



## How to use the Somerset Health and Wellbeing audit tool

Working through the audit tool is a journey involving reflecting, recognising and celebrating where you are along the way.

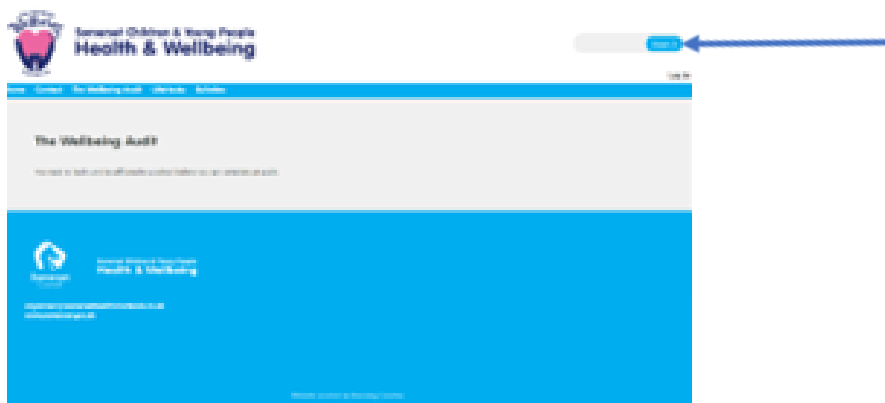
This process will continue to be an evolving area of work for each setting as staff, children, young people, families (and maybe even settings), will inevitably shift, change and grow over time. Regular time to reflect, review, update and celebrate progress and achievements will form part of this process.

We anticipate it may take around 2 to 3 years to fully action and embed the outcomes of the tool within your setting as part of your long-term plan.

This is not a race to get to the end, but a journey to enjoy the views along the way.

### 1. Logging in

To access the audit tool, click the log in button on the top right.



This will then take you to the log in page where you can enter your settings user ID and Password.





These log in details are specific to your setting. It is your settings responsibility to decide who with in your setting and other external support services (such as MHST) are given these log in details.

## 2. How to edit your framework lead details

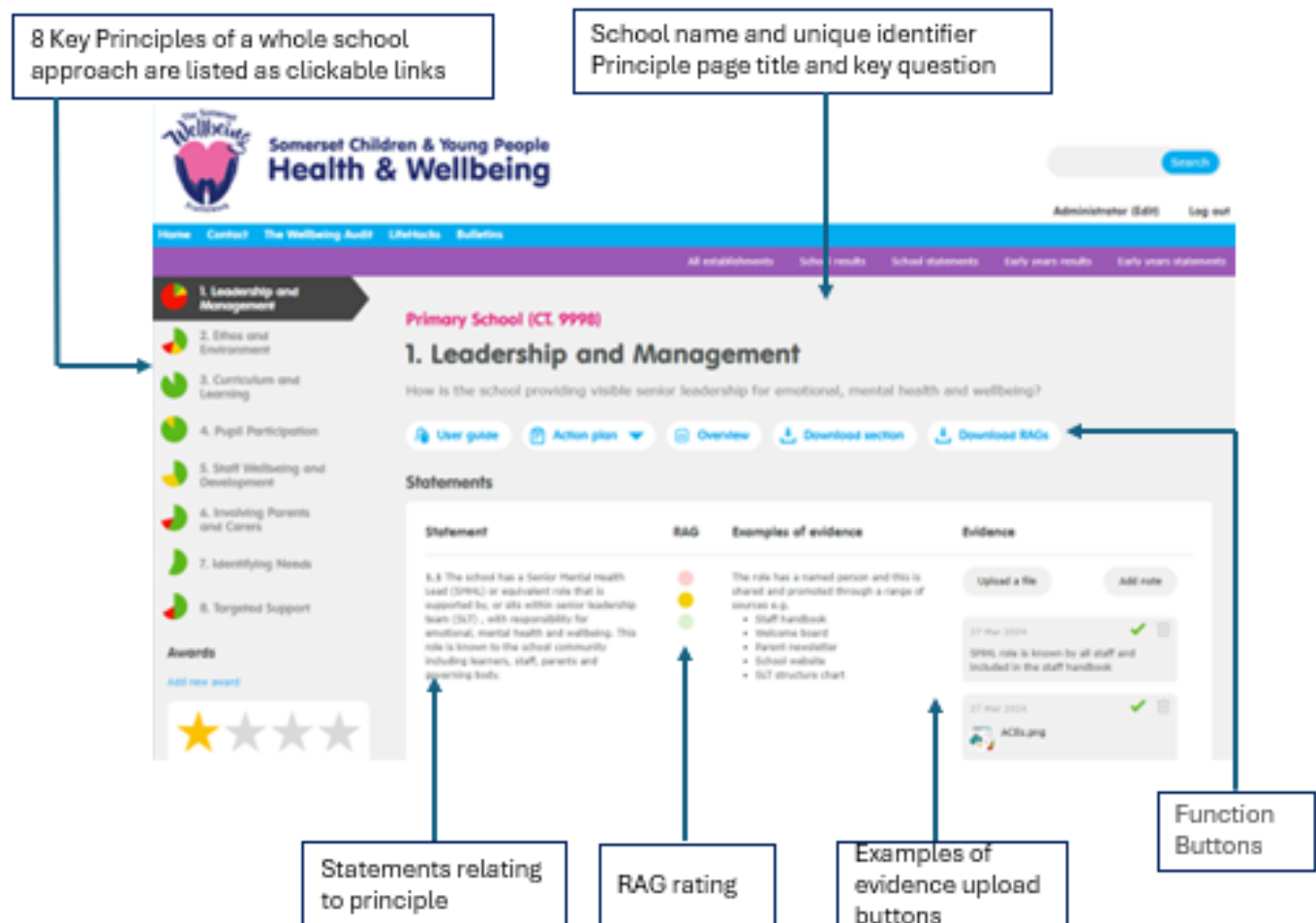
It is important that your setting designates a named framework lead. We will use this named lead for communication purposes, it is therefore important that it is kept up to date and accurate.

The screenshot shows the Somerset Children & Young People Health & Wellbeing website. The top navigation bar includes links for Home, Contact, The Wellbeing Audit, LifeHacks, and Bulletins. Below this, there are tabs for All establishments, School results, School statements, Early years results, and Early years statements. The main content area is titled 'Primary School (CT. 9998)' and '1. Leadership and Management'. It asks 'How is the school providing visible senior leadership for emotional, mental health and wellbeing?' and provides links for User guide, Action plan, Overview, Download section, and Download RAGs. A table titled 'Statements' shows a statement about the Senior Mental Health Lead (SMHL) role, with columns for RAG, Examples of evidence, and Evidence. The Evidence column includes an 'Upload a file' button and an 'Add note' button. A blue arrow points to the 'Administrator (Edit)' link in the top right corner.

The screenshot shows the 'Update details and continue' form on the Somerset Children & Young People Health & Wellbeing website. The form has two input fields: 'Framework lead name' and 'Framework lead email'. Below these fields is a button labeled 'Update details and continue'. The footer of the page includes the Somerset Council logo and contact information: organiser@somersethealthinschools.co.uk and www.somerset.gov.uk.

### 3. Navigating the audit pages

The audit tool consists of 8 pages one for each of the 8 key principles that make up a whole school approach. These are clickable links of the left-hand side of the page. Each key principal page follows the same layout.



The screenshot shows the '1. Leadership and Management' page of the audit tool. Annotations point to various features:

- 8 Key Principles of a whole school approach are listed as clickable links:** Points to the left-hand navigation menu.
- School name and unique identifier Principle page title and key question:** Points to the header area showing 'Primary School (CT 9998)' and the principle title '1. Leadership and Management'.
- Function Buttons:** Points to the 'User guide', 'Action plan', 'Overview', 'Download section', and 'Download RAGs' buttons.
- Statements relating to principle:** Points to the 'Statements' table.
- RAG rating:** Points to the 'RAG' column in the table.
- Examples of evidence upload buttons:** Points to the 'Examples of evidence' column and the 'Upload a file' button.

### Function Buttons

these buttons provide additional functions and content including -

- **User guide** – Clicking the user guide will bring up a page containing ideas, activities, resources, Ofsted expectations and children's rights (UNCRC) related to each principle.
- **Action plan** – The action plan operates through a drop-down function and holds the same prompt questions as previously.
- **Overview** – This function pulls together the individual action plans from each key principle, allowing users to view the whole school approach to health and wellbeing overall plan.



- **Download section** – The download section will download individual page contents including the action plan into a PDF file.
- **Download RAGs** – Download RAGs will download the full RAG ratings from the full audit without the action plans into a PDF file.

We recommend downloading each principle's section and RAG files at least annually to help monitor and celebrate progress and change.

## Statements and RAG rating

Each principle contains reviewed and updated statements, next to each is a self recording RAG rating

**Red** = Not working on this and no evidence towards this statement.

**Amber** = Started working to this statement and have some or developing evidence towards this.

**Green** = Actively embedding this statement in practice and have evidence to demonstrate this.

## 4. Uploading evidence

Alongside each statement in the audit, there are a number of examples of evidence, these are simply ideas to get you started. The process values creativity and each school's unique perspective; you're encouraged to include evidence that helps to demonstrate what this statement looks like in practice for your setting.

**This is your audit tool and should be purposeful for your setting!**

To add your evidence to each statement click **upload a file**, you can then select the piece of work you wish to upload from your system. We can accept a range of media files including images, videos, audio recordings or test documents.

There is also an option to **add a note** to provide a narrative to any file you have shared, help capture your working practices or acknowledge developing areas of work.

**Please ensure anything you upload, or share is compliant with your settings GDPR, safeguarding and information sharing practices.**

Should you wish to **delete** any of your uploaded information files or notes you will see a bin action to the right of each box. This acts as the delete function and allows you to remove individual pieces of information, notes or media from your audit tool.

To acknowledge we have **viewed** your uploaded information we will identify this with marking the tick function, showing 'seen by admin'.

