**Kent School**

**Public Health Service**

Special School Partnership Agreement

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| **School Name:** |  |
| **District:** |  |
| **Date:** |  |
| **Present:** |  |

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# Context

KCHFT was commissioned from 1st April 2017 to provide Primary and Secondary School Public Health Services (5-19years) and Targeted Emotional Health and Wellbeing Services (EHWBS). The service includes children in mainstream school, special school, alternate curriculum units or home educated.

Three key themes strongly influenced the new service design:

1. The School Public Health Service and the range of services offered needs to be more visible in schools and the community. This could be through activities that raise awareness of the range of services provided, as well as clarity regarding the role of the school (public health) nurse.
2. Services need to be more accessible for children, young people, parents/guardians and schools. In particular, this applies to communication and improved dialogue.
3. There needs to be a willingness to work together with stakeholders on further developing services in schools, from our school health staff and school staff, to parents, young people and primary care services. There is a real opportunity to co-create sustainable, innovative school

health services based on the needs of the local population.

# The School Public Health Service (SPHS)

The School Public Health Service is staffed with a range of practitioners ensuring a

multi-skilled team. This includes; Public Health Assistants, Assistant Practitioners, School Staff Nurses and School Nurses who focus on delivering a high quality, responsive, public health service to the whole school community. The School Public Health Service is available 8:00 to 18:00 5 days a week, 52 weeks a year (excluding public holidays).

We have a dedicated team of Administrators who are based in the Single Point of Access at Foster Street in Maidstone who deal with all referrals and telephone calls into the service. The referrals are triaged by qualified clinicians who assess the level of need and assign to a practitioner for intervention or support

as required.

Referrals can be made directly by parents/ carers, young people themselves or by partner agencies, using the online referral form which can be accessed via the link below:

[**www.kentcht.nhs.uk/forms/school-**](http://www.kentcht.nhs.uk/forms/school-) **health-service-referral-form/**

(Online referral form)

Contact no: **0300 123 4496**

# Scope of the SPHS

Our teams work hard to improve the general health and wellbeing of children, young people and their families to support children to get the best start in life.

The teams are led by school nurses who are qualified nurses, with specialist training in public health. They are supported by school staff nurses, assistant practitioners, public health assistants and an administration team.

The SPHS aims to provide a named school nurse for each special school. It is important for the named school nurse to be visible and well known to children and young people, their parents and school staff.

As a public sector organisation delivering a contract commissioned by NHS England we provide assurance under contract to NHSE that our staff our appropriately trained, qualified and checked (DBS). It is not appropriate for our staff to carry or present their certificates to a third party.

All our staff carry photo ID badges and attend scheduled appointments.

# This partnership agreement will ensure that children and young people in schools receive the best possible outcomes as outlined in the 5-19 Healthy Child Programme (Department of Health, 2009).

The School Public Health Service are responsible for the following:

* Provide contact details of named School Public Health Service staff for each school
* Share data ( individual and community level) to support planning and service delivery in accordance with GDPR, for example school health profiles (see appendix 2)
* The School Public Health Service will ensure that all staff have up to date enhanced DBS clearance. All Kent Community Health NHS Foundation Trust staff have enhanced child & adult DBS clearance. All staff are issued with a photo ID badge which will be worn at all times (see appendix 3)
* Liaise with an identified member of school staff to plan and agree dates for National Childhood Measurement Programme in Year R and Year 6. This usually takes place from Sept – Jan each year. (Please note; as per national guidance this is offered to children who can stand unaided on the equipment for the purpose of weighing and measuring.)
* Liaise with an identified member of school staff to plan and agree dates for Vision and Hearing Screening (Year R). This usually takes places from Feb – July each year.(As per protocol this is offered to children who are not currently under audiologist or Orthoptist)
* Liaise with an identified member of school staff to plan the roll out of the Lancaster questionnaires where appropriate for year R, (parents) and years 6 and 10 (pupils)
* Working within professional and ethical guidelines and be accountable for their practice, in accordance with KCHFT policies (Kent Community Health NHS Foundation Trust and NMC guidance
* Be visible, through regular visits from school public health team (as agreed at the beginning of the school year), and through the distribution of promotional materials to be displayed in schools.
* Be accessible and confidential through improved communication (centralised and direct emails, more time spent in schools through mobile working), online presence and centralised contact system
* Coordinate with a named member of school staff to plan all SPHS activities, including visits as required during the school term
* Provide end of year activity reports to schools and highlight relevant information (where school has taken part in The Lancaster Model)
* Deliver health promotion sessions based on needs of the school using the School Health profile (as agreed at the beginning of the academic year)
* The School Public Health service will support schools to engage with the HeadStart toolkit, promoting resilience across the whole school community and supporting staff to feel confident in having resilience based conversations.
* The School Public Health Service has a statutory responsibility to be involved with any child or young person, who is subject to a safeguarding plan, where a referral has been received into the service for an unmet health need. We will work in partnership with the school/referring agency to meet the needs of the child/young person and will share information appropriately.

Additional activities by prior agreement:

* Deliver Health Needs Training sessions to school staff on Allergies, Asthma, Eczema & Epilepsy (dates and timings agreed at the beginning of the school year)
* Attend parent’s evenings and school assemblies when appropriate, agreed in advance. It is the responsibility of the school to request SPHS attendance at any event and we would recommend giving at least a term’s notice.
* Attend multi-agency meetings if a public health need has been identified for a child/young person transitioning to school from nursery/preschool or primary age school setting.

The School is responsible for the following:

* Identify a named member of staff who will liaise with the School Public Health Service.
* Share data at an individual and community level to support planning and service delivery in accordance with GDPR (see appendix 2)
* Actively promote the completion of The Lancaster Model Health Questionnaires in Year R (by parents) and Year 6 & Year 10 (by pupils) and work in partnership with the School Public Health Service named lead to help increase the uptake of this programme (see appendix 1)
* Provide a confidential space for 1 to 1 consultations taking place at school, which is a safe environment for lone working purposes and accessible for students.
* Provide an appropriate space in order to see children for school entry screening (vision and hearing) for reception and the National Childhood Measurement Programme (NCMP) in reception and year 6 (room requirements are clearly set out in pre-measurement/screening letters to schools)
* A person of appropriate seniority should be present at all Individual Health Care Planning meetings and is responsible for sharing information with other senior staff as appropriate
* Send appropriate staff to Health Needs Training as advised by named school nurse
* Provision of I.T equipment to be set up and ready to use for any training sessions/ events.
* Request for a School Public Health Service representative to attend new parents evening/transition events to be negotiated at least half a term in advance. If this level of notice is not given, we cannot guarantee that we will be able to provide a member of staff to attend.
* Each school will register on the HeadStart website. Schools will familiarise themselves with the HeadStart project, engage with the toolkit and promote a culture of resilience within their school community.
* Where a child has an identified health need, and there is a safeguarding concern, the school will share relevant information with the School Public Health Service in a timely manner.

**Name of School**……………………………………………………….....................................................................

 **District & Postcode**…………………………………………………......................................................................

 **Headteacher/Designated lead**……………………………….............................................................................

 **Chair of Governors**……………………………………………………....................................................................

 **Primary School Designated Health Lead**......................................................................................................

 **Date**………………………………………………………………………….............................................................

# Service intervention framework

The service has interventions which are targeted at varying levels of need. The diagram below sets out the school health offer within a four-level framework



# School specific sessions

* The National Childhood Measurement Programme will be offered to weigh and measure children in Year R and Year 6. (Please note; as per national guidance this is offered to children who can stand unaided on the equipment for the purpose of weighing and measuring.)

This is a parental opt out and parents can either telephone or email the School Public Health Team.

* Hearing and Vision screening in Year R. (As per protocol this is offered to children who are not currently under audiologist or Orthoptist) This is also a parental opt out and parents can either telephone or email the School Public Health Team.
* Targeted interventions can be undertaken for a range of health needs including emotional wellbeing, and referral on to specialist services where necessary.
* Packages of care (a range of Tier 1 support for eg. behaviour management, daytime and night time wetting and soiling, puberty and growing up, sleep,bullying, bereavement, healthy eating and lifestyle, emotional health and wellbeing including anxiety, stress, depression, self-harm and anger management, sexual health, drug and alcohol misuse, sleep, complex needs) are offered where identified to be appropriate through assessment.
* The School Public Health Service can support the development and review of Health Care Plans for children with long or short term conditions and Education, Health and Care (EHC) plans as required.

* Assessments will be offered at year R, Year 6 and year 10 using the Lancaster model which is an early identification and preventative model to assess strengths, needs and risks. The purpose of the Lancaster is to provide the opportunity to discuss concerns and aspirations; assess physical health, growth & development; assess any mental or emotional issues; and identify any needs which require progressive (targeted) interventions.

The questionnaires have been formulated to provide early intervention alerts by utilising research, government targets and public health priorities to enable the identification of individual pupils who may require a targeted intervention, support or [information (https://www.kentcht.nhs.uk/](http://www.kentcht.nhs.uk/) service/school-health/health-assessment- primary-school-age/) For more information please visit: [http://www.thelancastermodel.co.uk](http://www.thelancastermodel.co.uk/)

* Training awareness sessions can be facilitated to support school staff to manage children/ young people with long term health needs such as anaphylaxis, epilepsy and asthma.
* The School Public Health Service can offer attendance at transition events for parents of new entrant reception children to highlight key public health issues for the child and their families.

# Partner services

**CHATTS** - The School Public Health Service have subcontracted CHATTS to provide therapeutic and counselling services to children/young people who require a targeted emotional health and wellbeing service.

**NELFT** - North East London Foundation Trust (NELFT) are co-located with the School Public Health Service to work in partnership. NELFT was commissioned from 1st September 2017 to provide an integrated Children and Young People’s Emotional Health and Mental Health Services (CYPMHS).

[www.nelft.nhs.uk/services-kent-children-](http://www.nelft.nhs.uk/services-kent-children-) young-peoples-mental-health

**HeadStart Kent** - HeadStart Kent is a lottery

funded project for 10 to 16 year olds and their

families which offers to promote improved resilience, by developing the child/young person’s knowledge and lifelong skills to maximise their own and their peers’ emotional health and wellbeing in ways which work for them.

[www.headstartkent.org.uk/](http://www.headstartkent.org.uk/)

**The Kent Immunisation Team** offers the Childhood Flu vaccination (nasal spray) to all children in Years R, 1, 2, 3 and 4 and 5.

* The Human Papilloma Virus (HPV) vaccination which protects against Cervical Cancer and Genital Warts. This is currently offered to girls only but as next year will be offered to boys. We give this in Year 8, and will offer a catch up to those in Year 9 if missed in year 8.
* Meningococcal disease strains A, C, W, Y (MenACWY) Currently being offered to young people in years 9 and 10
* Diphtheria Tetanus and Polio (Td/IPV) Offered at the same time as MenACWY in years 9 and 10.

They also provide catch up clinics for any child or young person up to 19 years who are not up to date with their routine childhood immunisations

Contact details for the Immunisation Team are as follows:

Telephone: 0300 123 5205

Email: kchft.cyp-immunisationteam@nhs.net

# Feedback

The School Public Health Service is continually striving to improve the service to ensure the best outcomes for children, young people and their families. We are keen to hear what we are doing well and what we could do better. The following link can be shared with anyone who has had contact with the service for them to provide feedback:

[https://www.kentcht.nhs.uk/help-us/ways-to-](http://www.kentcht.nhs.uk/help-us/ways-to-) get-involved/your-feedback/

We are also very keen to hear from partner agencies such as schools. We would be grateful if you could complete a feedback survey today.

To ensure effective feedback in a timely manner, we would appreciate your ideas as to the best method of gaining feedback. We will them look to develop methods to regularly gather feedback to inform service development:

Please select

Online Survey

Paper-based feedback form

Face to face meeting

Telephone survey

Other


# Contact details


## School Public Health Team

Phone: **0300 123 4496**

## Email: [www.kentcht.nhs.uk/school-health](http://www.kentcht.nhs.uk/school-health)

Kent Youth Health website: [**www.kentyouthhealth.nhs.uk**](http://www.kentyouthhealth.nhs.uk/)

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| --- | --- | --- | --- |
|  |  |  |  |
| **Cathie Burton** | Head of School Public Health and Immunisation Service | cburton3@nhs.net | 01233 667870 |
| **Linda Starkie** | Area Clinical Manager North West Kent | linda.starkie@nhs.net | 07825 104645 |
| **Imelda O’Connell** | Area Clinical Manager South East | oconnell@nhs.net | 07770 700699 |
| **Michele Ellis** | Team Co-ordinator, Dartford, Gravesham, Swanley and Sevenoaks | m.ellis2@nhs.net | 07391 860956 |
| **Jean Ravenna** | Team Co-ordinator, Tonbridge & Malling,Tunbridge Wells and Maidstone | jeanravenna@nhs.net | 07795 256891 |
| **Allison Leigh** | Team Co-ordinator,Thanet, Swale and Canterbury | allison.leigh@nhs.net | 07557 663368 |
| **Christine Beer** | Team Co-ordinator,Dover, Shepway and Ashford | chrisbeer@nhs.net | 07946 171122 |
| **Alison Watkins** | Team Co-ordinator for Single Point of Access | awatkins@nhs.net | 07392 864008 |
|  |

# Appendix 1

## Template letter re. Year R Lancaster Questionnaire

Dear colleague,

We would be grateful if you can support our child health and wellbeing reviews by forwarding the below email to parents and carers of children in your reception year. This questionnaire is only for children in reception year, so does not need to be sent to parents and carers of children in other years. If a parent or carer needs a paper survey as they do not have access to the internet, please do not hesitate to let us know.

Many thanks for your help and support,

## Cathie Burton

**Head of School Public Health and Immunisation Service**

Dear parent/guardian,

As your child has now started school, their health and wellbeing will be supported by the School Public Health Service who will work with you and the school to support the best health outcomes for your child.

In line with government policy, our service offers you the opportunity to complete a simple, secure, online questionnaire about their health, wellbeing and lifestyle choices and behaviour. This questionnaire will help to identify any support or advice you and your child need.

To register your child for this assessment, please complete the secure online questionnaire about your child’s health and wellbeing in the next seven days. You will need to go to this webpage:

**https://kent.hapi-system.com/school-entry** and enter this password: **Winter01**

A member of the School Public Health Team may contact you following completion of the questionnaire.

Although anonymous information may be shared, for example information about lifestyle choices and behaviour with other agencies to improve services, all personal information collected from this questionnaire will be treated as confidential and held securely to meet with data protection requirements.

If you have any concerns or worries you wish to discuss, or just want further information, please contact the team, available Monday to Friday, 8am to 6pm.

Phone: **0300 123 4496**

## Email: nem-tr.kentchildrenandyoungpeoplehealthservices@nhs.net

Or you can visit the website to find out more: [**www.kentyouthhealth.nhs.uk**](http://www.kentyouthhealth.nhs.uk/)

Details about the information we collect from you, what we do with it and how it may be shared can be found in the leaflet: What happens to personal information held about you? Which you can find online: [**www.kentcht.nhs.uk/personalinfo**](http://www.kentcht.nhs.uk/personalinfo)

Yours faithfully

## The KCHFT School Public Health Team [www.kentyouthhealth.nhs.uk](http://www.kentyouthhealth.nhs.uk/)

# Appendix 1(a)

## Template letter re. Year 10 Lancaster Questionnaire

Dear colleague,

We would be grateful if you can support our young people health and wellbeing reviews by forwarding the below email to parents and carers of young people in Year 10. This questionnaire is only for this year group and so does not need to be sent to parents and carers of other years.

Many thanks for your help and support,

## Cathie Burton

**Head of School Public Health and Immunisation Service**

Dear Parent/Carer

**KENT COMMUNITY HEALTH NHS FOUNDATION TRUST SCHOOL PUBLIC HEALTH SERVICE**

In line with government policy, the School Health Service offers the opportunity for your child to have a full health assessment and ask for help, support and information when it is needed.

To achieve this, your child will be involved in completing a simple secure online questionnaire about their health, wellbeing and lifestyle choices and behaviour. Although anonymous information may be shared, (for example information about lifestyle choices and behaviour) with other agencies to improve services, all personal information collected from this questionnaire will be treated as confidential and held securely to meet with data protection requirements.

After the questionnaire has been completed, the School Health Team may arrange to see your child if needed or if your child has requested it.

As your child progresses through his/her school career he/she will be asked to complete a further health questionnaire in year 13.

Details about the information we collect from you, what we do with it and how it may be shared can be found in the leaflet: What happens to personal information held about you? Which you can find online: www.kentcht.nhs.uk/personalinfo

Yours faithfully

[www.kentyouthhealth.nhs.uk](http://www.kentyouthhealth.nhs.uk)

**Appendix 2**

Letter from PHE regarding GDPR and health activities in schools [www.gov.uk/phe](http://www.gov.uk/phe)

13 August 2018

To whom it may concern,

## Advice on the General Data Protection Regulation and primary school health data collections

This letter provides advice on the lawful basis under the General Data Protection Regulation (GDPR) for children’s personal information to be used for height and weight measurements, dental surveys and vaccinations in primary schools.

The key message is that no change is needed to the current ways in which children’s personal information is used and shared for these primary school health data collections to be lawful under the GDPR.

## GDPR and the lawful basis for the primary school health data collections

The GDPR became UK law on 25 May 2018. It updates and strengthens the ways in which personal data is protected. The GDPR is an evolution in data protection legislation rather than a revolution.

All processing of personal data – meaning all aspects of the collection, use and sharing of personal data about identifiable individuals – must have a lawful basis under the GDPR. Article 6 of the GDPR sets out the range of purposes for which personal data can be lawfully processed. Article 9 sets out the associated conditions for the lawful processing of ‘special categories’ of personal data, including data about health.

Consent is one of the lawful bases for processing personal data under the GDPR but is not the lawful basis for the primary school health data collections. Instead, this is provided by varying combinations of the GDPR articles that cover:

* + compliance with a legal obligation
	+ the exercise of official authority
	+ medical diagnosis or the provision of healthcare or treatment
	+ public interest in the area of public health.

No change is needed to the current ways in which parents are informed of the primary school health data collections for these to be lawful under the GDPR. A more detailed explanation for each of the collections is provided below.

## GDPR and child height and weight measurements

All local authorities in England are required to collect information on the height and weight of Reception and Year-6 school children as part of the National Child Measurement Programme (NCMP). The NCMP data is used locally to inform the planning and delivery of health improvement services for children, and nationally to monitor trends in child obesity and overweight and support local public health initiatives.

The official authority for the NCMP is provided by The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013 and The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

This official authority means that the lawful basis for processing children’s personal data for this purpose is considered to be provided by:

* + GDPR Article 6(1)(c) - processing is necessary for compliance with a legal obligation
	+ GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
	+ GDPR Article 9(2)(h) - processing is necessary for medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems.

## Informing parents

The NCMP Regulations state that parents must be provided with the opportunity to withdraw their children from participation in the height and weight measurements.

No change is required to the way in which parents or persons with parental responsibility are provided with this opportunity for the 2018 to 2019 school year onwards. Schools should continue to use the template information letter provided by Public Health England to inform parents that they can withdraw their children from the measurements.

The NCMP regulations also state that children’s personal data can be shared by schools with the local authority or those working on behalf by the local authority to carry out the height and weight measurements. This sharing continues to be lawful under the GDPR.

## Summary

No change is needed to the current ways in which children’s personal information is used and shared for the primary school health data collections to be lawful under the GDPR.

The lawful basis under the GDPR for the height and weight measurements, dental surveys and vaccinations of children in primary schools is not provided by consent – it is provided by varying combinations of ‘compliance with a legal obligation’, ‘exercise of official authority’, ‘medical diagnosis or the provision of health care or treatment’, and ‘public interest in the area of public health’.

However, parents or persons with parental responsibility must still be provided with the opportunity to withdraw their children from the height and weight measurements. Their written agreement must also be obtained for children to be vaccinated in primary schools.

Yours faithfully

## Dr Andrew Furber

**Lead Centre Director for Dental Public Health**

**Appendix 3**

**Template letter**

Dear Head teacher / Chair of Governors

## Disclosure & Barring Service Checks for Kent Community Health NHS Foundation Trust Staff Visiting Schools

**Ofsted Guidance on DBS checks for visiting staff states:**

‘For visiting staff who do have unsupervised regular access to children and young people – such as educational psychologists, social workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their ‘providing’ organisation (for example, the supply agency, the university, primary care trust, local authority and so on) should request the check. It is sufficient, for schools and colleges to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors.’

To help you comply with this guidance, this letter is confirmation that Kent Community Health NHS Foundation Trust HR Department obtains the following checks for all centrally employed staff who may as part of their jobs have unsupervised contact with children & young people on a regular basis:

* + Enhanced DBS disclosure with barred list check
	+ 2 References
	+ Medical Clearance
	+ Eligibility to work in the UK.

Employees of the KCHFT School Public Health Service do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

All KCHFT School Public Health Service employees are issued with identification badges and will show these upon their visit to your school.

This letter should be retained with your single central record for Ofsted purposes.

Should you require further information please contact:

## Cathie Burton

**Head of School Public Health and Immunisation Service** **cburton3@nhs.net**

Version: Draft v1

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