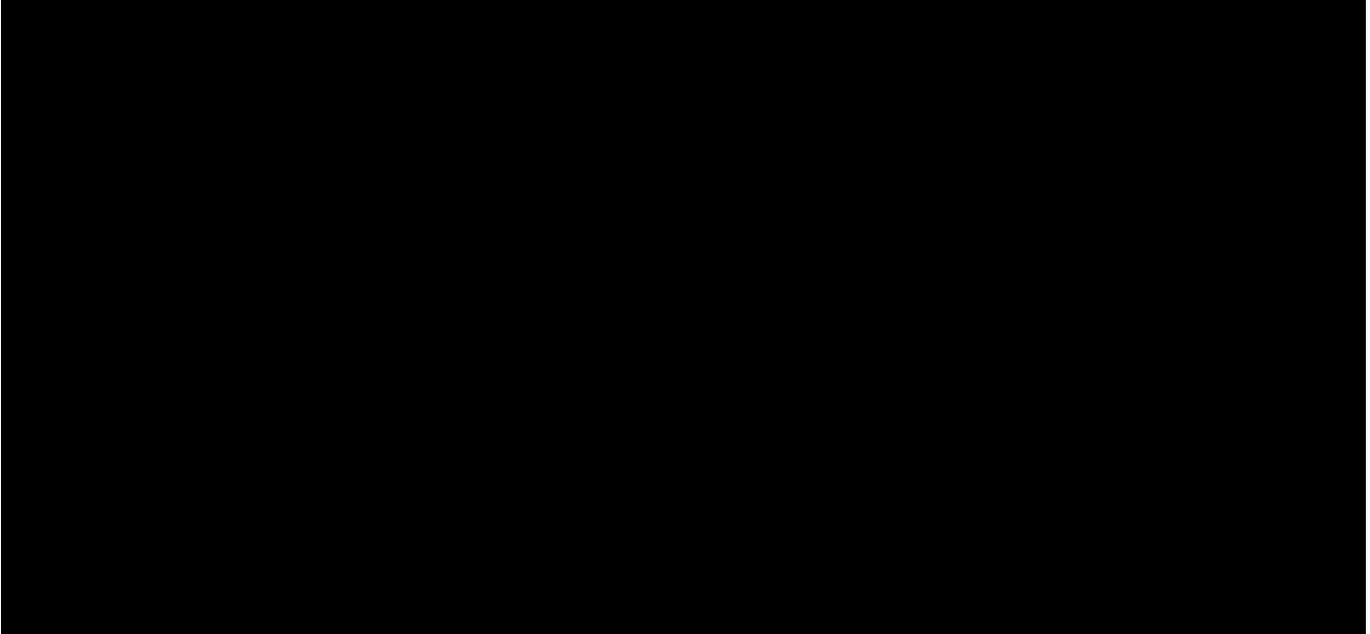


**The purpose of Quality Assurance is to:**

- **minimise bureaucracy**
- **maximise consistency**
- **increase participation**
- **maintain rigour.**

Schools now Self-Validate when it comes to achieving National Healthy School Status. The role of the Local Programme is largely two-fold: that of offering professional support and carrying out its work within the Quality Assurance Framework.

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# Context for moderation

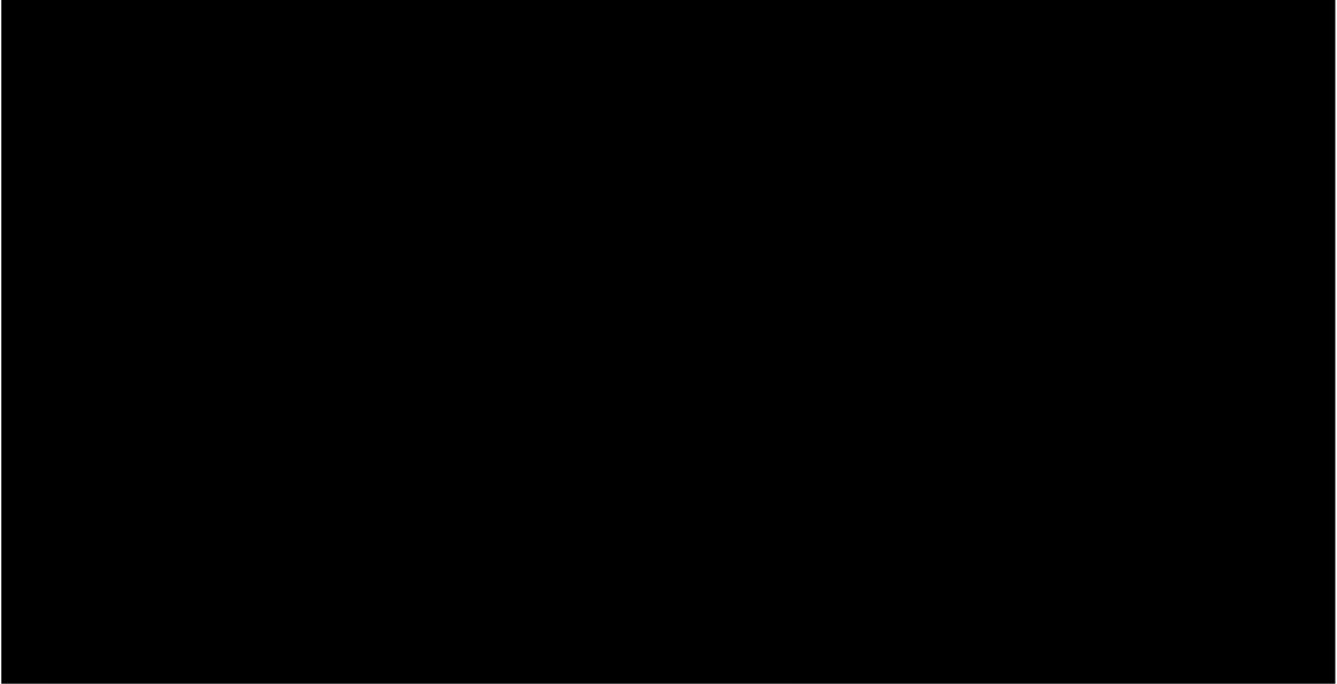
## **The purpose of the moderation visit is:**

- to identify, celebrate and disseminate effective practice
- to verify your school's Self-Validation in relation to the minimum evidence and outcomes achieved
- to ensure that the support offered by the Local Programme to schools is consistent and meeting the needs of schools
- to reassure national and local stakeholders of rigorous Quality Assurance.

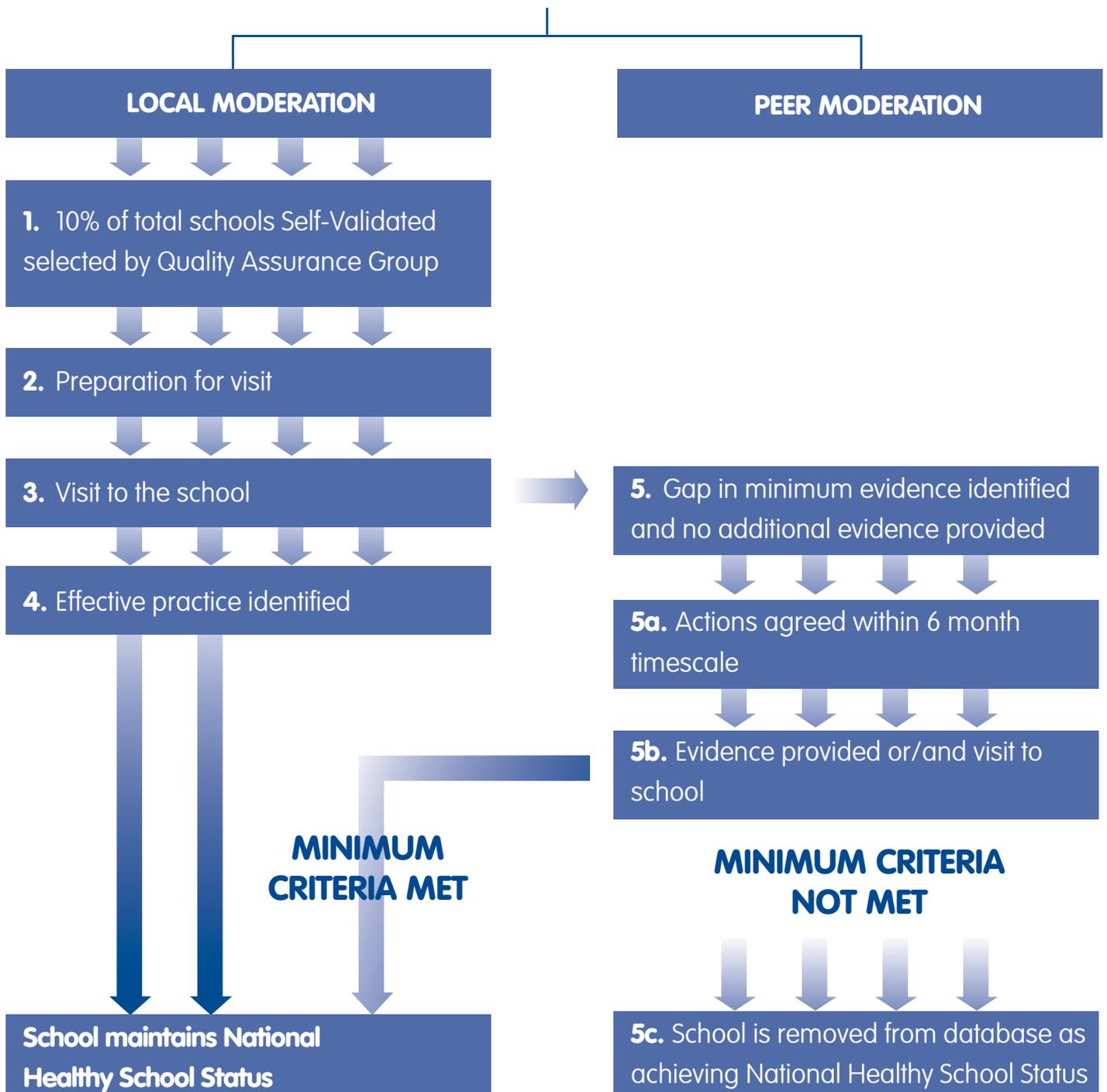
Your school will already have Self-Validated and be recorded on the database as achieving National Healthy School Status before it can be selected as part of a 10% sample.



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# Process of Moderation



## Box 1. 10% Sample selected

- Local Programmes are required to moderate 10% of schools that have Self-Validated in each academic year
- When selecting the 10% of schools to moderate, the Quality Assurance Group will consider the types of schools (including faith schools as a type) that have been Self-Validated, and a representative sample should be sought. Schools that are not known to members of the Quality Assurance Group will also be represented in the 10% sample
- Programmes may moderate a higher percentage but only if there is clear agreement with Headteachers. For example, a cluster of schools may request that all their schools be moderated. In such a case these could not count as being part of the 10% or there will be a disproportionate number coming from a discrete area

## Box 2. Visit Preparation

- Your school receives at least two working weeks' notice, and selects a mutually convenient time
  - You can request a different time period for school-based or staffing reasons, but moderation should not be delayed by more than 10 school weeks
  - You will be informed who the moderators will be. There should always be a minimum of two moderators. In large schools you and the Local Programme will discuss whether to have more than two moderators
  - The moderators will be from the Local Programme and/or its wider partnership
  - The moderators should have viewed a completed audit against the minimum evidence before the visit
- ### Selection of 2 themes and outcomes
- You will be asked to select a theme and then the Local Programme moderators select a second theme
  - In discussion with the Local Programme moderators one outcome is selected from each of the two themes as outlined on your Self-Validation Form. One outcome should be qualitative and one quantitative
  - The outcomes are tracked back to the most relevant criteria and then the minimum evidence is identified. This forms the focus of the visit
- Moderators will use the document list and the questions in the National Audit to form the structure of their visit.

## Box 3. Visit by moderators to school

### The Local Programme Co-ordinator will discuss the visit with you.

A typical moderation visit will include:

- A tour of the school led by children and young people which covers at the very least the dining room, playground, school grounds, entrance and toilets
- A discussion with the Headteacher and Healthy School/PSHE Co-ordinator about the selected themes and outcomes, as well as the Whole School Approach
- A discussion with a representative group of children and young people (bearing in mind the school's ethnic, socio-economic and geographical profile) about aspects of the selected themes and outcomes, as well as the Whole School Approach
- A discussion with representatives from parents/carers and the governing body (bearing in mind the school's ethnic, socio-economic and geographical profile) about aspects of the selected themes and outcomes as well as the Whole School Approach
- An opportunity to view written documentation that forms part of the minimum evidence

The visit should be no longer than half a day. If it becomes apparent during the visit that minimum evidence is not in place for any criteria being considered as part of the moderation visit or beyond the focus of the moderation, the moderator will need to discuss this with you. Moderators will make use of the questions in the National Audit as a stimulus for discussion.

## Box 4. Effective practice identified

- The moderators will identify and celebrate the effective practice evidenced as part of the visit
- If the moderators identify any gaps against the minimum evidence within the two agreed outcomes or as part of achieving National Healthy School Status, they will inform you verbally
- If you can produce evidence on the day to satisfy the gaps identified by the moderators, effective practice within the school is celebrated
- Soon after the visit you will receive a letter from your Local Programme thanking you for your participation in the process of moderation

## Box 5. **Gap(s) in minimum evidence** identified

- If no satisfactory explanation can be given, the Local Programme will confirm with you in writing the gaps identified against the minimum evidence (within one working week)
- The letter should only raise issues that were discussed with you during the visit
- You will have up to 6 working months to fulfil the minimum evidence requirement

### Box 5a. **Actions agreed** (6 working months timescale)

Your Local Programme will discuss action planning with you, including how the minimum evidence required will be presented.

### Box 5b. **Evidence provided** and/or visit to school

You provide the minimum evidence required and/or there is a visit to your school to confirm the minimum evidence has now been met.

### Box 5c. School is **removed from database** as achieving National Healthy School Status

If after the agreed timescales the minimum evidence required is not available/met it is deemed that your school does not wish to maintain its National Healthy School Status and is therefore removed from the database as achieving National Healthy School Status.

# A school refusing to be moderated

- The role of the school in the process of moderation will be clarified at the briefing
- When your school sends in the Self-Validation Form you agree to participate in the process of moderation
- Moderation is part of the process of Quality Assurance of National Healthy School Status, which is approved by the National Healthy Schools Programme Board and the Implementation Review Unit of the DCSF

## Reserve powers of the National Healthy Schools Programme Central Team

The Central Team reserves the right to remove any school from the database as having achieved National Healthy School Status. This would only be done in extraordinary circumstances and all efforts would be made to discuss the issue with the school, the Local Programme and Regional Co-ordinator beforehand.

For further copies of this publication please  
contact us on telephone number: 0845 601 7848



**Healthy Schools**

[www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)

## For further information...

please contact your Local Programme Co-ordinator. Their contact details and more information about the National Healthy Schools Programme can be found on our website [www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)



department for  
**children, schools and families**

The National Healthy Schools Programme is a joint Department of Health and Department for Children, Schools and Families initiative