



Emotional Health
and Wellbeing in Schools

School Guide for the Healthy Minds Chartermark Moderation Process 2023

SILVER



1. Book one half day slot using **www.skills4bradford.co.uk** - search the word Healthy in the text search. You will see there are a limited number of slots to choose from. The slots have already been allocated to named moderators who are unlikely to be your EP Chartermark support.
2. Make sure you have sent to either your EP support, or, to the Chartermark email, a copy of everything that is listed in (4) below. This is so the moderator is able to read information about your school prior to the half day moderation.
3. Book a room in your school to hold the meeting on that date and invite the following people to the meeting
 - a. A member of SLT (who is the Senior Mental Health Lead or manages the Senior Mental Health Lead)
 - b. The Senior Mental Health Lead (this person might be the member of SLT)
 - c. A Governor
4. Make sure that you have the following information to hand, ready for the meeting
 - a. For silver, bring a copy of the audit you have completed as part of the process to act as a guide, plus the action plan
 - b. The evidence (photos/written guidance that showcases on paper the whole school approach)
 - c. The data for silver will include attendance/exclusions/progress and attainment since developing your whole school approach
 - d. Written policies relating to mental health and wellbeing, including your behaviour / relational policy
 - e. Whole school provision map of your mental health SEMH provision

5. Prior to the audit meeting, the Moderator will walk around school with a key adult and with a pupil, to see first-hand how the whole school approach is working. This should start about 9.15 am for morning sessions and 1.15pm for afternoon sessions (give or take time for dinner arrangements) and last no longer than half an hour. The walk will be in the form of an appreciative enquiry.
6. Next, the Moderator will lead the audit meeting and has a script to do this. The audit tool will form the basis of the meeting as the group will go through each of the 8 sections, and the group will discuss evidence underpinning each part of the audit. For silver, this will consist of using the audit tool that has already been completed as part of the process, plus the action plan evidence.
7. **The moderator will leave the school and will get back in touch within the week to let you know whether or not you have achieved the Chartermark.** For morning slots, the moderator aims to leave the school by 12.15. For afternoon slots, the moderator aims to leave the school for 4pm at the latest.
8. The **criteria** for being awarded the Chartermark;
 - a. For SILVER, there is a clear whole school approach (i.e. there is demonstrable practice within each of the 8 sections of the audit) and that the approaches to managing behaviour as demonstrated by school data, are leading to highly effective inclusion of all pupils, with ideally no permanent exclusions
 - b. If the criteria have not been reached, then the recommendation will be to **automatically extend the process by another year**, and redo the moderation meeting the year after.



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For further help or guidance on anything within this document,
please contact hello@healthyminds.services