



# ACHIEVE WELL TEAM

Empowering wellbeing,  
elevating achievement

## Achieve Well Health and Wellbeing Champion Award Assessment Guidance for schools

Outlined below is information regarding the assessment of the Achieve Well Health and Wellbeing Champion Award.

### Timeline

It is expected that the award assessment will take place no more than a year after starting the awards. If you are not ready for assessment within this time period, please contact your Award advisor to discuss options.

### Process for Award assessment

The Award assessment process has the following stages: 1) Evidence collection; 2) Verification of uploaded evidence; 3) Verification visit.

- 1) **Evidence collection** – Gather and upload one piece of evidence for each of the award criteria on the award wheel. Please see the [evidence grid](#) for requirements. Once all your evidence is submitted and each criteria is marked 'green', click [here](#) to request verification.
- 2) **Verification of uploaded evidence** – You will be allocated an assessor from the Achieve Well Team who will examine and verify your evidence. If they are satisfied with the evidence, a date will be allocated for your visit based on your preferences. If the evidence submitted is not sufficient, your advisor will contact you to discuss next steps.
- 3) **Verification visit** - The assessor will be looking for examples of how you fulfil the award criteria beyond the uploaded evidence plus how this supports the achievement of the [Nottingham Healthy Child vision](#). The '[Good Practice](#)' column gives an idea of what the assessor will be looking for in relation to each criteria. **You do not need to evidence each example in the verification visit**, you just need to be able to effectively demonstrate that you meet each criteria through your uploaded evidence and the verification visit.

### Verification visit

#### **What you need to prepare in advance**

- Two presentations will need to be prepared, one from the award lead and one from pupils.
- You will need to identify stakeholders from the following groups for the assessor to speak with: pupils, staff, governors, and parents.
- You will need to create and send an agenda for the visit with timings for the elements outlined below, plus the names of people the assessor will be speaking with.





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## Timings

The verification visit is expected to last no longer than **3 hours** and will include:

### ***A presentation from the award lead and questions from the assessor (45 mins)***

- A concise presentation of how you meet the award benchmarks and criteria, with reference to any good practice and how the school meets the vision for the [Nottingham Healthy Child](#) (please note you do not need to cover each criteria in detail during the presentation, it's an overview.) The assessor will be looking to evidence the criteria through all aspects of the visit, in addition to that submitted in advance.
- Questions from the assessor.

### ***A presentation from pupils (10-15 minutes)***

- The presentation title is: How does your school support you to be a Nottingham Healthy Child?
- Children can focus on one, several, or all of the elements of the [Nottingham Healthy Child vision](#) in their presentation and relate this to the school's practice.
- Schools can find graphics to support the presentation [here](#).
- The presentation could include a PowerPoint presentation but does not have to. It could involve whole classes, a small group or school council representatives explaining particular aspects of the school's provision.
- Here is an example approach: Children give a presentation about the lunchtime and after school clubs on offer which support them to keep active and maintain a healthy mind.

### ***A tour of the school (approx. 15 mins)***

- The assessor is shown areas of the school that demonstrate the benchmarks and criteria, e.g. Your dining space, nurture room, outdoor equipment, noticeboards, displays, SEND provision.

### ***Stakeholder interviews (60 mins)***

- The assessor will speak with representatives (max 5) from each of the following groups:
  - Pupils
  - Staff
  - Parents
  - Governors
- The discussion with stakeholders will be around how the school demonstrates the award benchmarks and criteria.
- Ideally, the assessor would like to have a brief conversation with a member of the Senior Leadership Team at some point in the day in addition to the Award Lead.

### ***Assessor analysis and feedback (15 mins)***

- The assessor will need time at the end of the visit to reflect before sharing your result.





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## *How will you be assessed?*

During the visit, the assessor will be looking to verify how your school fulfils the award criteria. They will already have a feel for this from the evidence you have submitted, so the verification visit is to find out a little more about the school's approach and provision. They will not need to view evidence already submitted to the award wheel platform.

Here is an example of what this might look like:

Criteria	1.2 The school physical environment promotes health and wellbeing
Required good practice	<ul style="list-style-type: none"><li>• There are areas of school specifically for quiet reflection e.g. calm room, playground quiet areas, gardens.</li><li>• Accessible information about Health &amp; Wellbeing for children and staff is displayed around school including sources of support.</li><li>• The school provides a pleasant, safe, and sociable environment.</li><li>• The school has a smoking and e-cigarette policy that includes smokefree gates and no smoking and e-cigarettes on school premises or grounds.</li><li>• Clear guidance in relation to hygiene is displayed where appropriate and consistent messages are given e.g. hand hygiene, kitchen hygiene, personal hygiene, food and drink storage, fruit tuck shops.</li><li>• The school site is accessible for all.</li></ul>
Evidence uploaded by the school	Photograph of posters displayed on a notice-board about health and wellbeing
Examples of what the assessor may look for/ask/listen for on the visit	<p>Stakeholder interviews: Asking children about calm areas in school; Asking staff about how the school provides a pleasant, safe and sociable environment</p> <p>Tour: Observing how the school site is accessible; Visiting a calm room</p> <p>Presentation: Listening to how the school teach about hygiene.</p>

## **How you will receive your results**

The assessor will notify you on the day of the visit if you have been successful.

If for any reason the assessor considers the evidence for some areas is not sufficient, they may request clarification of evidence or ask for additional supporting details on the day.

You will receive a report outlining the assessor's findings.





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If your school is successful, you will receive a certificate and logo to recognise your achievement. Your achievement will be displayed on the Achieve Well website and celebrated on our social media.

If you wish to share your successes on social media, please tag @AchieveWellTeam on X and use the hashtag #NottinghamHealthyChild.

You may also want to host an event of your own to celebrate!

## What next?

Champion status remains for a period of 3 years subject to conditions being met. The conditions of maintaining Champion status are:

- Attend a minimum of one Achieve Well network meeting per annum. Network dates can be found [here](#).
- Complete an annual audit on the award wheel.
- Share good practice through a case study, presentation at a network, or by supporting another school.

## Impact Awards

Once you have achieved your foundation award, you can move on to the Impact Awards. Sign up for the Impact Awards [here](#) or speak with your advisor for more information.

## Contact us

If you have any queries regarding the assessment process, please speak with your advisor or email us at [achievewell@nottinghamcity.gov.uk](mailto:achievewell@nottinghamcity.gov.uk).



Nottingham  
City Council