



Nominating someone working in education and children's services for an honour

Overview

This briefing note explains how to nominate someone for an honour.

Anyone can make a nomination by completing the honours nomination form, available at www.gov.uk/honours and posting or emailing it to the Cabinet Office.

Honours are a way to recognise people who have made a positive difference to the lives of children, adults and other people in their community. They are awarded to people who have made significant achievements in public life or committed themselves to serving others. People who receive an honour have made life better for others.

An honour is not a reward for doing a "good day's work", or a reward for the length of time a person has spent in a job. It is about the impact the person has made. Therefore it is important to be specific about how the nominee's contribution has made a difference to children and young people.

Nominees

We are particularly interested in receiving nominations for classroom teachers, foster carers, social workers, people delivering vocational education and those who have made a lasting impact to education and the care of children and young people. If they are making a positive difference then we want to know about them.

What to consider when completing the nomination form

A strong nomination includes information which highlights how the nominee has delivered outstanding work in their school, local authority or wider community. It should also include how their work has had a wider positive impact and at what level this has been (for example, at a local, regional or national level).

It is important to provide as much information as possible about the nominee, and to provide examples and evidence of their substantive contribution. For example

- Nominations for head teachers should demonstrate their impact on the school's performance in terms of exam results and Ofsted ratings compared to previous years, and how it has been sustained.
- Nominations for classroom teachers should demonstrate their impact on attainment, highlight any challenging circumstances they have overcome to help students achieve, and give details of any extra tuition or extra-curricular activities they lead.
- Nominations for social workers or foster carers should demonstrate their impact in terms of the number of children fostered, how they have spread best practice or mentored others in their field, and the complexity of the challenges they have faced.
- Nominations for people delivering vocational education should highlight what they have done to give more young people a chance to develop a specialism and build a rewarding career.

- If the nominee is responsible for a specific initiative, include detail about their role, their part in its progress and how it has made a difference to the lives of children or the community.

You can also include any other recognition of their achievements such as

- local or national awards (such as from the local authority or the Social Worker of the Year Awards), or any special recognition for volunteers from the organisation they contribute to.
- support for the nomination from prominent people or organisations, for example a local MP or the Chief Executive of the charity they volunteer with.
- support for the nomination from parents, students, businesses and learning providers. Their supporting references should state the specific impact the nominee has made on their lives.

This information helps to make a strong recommendation, but don't worry if you are unable to provide all of the details. If it is a strong nomination, a colleague in the Department for Education (or the appropriate government department) will undertake further work and research to support it.

If you would like further guidance on writing nominations, please contact the Department's honours team at: honours.team@education.gsi.gov.uk. We would be happy to help.

Next steps

Once you have nominated someone to receive an honour, your nomination will be assessed in the Department for Education. If your nominee has worked in an area covered by another government department the honours team will ask that department to consider the nomination as well. Those nominations which are considered strong enough are recommended to the relevant independent Committee, made up of a mixture of senior civil servants and independent members, which then decides which nominees should be recommended for approval to the Prime Minister and The Queen.

Honours lists are published twice a year: at New Year (end of December), and The Queen's Birthday (mid-June).

Successful nominees are presented with their award at a formal ceremony called an investiture (dependant on award level).

Timing

There are no deadlines for the receipt of nomination forms but it will usually take 12 to 18 months to process because of the background work and assessment undertaken by Department officials.

We strongly advise that nominations should be made while the nominee is still in service and at least 12 months before they retire or step down.

Confidentiality

All nominations are considered in strictest confidence. Please do not tell the candidate that they have been nominated, as it is not fair to raise expectations in case an award is not made.

Further information

If you'd like to know more about the different types of honours awarded each year or about how honours process works, please visit www.gov.uk/honour

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