

Available accreditation

ECM Essentials: Schools and Children's Centres includes the provision for staff to gain accreditation for their participation, and for institutions to quantify their CPD efforts:

Individual certification

Any member of staff who completes the short CPD programme is eligible for the INTEC Certificate of ECM Awareness.

Institutional certification

INTEC ECM Aware School or Children's Centre status is awarded to institutions once 60% of their staff have received the INTEC Certificate of ECM Awareness.

CACHE accreditation

Staff can submit a portfolio of evidence, which documents their work, towards the **Award in Support Work in Schools**. This qualification is supported by the Training and Development Agency for Schools (TDA) as a vocational qualification appropriate for any member of support staff. Staff must also be assessed completing activities that are specific to their role.



Excellent value for money

The institutional cost of *ECM Essentials: Schools and Children's Centres* is highly subsidised and starts at just £290 in some regions. This cost is supported by an INTEC subsidy.

Please contact INTEC on
01223 224929
 for further details.



ECM Essentials

Schools and Children's Centres

Tools for supporting the delivery of Every Child Matters

After a year of development with authorities and schools, INTEC is pleased to introduce an important new solution for the children's workforce. *ECM Essentials: Schools and Children's Centres* helps to celebrate what is already in place in terms of *Every Child Matters* (ECM) coverage, and to identify any areas in need of development.

ECM Essentials: Schools and Children's Centres is a set of tools that enable institutions to:

- » illustrate adherence to the core principles of the **Every Child Matters initiative** (particularly through the documentation required within the new inspection framework)
- » identify **key areas for development**
- » ensure that **pupils' views** influence the institution's approach to ECM
- » undertake short, efficient and cost-effective **professional development**.

ECM Essentials: Schools and Children's Centres comprises four practical tools: *ECM Perceptions*, *ECM Curriculum Contributions*, *ECM Profile* and *ECM Core Skills*.

ECM Perceptions Consulting pupils

Having an effective strategy to ensure the ECM outcomes are achieved requires a detailed understanding of how your pupils perceive these issues.

ECM Perceptions provides a detailed analysis of pupil experiences and views relating to the ECM outcomes. It also examines their understanding of the efforts that staff make for them, and how effective they think these efforts are.

The results are broken down by year group, gender, ethnicity and religion. Patterns in the data will therefore reveal if concerns are centred within particular parts of the pupil population, and so allow you to target your efforts more effectively.

Each pupil is allocated a unique password to access *ECM Perceptions*. A list of pupils and passwords is held by the institution only – this enables you to identify any pupils who have given answers which may require action, eg to do with bullying or safety. It also guarantees that anonymity is maintained outside of the institution.



detailed analysis of pupil experiences

ECM Curriculum Contributions Demonstrating compliance

ECM Curriculum Contributions allows institutions to quickly and efficiently create convincing documentary evidence of how they already cover the five ECM outcomes (and 25 subsidiary aims). It includes:

- » guidance on completing the self-evaluation form (SEF)
- » a sample policy and guidance on briefing staff on ECM
- » guidance on collating information
- » a tool for every subject to record provision.

Provided on CD-ROM, ECM Curriculum Contributions enables institutions to answer 'yes' to the following demanding questions:

- » Is documentation in place to tell an inspector exactly how the ECM outcomes are already covered by existing curriculum and extra-curricular provision?
- » Is there a mechanism in place for every year group, subject area or department to record its provision for Every Child Matters?
- » Is there a clear policy in place, setting out how each of the five outcomes are covered?



ECM Profile Identifying development needs

A shared core of knowledge, skills, competences and attitudes lies at the heart of ensuring that all staff can contribute to the ECM agenda. This is particularly important for staff without a formal teaching qualification or a direct role in curriculum delivery, and has been formalised through the Common Core of Skills and Knowledge for the Children's Workforce (Common Core prospectus).



ECM Profile is designed to help institutions assess the core competences needed to cover Every Child Matters and fill in any gaps. ECM Profile offers a non-threatening and easy-to-use online self-evaluation tool, linked to a comprehensive data analysis and reporting service. The reports can form part of a crucial portfolio of evidence of coverage. It is also particularly useful in the development of appropriate strategies for continued training and monitoring.

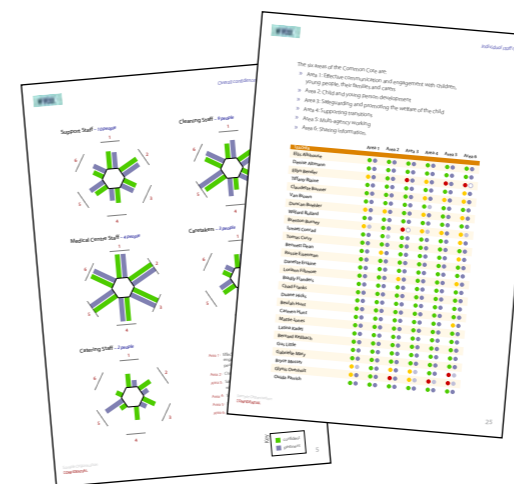
non-threatening and easy to use

The system operates at two different levels: for the individual practitioner, and for overarching management bodies, such as the leadership team or governing body. The whole-institution report offers an extensive summary of knowledge, skills and attitudes across the entire staff, thus contributing to:

- » internal effectiveness and review processes
- » essential preparation for inspection
- » professional development planning
- » team-building, and workforce deployment and organisation.

The reports for each individual practitioner help them with:

- » reviewing core skills
- » professional development planning
- » formal appraisals.



a short, efficient CPD programme

ECM Core Skills Addressing gaps in skills

If the ECM outcomes are to be achieved, it is essential that every member of the workforce makes a contribution. This requires a common understanding of the roles and responsibilities of every member of staff, and good channels of communication. To assist with this, ECM Essentials: Schools and Children's Centres includes a short, efficient CPD programme, called ECM Core Skills, which helps all staff to examine the limits of their responsibilities, and how they can work together more effectively. It includes exercises covering:

- » defining roles and responsibilities
- » understanding policies and legal duties
- » child and young person development
- » identifying and reporting concerns.

ECM Core Skills is designed to focus the attention of all staff on the contribution that they could be making to the support of pupils. Staff are encouraged to take responsibility for issues which are appropriate to their role. The programme also ensures that staff understand procedures for referring issues which are beyond their area of responsibility. The CPD programme includes:

- » fully-resourced sessions suitable for all members of staff
- » tutor's guidance to ensure that minimal preparation is needed.



Which tools to use?

Finding a relevant starting point

The comprehensive tools provided within *ECM Essentials* address the full range of Every Child Matters (ECM) outcomes. Whilst many institutions are now using all the tools, most started by selecting just one or two tools which reflected their immediate development needs.

For each of the focus areas described in the table below, place a tick in only one box to show whether it is an immediate, a medium-term or a long-term development priority for your institution:

	Focus areas	Development priority		
		Immediate	Medium-term	Long-term
ECM Perceptions	Meeting statutory requirements to identify and analyse pupil perceptions of their lives in the context of ECM outcomes			
ECM Curriculum Contributions	Creating Ofsted-linked documents that identify and demonstrate delivery of ECM outcomes through your particular curriculum provision			
ECM Profile	Identifying staff development needs in the context of the ECM Common Core standards			
ECM Core Skills	Putting in place manageable, cost-effective, ECM-related CPD resources for relevant staff			

Start by implementing those tools relating to the focus areas that you have identified as of immediate priority. Thus, for each tick placed in the 'Immediate' column above, use the *ECM Essentials* sheet entitled *Tools for supporting the delivery of Every Child Matters* to better understand the content and use of the relevant tool(s).

Which tools to use?

Finding a relevant starting point

The comprehensive tools provided within *ECM Essentials* address the full range of Every Child Matters (ECM) outcomes. Whilst many institutions are now using all the tools, most started by selecting just one or two tools which reflected their immediate development needs.

For each of the focus areas described in the table below, place a tick in only one box to show whether it is an immediate, a medium-term or a long-term development priority for your institution:

	Focus areas	Development priority		
		Immediate	Medium-term	Long-term
ECM Perceptions	Meeting statutory requirements to identify and analyse pupil perceptions of their lives in the context of ECM outcomes			
ECM Curriculum Contributions	Creating Ofsted-linked documents that identify and demonstrate delivery of ECM outcomes through your particular curriculum provision			
ECM Profile	Identifying staff development needs in the context of the ECM Common Core standards			
ECM Core Skills	Putting in place manageable, cost-effective, ECM-related CPD resources for relevant staff			

Start by implementing those tools relating to the focus areas that you have identified as of immediate priority. Thus, for each tick placed in the 'Immediate' column above, use the *ECM Essentials* sheet entitled *Tools for supporting the delivery of Every Child Matters* to better understand the content and use of the relevant tool(s).