

Action plan for policy development and review

1. Set up a working party

This could include:

- Headteacher or member of SMT
- PSHE Coordinator, science lead and any other interested teachers
- at least one member of the governing body
- parent representatives
- School Nurse
- members of external agencies e.g. Cornwall Healthy Schools, School Nurse, Connexions or Brook etc. (secondary)
- representatives of relevant religious and minority ethnic groups as appropriate to the needs of the school community, and
- student council representative(s) (secondary).

2. Review existing policy and practice

Checklist

- Include other policies and documentation e.g. equal opportunities policy, safeguarding policy, confidentiality policy and school development plans
- gather pupil, staff and parent/carer feedback (questionnaire examples available)
- consider formal curriculum, extra-curricular work and 'hidden' curriculum currently in existence
- review existing support and training provision.

3. Identify pupils' needs

- Carry out a formal or informal survey of pupil opinion
- conduct formal or informal surveys of pupil knowledge in each year group
- assemble information on national and local research (our website www.cornwallhealthyschools.org provides links to some of this, together with suggestions as to how to go about finding it elsewhere).

4. Identify needs of staff and the wider school community

- Obtain structured feedback (for example through meetings and/or by questionnaire) from staff, parents/carers and external agencies to ascertain support for, or concerns about the existing programme
- identify those willing to be involved in future development work
- identify staff training needs.

5. Consider overlap with other guidelines, for example:

- National Curriculum PSHE and Citizenship Guidance and (NC Science Orders)
- LEA guidelines on SRE
- DfES Sex and Relationship Guidance 2000
- OfSTED SRE Guidance (2002)
- the National Healthy Schools Standard.

6. Draft the policy

Produce a simplified version of the policy for pupils to comment on too.

7. Consult on the draft policy

Be imaginative in approaches to getting people involved. For example, parents may not attend meetings but might be willing to spend a few minutes considering the policy at a stall set up in the playground at the beginning or end of the school day or during a school event. Invite involvement through the school website or a note in the school newsletter.

8. Review policy in the light of draft comments

Make sure reviewees know that their thoughts and ideas have been listened to and considered, even if their comments are not used.

9. Disseminate the policy widely

Make copies easily available from the school office, post the policy on the school intranet and website, display it on a parents' notice board, advertise it in the school newsletter and send it to the School Nurse and the Healthy Schools Team.

10. Implement the policy

- Who is responsible for implementation?
- Set a timescale.

11. Monitor implementation of the policy

- Who is responsible for monitoring?
- How will monitoring take place?
- How will effectiveness be judged?