

Table 1: Key Deliverable Elements of the National Child Measurement Programme. Part 1 of 2.

	1. Informing Key Stakeholders	2. Planning the measurements	3. Identify eligible cohort		4. Doing the measurements
Parent		Attend Healthy Weight or NCMP parent information session (e.g. parents evening/assemblies)	Receive pre-measurement letter and opportunity to opt out		
School	Use 'Our Healthy Year' Resources		Agree measurement dates with NCMP Provider		
LA	Use NCMP resources to raise awareness of the NCMP among GPs, School nursing service, elected members etc.	Commission NCMP Provider and ensure necessary training	Access class list from schools or census (NB: census available from January)		Ongoing checks of the data quality indicators within the NCMP IT System
NCMP Provider	Use 'Our Healthy Year' Resources	Ensure staff have Disclosure and Barring Service (DBS) checks. Provide staff with necessary training and support Set up users on NCMP IT system and check school list is correct Calibrate the measuring equipment		Send parents pre-measurement letter 2 weeks before measurement day Enter pre-measurement information into NCMP IT system Collate opt outs. Consider alternative arrangements for children who cannot participate due to physical disability or medical reasons	Carry out weighing and measuring in a private room or screened off area Enter height and weight data into NCMP IT system
NHS Digital		Open NCMP IT system for current collection year	Provide ongoing support to LAs and NCMP Providers using the NCMP IT system		
Public Health England	Issue operational guidance and resources		Provide ongoing support to LAs and NCMP Providers delivering the NCMP		

Table 1: Key Deliverable Elements of the National Child Measurement Programme. Part 2 of 2.

	5. After the measurements	6. Data use		7. Making healthier changes	
Parent	Receive results letter within 6 weeks of measurement			Speak to school nurse or GP for further advice and support, or visit 'Your Childs Weight' page at Change4Life	Choose to monitor their child's weight status by visiting the NHS Healthy Weight Calculator
School			Receive 'school feedback letter'	Consider a whole school approach to health and wellbeing	
LA	Final data validation checks and submit data to NHS Digital using the NCMP IT system	Download and save locally the enhanced dataset accessed through the NCMP IT system. Consider local analysis and include in Joint Strategic Needs Assessment. Share non-identifiable information with Health and Wellbeing Boards	Send 'school feedback letters'		
NCMP Provider	Final data validation checks and data quality is met Disseminate results letters for parents. Check at least one in every 10 against the information entered into the NCMP IT system for accuracy Deliver Proactive Follow-up, such as phone calls to parents and signposting to local services				
NHS D	National validation, checking and analysis of data	Annual report published			
Public Health England		CCG, Ward and MSOA level analysis of data and update online visualisation tools and reports	Make 'school feedback letters' available to LAs		