

a toolbox for creating healthy places to learn, work and play

how to conduct a school health audit



booklet 7

what is a health promoting school?

There is an important relationship between student, staff and community well-being and the ability of any school to function at its best and achieve all that is expected from the process of formal school education. If people in schools are happy and healthy they can learn, work and play better.

A health promoting school is one that **works in a way** which demonstrates a **whole school** commitment to improving and protecting the health and well-being of the school community. More specifically, a health promoting school is one that uses a *health promoting schools* approach. A health promoting school cannot be defined by the presence of special projects, educational activities or specific physical characteristics. Nor is it a program with a beginning or an end.

the health promoting schools approach

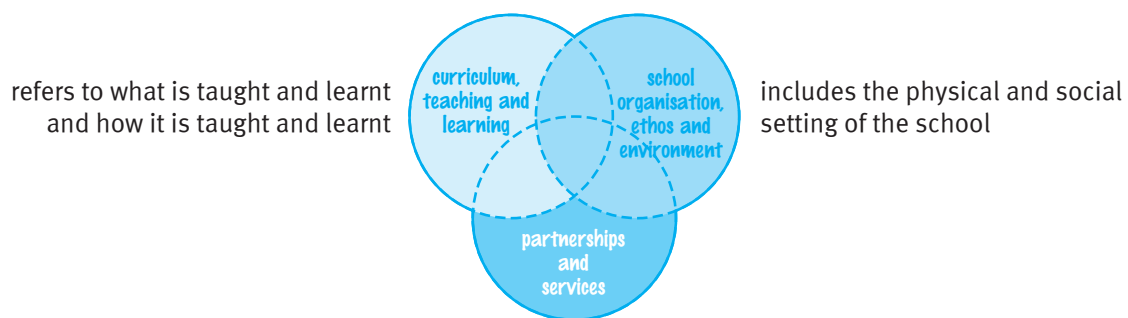
A *health promoting schools* approach is really a **way of thinking and working** that is adopted by the **whole school** in order to make the school the best possible place to learn, work and play. The approach is defined by:

- people from across the school community working together to plan and deliver school activities
- an ongoing consideration of the broad range of factors which make up the school, to ensure that positive and comprehensive school systems, environments, programs and activities are provided.

Many schools that adopt a *health promoting schools* approach find the *health promoting schools framework* an extremely helpful instrument for ensuring their thinking and planning processes are comprehensive and consider all aspects that make up the school.

the health promoting schools framework

The *health promoting schools* framework highlights three interacting components of a school. The framework is a useful guide to help plan what happens in your school in a comprehensive and holistic way.



refers to what is taught and learnt and how it is taught and learnt

includes the physical and social setting of the school

refers to the partnerships formed between the school and members of the community including parents, local businesses, non-government and government organisations

how to conduct a school health audit

background information

As you will see, the *school health audit* is a large document. There may be sections of the audit that are not relevant to your school. We have provided this document on CD in MS Word 97 format so you can adjust it to meet your school's individual needs before filling it out.

This *school health audit* has been developed to help you plan and monitor activity in your school. The information collected from this survey will be useful in a number of ways. It can be used to:

- identify what is currently happening
- identify resources
- identify gaps for future planning
- provide baseline information if it is done before an action plan is developed
- provide information of what you have achieved if you do this after you have put an action plan in place.

what to do



If you are going to do an audit of your school as a starting point, the next step after collecting and recording the information in this audit tool is to sort the issues in order of importance. Don't try to tackle every issue at once. When you have identified the issue you want to, or feel you can, address, if you do not already have a group working on this, get one together to develop an action plan. This will involve gathering more information about ...

- the issue as it exists in your school
- the issue as it exists in other schools
- what other schools (in Queensland, Australia, overseas) have done to address the issue
- how successful they have been in addressing the issue.

See *Develop an action plan* in Booklet 2 and *How to plan and make decisions* in Booklet 8 for more details in relation to this stage. You will find other tools in these booklets that will be helpful in working your way through this process.

The audit includes the following sections:

part a

general6

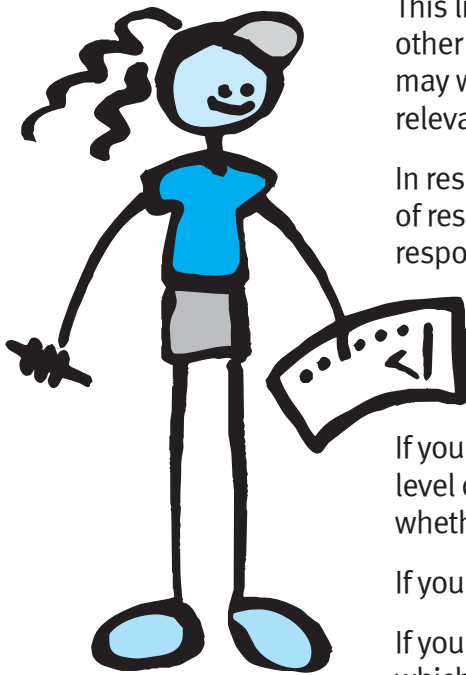
part b

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Each section (except 16) includes questions relating to the:

- curriculum, teaching and learning
- school organisation, ethos, and environment
- partnerships and services.

filling in the survey



The survey consists of two parts. Part A is a general section for gathering information about the health needs of your school community and what groups within the community see these as being. Part B consists of 16 sections – each of which include statements about specific activities, processes, policies etc that are or could be happening in your school. This list is not exhaustive. You may wish to add to the list other activities that are undertaken by your school. You may want to remove some of the items listed if they are not relevant to your individual school setting.

In responding to each statement, you have a couple of levels of response. See the example below that helps clarify how to respond.

The first level of response is a simple ‘yes’ or ‘no’. When you tick ‘no’ to a statement, go straight to the next statement.

If your response is ‘yes’, you then have to decide whether the level of that activity in your school is currently up to date or whether it needs to be reviewed.

If you tick ‘up to date’, go straight to the next statement.

If you tick ‘needs review’, there is another level of response which is designed to help you prioritise when you would either like to review that activity or alternatively, feel it will be necessary to review that activity.

For each statement it is necessary to make some response. Below is the example of the response choices you will have for each of the specific statements listed in sections 1-15.

- no
- yes → up to date
 - needs review → within the next 3-6 months
 - within the next 12 months
 - within next 2 years

When you have completed the survey, please return it to:

The Health Promoting Schools Coordinator

school details

School:			
Phone:	fax:	e-mail:	
Postal address:			
Street address:			
Principal:		mobile:	
Deputy Principal:			
Deputy Principal:			
Deputy Principal:			
Administrative Assistant:			
Administrative Assistant:			
Administrative Assistant:			
School hours			
start:	recess:	lunch:	finish:
Teacher Aides:		days:	
P&C/P&F President:			
Phone:	fax:	e-mail:	
School/Youth Health Nurse:		days:	
Meeting times (staff):			
Meeting times (student council):			
Meeting times (School Council):			
Meeting times (P&C/P&F):			
Total number of children:			
Total number of Indigenous children:			
Total number of children from non-English speaking background:			
Total number of teachers:			

continued over

part a

general

By using whatever processes you develop or have within your school to obtain this information...

Please describe what staff see as the main health needs of:

...students in your school community.

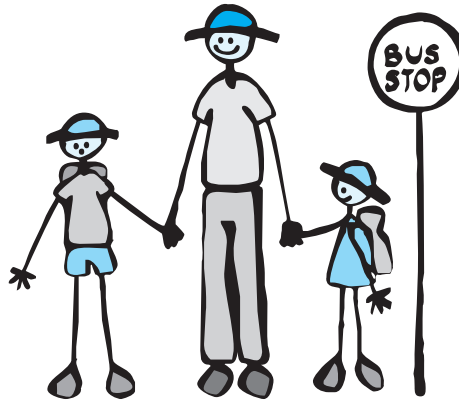
...staff in your school community.

Please describe what students see as their main health needs.

Please describe what parents see as the main health needs of students in your school community.

part b

1. sun protection¹



1. Staff are aware of the Sun Safety Strategy included in the Department of Education Manual (DOEM)?
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

2. Sun protection is addressed in the curriculum across a number of year levels.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

3. There is adequate shade in the school grounds (at least one third shaded in the hottest part of the day).
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

4. Students wear hats when exposed to the sun.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

5. Our school has a 'no hat – play in the shade' policy.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

6. Outdoor activities are scheduled outside the hottest part of the day (10.00 am-2.00 pm).
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

7. Portable shade is available for outdoor activities.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

8. Effective sunscreen (15+) is available for outdoor activities.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

¹ You may want to register your school as a SunSmart school with the Queensland Cancer Fund. Contact the Cancer Information Network on 1300 361 366 for details.

9. Announcements warning about the hazards of exposure are made at outdoor activities.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. Uniforms are designed to provide protection from the sun.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
11. Staff model sun protective behaviours including wearing hats, applying sunscreen and wearing appropriate clothing when exposed to the sun.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



2. physical environment²

1. Students are aware of local and global issues about and responsibilities for the environment.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. Staff are aware of local and global issues about and responsibilities for the environment.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. The school recycles paper, aluminium, glass, and food scraps.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. The school practises energy and resource conservation (eg. power, water, fuel).
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

² Keep Australia Beautiful Council began a new program with an environmental focus called the *Green and Healthy Schools* Program. Contact KABC for details on ph: (07) 3252 1186 www.kabq.org.au

- | | | | |
|---|---|--|---|
| 5. Students and staff are involved in local environmental activities (eg. tree planting, bicycle paths, clean-ups). | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 6. The school has no sponsorship involvement with firms with poor environmental practices. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 7. Use of only non-toxic or environmentally friendly products is encouraged in the school (eg. recyclable containers, bio-degradable cleaners). | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 8. Reduction of air pollution through encouraging traffic calming around school, use of bicycles and public transport. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 9. Minimal packaging in school tuckshop. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 10. Bins are provided by local council to facilitate recycling. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 11. Students participate in keeping the school clean. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 12. Lighting is adequate. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 13. Basic heating or cooling is available. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |
| 14. Care is taken to reduce unnecessary sound disturbances. | <input type="checkbox"/> no
<input type="checkbox"/> yes → | <input type="checkbox"/> up to date
<input type="checkbox"/> needs review → | <input type="checkbox"/> within next 3-6 months
<input type="checkbox"/> within next 12 months
<input type="checkbox"/> within next 2 years |



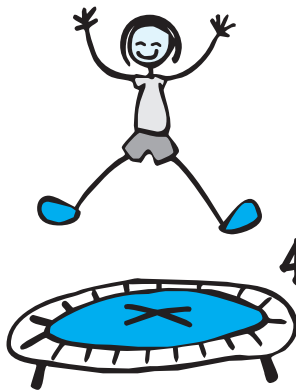
3. nutrition³

1. There is a school endorsed tuckshop⁴ policy.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. The school promotes nutritious, low fat, low sugar, low salt foods.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. Nutritious food is made available at school social events like sports days and other functions.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. Students are taught sound nutrition and nutritious food preparation.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
5. Culturally appropriate foods are available in the tuckshop and at school functions.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
6. A breakfast program is provided if necessary.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
7. Parents understand the need for good nutrition.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

3 Nutrition Australia offers a *Nutrition in Schools* Program – ph (07) 3876 2677 www.NutritionAustralia.org

4 Queensland Association of School Tuckshops – ph: (07) 3260 4123 www.qast.org.au

8. The school is not associated with the sponsorship of unhealthy food/drinks.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
9. There is a school vegetable/fruit garden.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. Students are taught awareness of marketing and packaging of food products.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

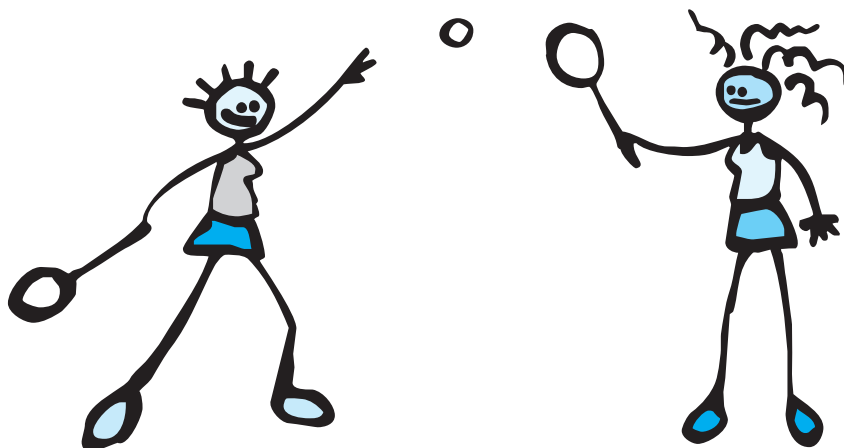


4. physical activity⁵

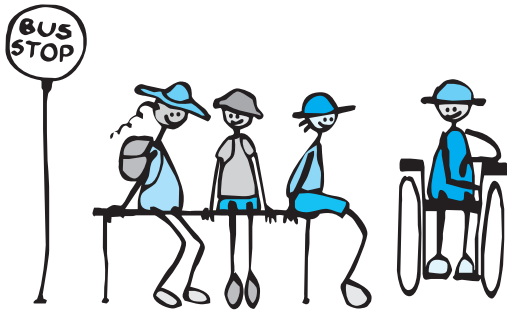
1. A school document exists that provides clear guidelines on how physical activity programs (including recreation and not limited to HPE and sport) should operate in our school.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. All students are involved in moderate exercise for 15-20 minutes a day at least three times a week.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. Safe practices are used including access to water, warm up/cool down periods and recognition of hot/cold conditions.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. Activity is appropriately modified for age and ability/disability.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

⁵ Is your school a member of the *Active Australia Schools Network*? Call the Active Australia information line – 1300 130 121 for details.

5. The physical activity program provides a balanced coverage of the key movement skills contexts (eg games skills, dance, aquatics, outdoor education and recreation).
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
6. Girls are encouraged to be as involved as boys in physical activity.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
7. Staff are actively involved in physical activity programs⁶.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
8. Parents are encouraged to actively participate in physical activity⁶.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
9. Local sport and recreation organisations are invited to be part of the teaching and learning program.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. Reporting to parents is structured to be informative and reflects the range of skills, knowledge, and attitudes developed, and the range of activities experienced.
 no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



6 Where active participation or involvement may vary from encouragement and role modelling through to appropriate clothing and attitudes to actual participation as an official or player.



5. special health needs

1. Children with special health needs (eg. chronic or episodic conditions) are identified.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

2. Children with special health needs have a management plan if necessary.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

3. The management plan for children with special health needs is updated annually or after hospital admission.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

4. Appropriate equipment for identified special needs is available.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

5. Equipment is regularly checked and updated.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

6. Students are aware of appropriate management.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

7. Staff are aware of appropriate management.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

8. Parents are aware of appropriate management.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

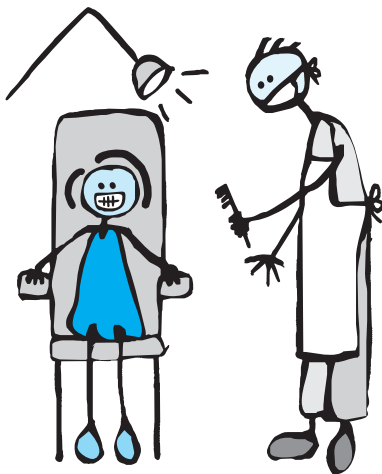
9. The school program is modified, if necessary, to ensure maximum safe participation (eg. modified exercise program, alternative arrangements for tests, access for disabled).
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. The school environment enables access to all areas for persons with disabilities.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



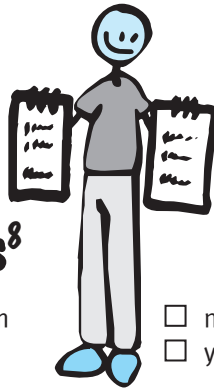
6. health maintenance

1. School members are aware of legislative requirements for immunisation.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. Parents are aware of legislative requirements for immunisation.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. There are protocols for handling an expected range of communicable and/or nuisance diseases and conditions (eg. hepatitis, head lice).
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. The school makes available products that are necessary in the control or treatment of nuisance diseases or conditions.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
5. Where screening is undertaken there is prompt follow-up of any problems detected.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

7. Toilet facilities are kept clean. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
8. Toilet facilities are located in a safe part of the school grounds. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
9. Suitable hand washing facilities, including soap, are available. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. Children are taught about personal hygiene and self-care including effective hand washing?. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
11. Dental care is taught and encouraged. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



7 A peer education resource for use in primary schools is available from Queensland Health called "Gerbusters"



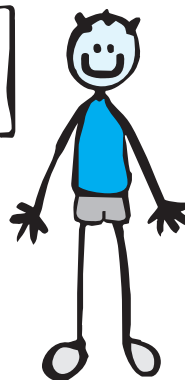
7. illness, accidents⁸

1. There is a designated health room with bed where students can be isolated if necessary.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
2. There is a properly equipped first aid kit⁹ that is regularly inspected.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
3. An appropriate number of staff are trained in first aid procedures.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
4. Students are offered training in first aid.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
5. There is a clear procedure in the event of serious accident/illness.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
6. A list of community resources (eg. GPs, community health service, ambulance and emergency services) is easily locatable by all staff.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
7. There is a procedure to follow in case of a major disaster.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years
8. A staff member/committee is responsible for analysis and follow-up of accidents.
 - no
 - yes →
 - up to date
 - needs review →
 - within next 3-6 months
 - within next 12 months
 - within next 2 years

⁸ An injury prevention resource available from Queensland Health is “*Kidpower: kids reducing injury in schools*”

⁹ Contact *St John Ambulance* for recommended contents of a first aid kit.

9. Staff are aware of legal requirements for administration of medication. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. Students are aware of legal requirements for administration of medication. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
11. Parents are aware of legal requirements for administration of medication. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
12. Local health officials provide advice on suitable storage of medication. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



8. safe environment

1. Periodic safety audits are undertaken of all buildings, plant and equipment to ensure they are safe. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. There are regular inspections of the school's fire safety. Shortcomings are rectified. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. There is appropriate fire-fighting equipment and/or systems (eg. smoke detectors, blankets, hoses, and extinguishers). no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

4. Staff and students have been instructed in the use of fire safety equipment. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
5. The school has an evacuation plan in the event of fire. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
6. Regular fire drills are conducted. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
7. Where appropriate, there are illuminated fire exits, a floor plan and procedure for evacuation prominently displayed. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
8. There is a person/committee¹⁰ responsible for identifying and addressing health and safety hazards in the school environment (eg. asbestos, toxic chemicals, faulty equipment/structures). no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
9. The school has developed a strategy for phasing out smoking completely within the premises, with a deadline for being smoke-free¹¹ (this policy applies to all staff, students and visitors). no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
10. There is safe pedestrian access to the school (eg. monitored crossings, overpasses). no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
11. Playing fields are maintained to an appropriate standard (eg. no pot holes). no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
12. The school has adequate workers' compensation and public liability insurance. no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

10 Workplace Health and Safety committee

11 Contact Queensland Cancer Fund for a copy of *Become a Smoke-Free School: Guidelines to develop smoke-free policy; and address student smoking*

13. Issues of practical management of HIV/AIDS, such as blood spill procedures, are clearly documented and rehearsed and suitable equipment is available in the event that it is required.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
14. The school has procedures in place to see that students are protected from unwanted visitors to the school.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



9. safety skills

1. Staff are trained in Workplace Health and Safety requirements.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. Bicycle safety skills are taught.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. Use of bicycle safety helmets monitored.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. Sporting activities are designed to ensure the safe participation of all students.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
5. Instruction and/or events on safety awareness are provided or conducted for students/staff/parents.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

6. Water safety skills are taught.

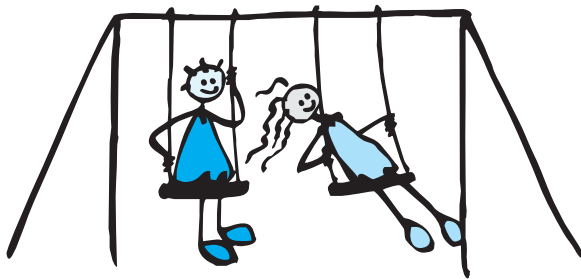
- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

7. Traffic and transport safety skills are taught.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

8. Student involvement in safety issues is encouraged (eg. student safety committee, suggestion box).

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years



10. school grounds issues

1. All parts of the school grounds are easily visible for supervision.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

2. Incidents of bullying are monitored and addressed.¹²

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

3. The school has an anti-bullying policy¹³.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

4. Space utilisation within the school grounds is gender balanced.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

12 Is your school using the secondary mental health promotion resource, *MindMatters*?

13 See booklet on *How to develop and revise policy*.

5. Where appropriate, the whole school physical environment is used for learning across a range of issues.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



11. health promoting school

1. There is an explicit plan to develop the school as a health-promoting organisation/environment.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

2. The plan covers social, emotional and physical aspects of health.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

3. The plan addresses issues across the three components of the curriculum, teaching and learning; the school organisation, ethos and environment; and partnerships and services.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

4. Staff, parents and students are actively involved in the development, implementation and review of this plan.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

5. The plan designates specific responsibilities.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

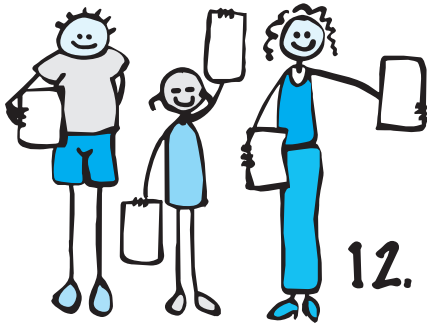
6. Progress is reviewed annually.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

7. A standard format (consistent with the comprehensive plan) is used for all planning/policy documents.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

8. There are policies/plans on specific issues (eg. bullying, sun safety, equal opportunity, nutrition, occupational health and safety, gender equity). These plans have the same features as the comprehensive plan.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



12. personal skills

1. Assertiveness skills are developed and modelled.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
2. Conflict resolution skills are developed and modelled.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
3. Self-esteem, resilience, good coping skills, healthy relationship skills are developed and modelled.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. Interpersonal skills are developed and modelled across a range of activities (including within the classroom, in sporting activities, in the school grounds...).
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years





13. emotional/psychological health

1. Open and safe discussion of emotional/psychological issues is encouraged.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

2. Relaxation/stress relief skills and opportunities for students and staff.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

3. A peer support program is in place.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

4. Counselling referral is available for staff/students.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

5. A co-operative approach to learning/games is encouraged.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

6. Personal safety skills are developed.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

7. Staff are trained in sensitivity to emotional/psychological issues.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

8. The school minimises unnecessary stress on students/teachers.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

9. A balance of independence, dependence and interdependence is encouraged.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

10. All staff and volunteers have undertaken training in Child Protection Policy.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

11. Grief and loss counselling is available.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

12. Staff, students and teachers are aware of the behaviour management policy.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

13. The school has a critical incident management plan.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years



14. social environment

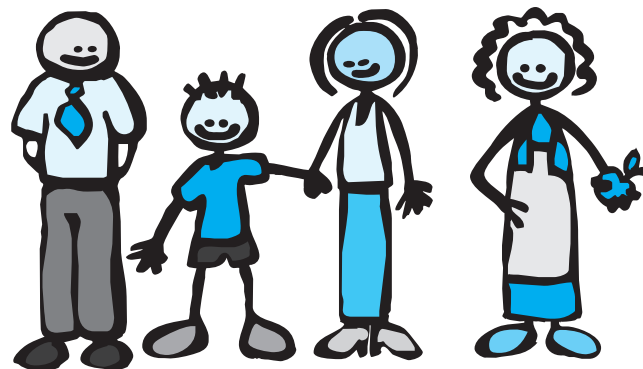
1. The school encourages discussion of major health and social issues and their relationship (eg. HIV/AIDS, drugs and alcohol, poverty, unemployment).

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

2. The school upholds equity principles by ensuring that girls and boys have equitable access to school resources.

- no
- yes → up to date
- needs review → within next 3-6 months
- within next 12 months
- within next 2 years

3. The school has reviewed customs and practices prevailing within the school with respect to the utilisation of play space, access to computers, equipment, teacher time and other resources and, where necessary, taken action to redress inequities between girls and boys.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
4. A non-racist environment for students and staff is actively promoted.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
5. Violence and intimidation is not tolerated by anyone in any school activities.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
6. Religious/sectarian understanding is encouraged.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
7. Issues affecting the social health of staff and students are identified and addressed (such as gender equity, sexual harassment, domestic violence, bullying, etc).
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



8. Physical and verbal violence is actively discouraged both among students and by staff towards students.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
9. The school organisation, ethos and environment is supportive of the mental health and social needs of students and staff.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

10. The school provides a fully inclusive environment in which all students are valued and differences are respected.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
11. Teachers are supportive of, and respectful towards, students.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
12. Students are supportive of, and respectful towards, teachers.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
13. Students are encouraged to participate in school decision-making processes.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
14. Students feel a sense of belonging to the school.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years
15. The school provides a safe, stimulating and welcoming environment.
- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years





15. community relationships¹⁴

1. Family and community involvement in the life of the school is fostered.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

2. The school is involved in projects to develop the health of the local community.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

3. Issues affecting the health of the local community are identified and discussed.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

4. Relevant community groups and organisations are accessed to participate in school activities.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

5. The school is proactive in linking with its local community.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

6. The school informs the local community of its health initiatives (eg. through the use of local media, school open days, students providing 'healthy school' displays at community functions).
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

7. The curriculum contains health-related activities which involve children working with their families.
 - no
 - yes → up to date
 - needs review → within next 3-6 months
 - within next 12 months
 - within next 2 years

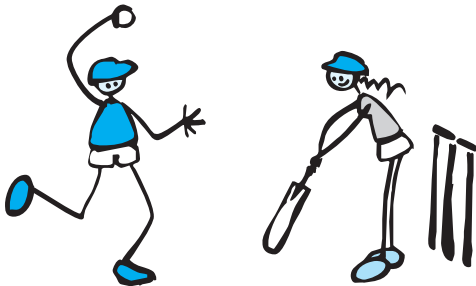
¹⁴ Do you have a local *Community Participation Officer* (Education Queensland) that you could be using?

8. Families are involved in decision making processes within the school.

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years

9. Families are involved in making decisions about suitable health-promoting activities (eg. food policies, the development of a school garden, physical activities).

- no
 yes → up to date
 needs review → within next 3-6 months
 within next 12 months
 within next 2 years



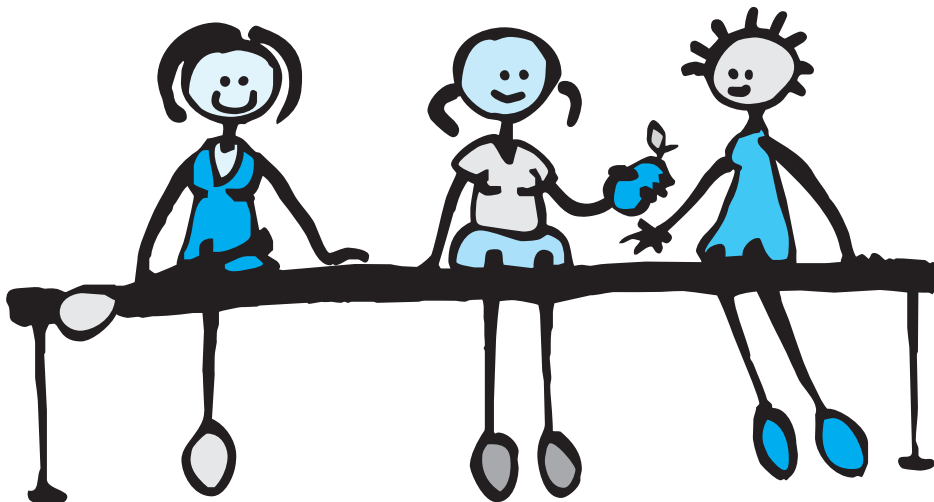
16. resources

1. **(to be completed by the Physical Education specialist)**

Attach figures from a current stock take of physical education and sport equipment in the school.

2. **(to be completed by the teacher-librarian)**

Attach a list of all health and physical education related resources that are held in the library.



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