

**Kent School**

**Health Service**

College/further education partnership agreement



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| **College name:** |  |
| **District:** |  |
| **Date:** |  |

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# Context

KCHFT was commissioned from 1 April 2017 to provide School Health Services to children and young people (five to 19 years) and Targeted Emotional Health and Wellbeing Services (EHWBS). The service includes children in mainstream school/college, special school, alternate curriculum units or home educated.

Three key themes strongly influenced the new service design:

1. The School Health Service and the range of services offered needs to be more visible in schools and colleges 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 and colleges. 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 and colleges, from our school health staff and school/college 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 Health Service

The School Health Service is a multi-skilled team with different practitioners. This includes:

* public health assistants,
* assistant practitioners,
* school staff nurses,
* specialist community public health nurses
* and a whole school approach team who focus on delivering a high quality, responsive, public health service to the whole school/college community.

The School Health Service is available 8am to 6pm five days a week, 52 weeks a year (excluding public holidays).

We also have a Children and Young People’s Counselling Service. We can offer six sessions for children and young people in school or college, this can be face-to-face, virtual or group work. These sessions can help a young person gain understanding and develop strategies to help

them feel better.

Our dedicated team of administrators deal with all referrals and telephone calls into the service. This team is known as our Central Administration Team (CAT). The referrals are triaged by qualified clinicians who assess the level of need and assign to a practitioner for intervention or support

as required.

[family.kentcht.nhs.uk/](https://family.kentcht.nhs.uk/)

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

Contact number: 0300 123 5205

# Scope of the School Health Service

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 school health teams are led by qualified school nurses, with specialist training in public health. They are supported by school staff nurses, assistant practitioners, public health assistants and an administration team. We also have a whole school approach team working in partnership to promote health and wellbeing at a whole a school/college level. In addition, we have a dedicated team of counsellors working within the service to support children and young people.

The School Health Service aims to provide a named contact for each school/college. It is important for the school health team to be visible and well known to children and young people, their parents and school/college staff.



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

Secure emails - School health colleagues use NHS.net email addresses which means emails are encrypted when sent. However, for the information to remain secure, it needs to be sent to a secure email address. NHS.net have offered a solution to enable those without secure emails (such as schools, colleges and parents) to securely receive confidential information. To read emails schools and colleges will need to create an Egress account which is free to use. For further information on Egress visit [family.kentcht.nhs.uk/wp-content/uploads/sites/10/2023/06/Accessing-encrypted-emails-guide.pdf](https://family.kentcht.nhs.uk/wp-content/uploads/sites/10/2023/06/Accessing-encrypted-emails-guide.pdf)

# This partnership agreement will make sure that children and young people in colleges receive the best possible outcomes as outlined in the five to 19 Healthy Child Programme (Department of Health, 2009).

The School Health Service are responsible for the following:

* Provide contact details of named School Health Service staff for each college.
* Share data (individual and community level) to support planning and service delivery in accordance with GDPR, for example college health profiles.
* The School Health Service will make sure all staff have up to date enhanced DBS clearance. All Kent Community Health NHS Foundation Trust staff have enhanced child and adult DBS clearance. All staff are issued with a photo ID badge which will be worn at all times (see appendix one).
* Liaise with an identified member of college staff to plan the roll out of the health needs assessment questionnaires for pupils aged 16-19 using The Lancaster Model (TLM) [www.thelancastermodel.co.uk/](http://www.thelancastermodel.co.uk/).
* Attend drop-in session if agreed with college.
* 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 health team (as agreed at the beginning of the college year).
* Be accessible through improved communication via face-to-face, online presence and a centralised contact system.
* Coordinate with a named member of college staff to plan all School Health Service activities, including regular visits during the school term.
* Provide end of year activity reports to colleges and highlight relevant information (where college has taken part in The Lancaster Model).
* The School Health Service will support colleges to deliver health promotion sessions based on needs of the college using the school health profile (as agreed at the beginning of the academic year).
* The School Health Service will support colleges to engage with the Kent resilience toolkit, promoting resilience across the whole college community and supporting staff to feel confident in having resilience-based conversations.
* The School Health Service has a statutory responsibility to be involved with any 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 college/referring agency to meet the needs of the young person and will share information appropriately.

Additional activities by prior agreement:

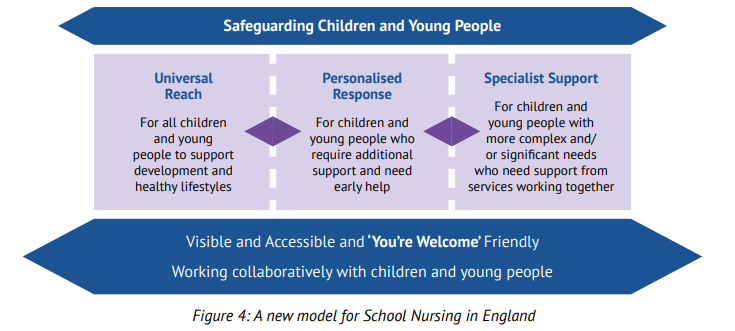
* Deliver health needs awareness sessions to staff on asthma, anaphylaxis and epilepsy (these sessions are offered on-line).

The College is responsible for the following:

* Identify a named member of staff who will liaise with the School Health Service.
* Share data at an individual and community level to support planning and service delivery in accordance with GDPR.
* Actively promote the completion of health needs assessment questionnaires for pupils aged 16-19 and work in partnership with the School Health Service named lead to help increase the uptake of this programme.
* Provide a confidential space for one-to-one consultations taking place at college, which is a safe environment for lone working purposes and accessible for students.
* 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 IT equipment to be set up and ready to use for any training sessions/ events and to complete TLM.
* Request for a School Health Service representative to attend new student/parent 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 college will register on the Kent resilience hub website. Colleges will engage with the Kent resilience toolkit and promote a culture of resilience within their college community.
* Where a young person has an identified school health need, and there is a safeguarding concern relating directly to this health need, the college will share relevant information with the School Health Service.

**School Health Service model**

The School Health Service model has three levels of provision; universal reach, personalised response and specialist support with safeguarding children and young people as a key component running throughout the model. The model is built on the principles of proportionate universalism, providing a service that is universally accessible to all, however, offers additional help for those who need it most. The model represents a continuum of need for most children and young people



Visit [www.gov.uk/government/publications/commissioning-of-public-health-services-for-children/health-visiting-and-school-nursing-service-delivery-model](http://www.gov.uk/government/publications/commissioning-of-public-health-services-for-children/health-visiting-and-school-nursing-service-delivery-model) to find out more information on the details of a modernised health visiting and school nursing service delivery model that is ‘Universal in reach – personalised in response’.

The NHS Long Term Plan sets out the priorities for expanding children and young people’s mental health services. To deliver these priorities, Kent and Medway has a local transformation plan in place. For more information visit the Local Transformation Plan 2022 for children, young people, and young adults’ emotional wellbeing and mental health - [www.kmhealthandcare.uk/transformation-projects/children-young-people-and-young-adults-emotional-wellbeing-and-mental-health](http://www.kmhealthandcare.uk/transformation-projects/children-young-people-and-young-adults-emotional-wellbeing-and-mental-health)

# College specific sessions

* Targeted interventions can be completed for a range of health needs including emotional wellbeing, and referral on to specialist services where necessary.
* Packages of care (e.g. behaviour, bed wetting, healthy weight, emotional health and wellbeing including anxiety, stress, self-harm and anger management, sexual health, drug and alcohol misuse) are offered where identified to be appropriate through assessment.
* The School Health Service can support the development and review of health care plans for young people who are open to our service with long- or short-term conditions and education, health and care (EHC) plans as required.
* Assessments will be offered to young people aged 16-19 using The Lancaster Model (TLM) which is an early identification and preventative model to assess strengths, needs and risks. The purpose of the TLM is to provide the opportunity to discuss concerns and aspirations; assess physical health, growth and 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 using research, government targets and public health priorities to enable the identification of individual pupils who may require a more support or information. For more information please visit: [www.thelancastermodel.co.uk](http://www.thelancastermodel.co.uk)

* General health awareness sessions are available on-line to support college staff to manage young people with long term health needs such as anaphylaxis, epilepsy and asthma.
* ChatHealth - The School Health Service offer young people a confidential text messaging service (07520 618850). It is available Monday to Friday, 9am to 5pm (excluding weekends and bank holidays). Please note, it is not an emergency line. An 'out of hours' response signposts young people to support if they require urgent help.
* A confidential drop-in service can be offered which will be run within college by a school nurse or school staff nurse. This will be at a mutually agreed time. The room needs to be fully accessible by young people throughout this period of time.
* On completion of The Lancaster Model questionnaire for pupils aged 16 to 19 the School Health Service can offer a market place event to support with key public health issues for young people in relation to healthy lifestyle and risk-taking behaviours.

# Partner services

**NELFT** - North East London Foundation Trust (NELFT) provides an integrated Children and Young People’s Emotional Health and Mental Health Services (CYPMHS).

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

**School-aged Immunisation Service**

* The Human Papilloma Virus (HPV) vaccination. All girls and boys aged 12 to 13 are offered HPV (human papilloma virus) vaccination. The vaccine protects against HPV-related cancers in boys and girls, such as head and neck cancers, anal and genital cancers.
* 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](mailto:kchft.cyp-immunisationteam@nhs.net)

Website: [family.kentcht.nhs.uk/imms](https://family.kentcht.nhs.uk/support/health-services-for-families-with-school-aged-children/school-aged-immunisation-service/)



# Contact details

## School Health Team

Phone: 0300 123 5205

## Email: kentchft.kentschoolhealth@nhs.net

**Whole School Approach**

Email: kentchft.wholeschoolhealth@nhs.net

## Kent School Health website: [family.kentcht.nhs.uk/](https://family.kentcht.nhs.uk/)

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

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| **Michele Ellis** | Screening Lead for School Nursing | [m.ellis2@nhs.net](mailto:m.ellis2@nhs.net) | 07391 860956 |
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# Appendix 1

Template DBS letter

Public Health and Prevention Directorate

Trinity House 110-120 Upper Pemberton

Eureka Park

Ashford

Kent TN23 7SH

**Web:** [www.kentcht.nhs.uk](http://www.kentcht.nhs.uk/)

Dear Principle,

# Disclosure & Barring Service Checks for Kent Community Health NHS Foundation Trust Staff visiting schools and other educational settings

Kent Community Health NHS Foundation Trust (KCHFT) places a high value on our partnership with schools and colleges. We hope that the clarification with regard to KCHFT staff member’s DBS certification will provide confidence in the systems that we have in place, to ensure safety, compliance with statutory obligations and promote wellbeing.

# KCHFT position statement with regard to its staff member’s DBS certification

The Trust remains responsible for all of its staff members whilst undertaking any supervised regulated activity in schools, colleges or other educational settings. KCHFT remains the ‘employer’ (or in DBS terms the personnel provider) with responsibility for the management of the DBS process.

The Trust has a formal DBS checking procedure in place which includes obtaining a DBS Enhanced Disclosure with Child Barred List (List 99) check. This includes all identity checks in line with the DBS Code of Practice.

This letter serves to confirm that a core criminal record check, including a check of the children’s barred list, has been completed and that all individuals working with yourselves on behalf of the Trust have been judged to be suitable to work with children. This, in combination with our recruitment process and occupational health screening, ensures the Trust complies with all requirements of the Keeping children safe in education (Department for Education, 2023): Statutory guidance for schools and colleges.

KCHFT does not support any additional scrutiny of the DBS certificates by a receiving organisation, as this would undermine the confidentiality of the systems already put in place by KCHFT.

# KCHFT actions to ensure compliance in line with the National Legislation and Guidance

1. Any DBS Enhanced Disclosure which has anything recorded is scrutinised by qualified persons within the Trust. These persons have the obligation to ensure that all staff employed by the Trust fully meet the DBS requirements for the position they hold. As for all staff members, who’s role requires them to have unsupervised regular access to children and young people, the Trust confirms that an Enhanced DBS check has been completed, references have been obtained, the employee has received medical clearance and is eligible to work in the United Kingdom of Great Britain.
2. Any staff member who has a career break for a term or longer is required to complete a new DBS Enhanced Disclosure certificate and a Childcare Disqualification declaration before they are able to undertake any activity that would entail unsupervised access to children and young people.
3. The Trust maintains comprehensive records of all its staff members. These include the DBS certificate numbers and issue dates. This information is available for disclosure to the appropriate authorities, in accordance with the law.
4. A KCHFT staff member is not obliged to show or make a copy of their DBS certificate as this would compromise the confidentiality of the system. All KCHFT staff members are issued with an ID card containing a photograph and this will assist organisations with internal verification procedures.
5. The Department for Education has published statutory guidance on the application to schools of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006. KCHFT has due regard to this statutory guidance when carrying out its duties to safeguard and promote the welfare of children. KCHFT confirms that we act in accordance with these regulations.

Yours sincerely



# Ali Carruth

**Executive Director Health Inequalities and Prevention**

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Version:

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