



MindMate Friendly Guidance Document for Schools and Settings

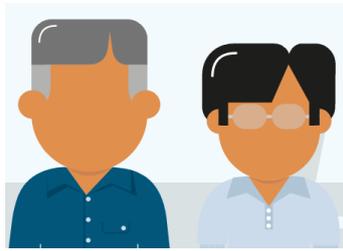
Table of Contents:

Overview & Registration	2
SEMH School Health Check	3
Action Plan	4
Submission & Self/External Validation	5
Summary	6



Leeds South and East
Clinical Commissioning Group





Overview

The MindMate Champions Programme is designed to promote and develop evidence-based best practice in Social, Emotional & Mental Health (SEMH) provision in universal settings as well as training the workforce. Schools and Children's Centres can be confident it will meet their SEMH local offer and Ofsted requirements as well as national guidelines for work in this area.

The MindMate Champion Programme is part of the prevention element of Future in Mind: Leeds – a strategy to improve the SEMH and wellbeing of Children and Young People (C&YP) aged 0-25 years. The programme promotes SEMH skills including emotional literacy and empathy and aims to address SEMH issues for all C&YP in schools and Children's Centres.

The programme is delivered by the Health and Wellbeing Service. This can be accessed by either purchasing a Service Level Agreement (SLA) or one of the Pay As You Go (PAYG) options.

Registration

Register on the MindMate website by visiting MindMateChampions.org.uk/register and enter all details for your setting. Please check whether or not your school has a Service Level Agreement with the Health & Wellbeing Service for this academic year and tick or leave blank as appropriate. Please also ensure you have gained **approval from your headteacher** before proceeding. At this stage you will also be asked to nominate a MindMate strategic lead. This person should be the professional who will drive the whole school approach, preferably someone in the Senior Leadership Team (SLT). An optional operational lead can also be nominated.

Please note that, as there is no account area (the log-in simply gives you access to the website) each setting only requires one log-in per person. Additional log-ins must be requested by emailing schoolwellbeing@leeds.gov.uk, not by re-registering on the website, to prevent duplicating information.

Once your account has been activated you will be sent an email with your username and password, which gives you access to the MindMate Champions website as well as access to MindMate Lessons, a SEMH Curriculum for KS1-4. You will also be assigned a consultant who will contact you to coach you through the programme and act as a critical friend. Your consultant will also perform your external validation visit when you are ready to submit as MindMate Friendly.



SEMH School Health Check

The first step after registration is to complete the SEMH theme of the School Health Check which can be found on healthyschools.org.uk. Within the School Health Check are ten strands containing criteria designed to support your setting in raising attainment and achievement by improving the SEMH & wellbeing of your pupils. The criteria highlights what is considered outstanding practise in SEMH provision based on a range of robust evidence-based approaches and research. The purpose of completion is to allow settings to consider their current practice, identify possible areas for development and formulate an action plan to implement any necessary changes. Please do not submit this until you are ready to validate as MindMate Friendly. To achieve MindMate Friendly all ten strands need to be graded as good or outstanding alongside an action plan.

Healthy Schools Registered

If you are already registered on the Leeds Healthy Schools website, you should already have access to the SEMH theme in the School Health Check and can log-in by visiting healthyschools.org.uk/login. If you have a Service Level Agreement (SLA) with the Health and Wellbeing Service for this academic year, once you register on the Healthy Schools website you will be granted access to all four health themes of the School Health Check (PSHE, Healthy Eating, Physical Activity and SEMH).

Non Healthy Schools Registered

If you do have a SLA with the Health and Wellbeing Service for this academic year please register, referencing SLA as your purchase order in the billing details. Please fill in your normal billing details to complete the form but note we will not charge your setting. Once you register on the Healthy Schools Website you will then be granted access to all four health themes of the Schools Health Check (PSHE, Healthy Eating, Physical Activity and SEMH).

If you do not have a Service Level Agreement (SLA) with the Health and Wellbeing Service for this academic year you will only be able to access the SEMH theme on the Healthy Schools Website by either purchasing an SLA or one of the Pay As You Go (PAYG) options - self-validation process (£99+VAT) or the self-validation process plus an external validation (£275+VAT). To purchase either PAYG options you will need to add a Purchase Order Number (PON) in the billing details. Please fill in all normal billing details to complete the form. Once you register on the Healthy Schools Website you will then be granted access to only the SEMH theme of the Schools Health Check. If you wish to have access to all four health themes of the Schools Health Check please contact the Health and Wellbeing Service on the 'Contact' tab of the Healthy Schools website for further details.



Action Plan

Once you have identified areas for development you can create your own Action Plan. The Action Plan can be in any format, but needs to include at least three actions tailored to the specific needs of your setting.

Once you have completed (but not submitted) the SEMH theme you have two options to create your Action Plan:

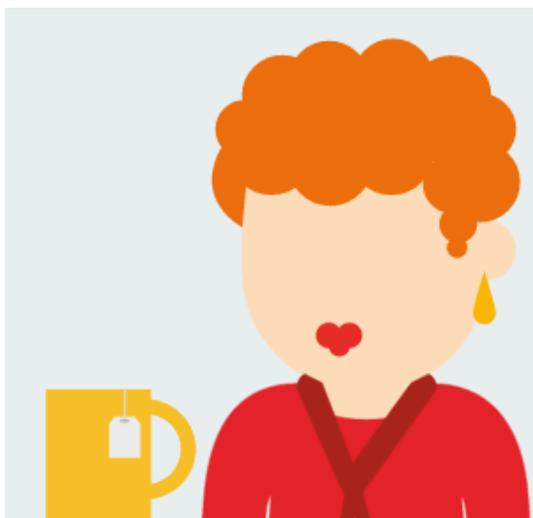
- 1) Using **areas identified in the SEMH theme**, create your own school **Action Plan** using your usual school format, save it as a PDF and upload to the 'My Documents' section on the **School Health Check**.
- 2) Add a number of steps into the 'Next Steps' tab on the **School Health Check**, which will then automatically create an **Action Plan** when you submit the **SEMH theme** of the **School Health Check**. This is most easily found by visiting healthyschools.org.uk and clicking the 'Next Steps' tab circled below:

A screenshot of the HealthySchools website. The 'Next Steps' tab in the navigation menu is circled in red. Below the navigation menu, there is a 'Health Check Overview' section with a 'School Health Check Status' table and a 'Last Submission Dates' table.

Started	Self Validation Accepted	Externally Assessed
03.08.2015	N/A	N/A

PSHE	Healthy Eating	Physical Activity	SEMH
Not Submitted	Not Submitted	Submitted: 09-01-2018	Submitted: 13-10-2017

If you require support in creating an action plan, please contact schoolwellbeing@leeds.gov.uk or your assigned consultant for further support.



Submission & Self/External Validation

When you are ready, you can self-validate your **MindMate Friendly** status by submitting the **SEMH theme** of the **School Health Check**. Your setting will then hold **MindMate Friendly Self-validation status** and you will receive a certificate and logo to use on your settings paperwork and website.

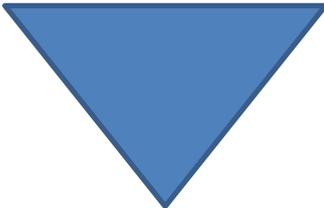
Your consultant will then contact you to discuss a visit to externally validate your **MindMate Friendly** submission in order for you to achieve **MindMate Friendly External Validation status**. You may then wish to discuss how to progress to **MindMate Champion status**.

If you have any further questions about the programme or require support to submit please email schoolwellbeing@leeds.gov.uk or your assigned consultant for support.



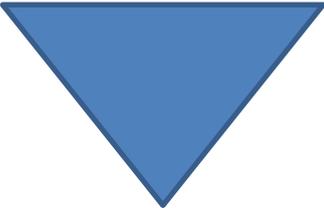


Summary



Step One: Website Registrations:

- MindMate Champions Programme Website
- Healthy Schools Website
- [My Health, My Schools Survey](#) Website (optional)



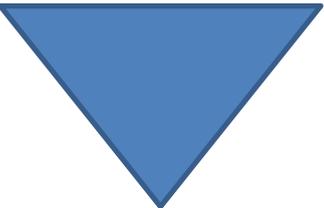
Step Two: SEMH Self-Assessment on Healthy Schools website:

- Complete self-assessment (but don't submit)
- All ten strands must be good or outstanding to achieve MindMate Friendly status, if not, contact your consultant for support.



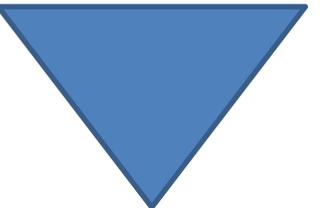
Step Three: Action Plan

- Add at least 3 actions on 'Next Steps' tab.



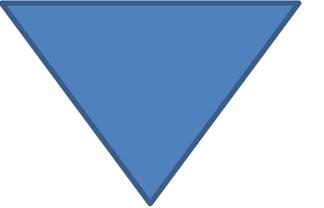
Step Four: Submissions and Support:

- Submit self-assessment and action plan
- Await contact from consultant to accept your self-validation
- If successful, your consultant will send you a certificate and logo to use on your settings paperworks and website
- Await contact from consultant to discuss an external validation visit.



Step Five: External Validation Visit

- Meet with strategic/operational MindMate Link, a Senior Leader(s) and Governor(s)
- Brief meetings with pupils, staff and parents
- SEMH documents check & staff wellbeing discussion



Step Six: Validation

- Your consultant will confirm if you have been awarded MindMate Friendly status, if not they will offer you support and recommendations on how to improve
- If successful, your consultant will send you a short report, certificate and logo to use on your settings paperworks and website