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| **Kent HAF Programme Stage 2 Application Checklist 2024**Before you complete this checklist please visit the [HAF Programme website](https://www.theeducationpeople.org/holiday-activities-and-food-programme-kent/haf-programme-partners-and-potential-programme-partners/) and look at all the available information. If you are a new partner, please take the time to watch the Stage 2 webinar which will give you a lot of information to help you complete your application. **Please note** - incomplete application forms will result in the team contacting you for any missing information and will slow down the progress of your application.  |

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| **Section 1 – Schools and SEND** |
| **1A** | You can click in the bottom right square and press tab to add more lines to your table. Please only include schools with whom you have a working relationship.  |
| **1B** | We recommend that you have a face-to-face meeting with the key staff who work with families at the school; experience is telling us that schools engage better if they know you. You can also support the school in other ways, for example, helping at school fundraising events. Contacting schools by email will not guarantee that they will work with you. Offering to go and meet families at school events can be beneficial.  |
| **1C** | This should include the child’s teacher, teaching support assistant and any other staff who regularly work with the child. |
| **1D** | This may include the child’s social worker, early help worker, or other specialised health professionals, for example, the diabetic nurse. Children who have an Education, Health and Care Plan or who are in receipt of High Needs Funding to support their inclusion may attract additional funding. This may include children who either attend a special school, or mainstream school with additional adult support, who require further resources to support their inclusion, including staff. Please contact the HAF Programme Team if you would like to discuss the needs of a child who books a place on your programme. **KEY:** please use the tools that have been provided (additional SEND form, HAF Programme Inclusion webinar, SEND evaluation document) to ensure that you get all the information you need to decide if you can apply for the additional funding.**KEY:** how do you ensure that **all your staff team** fully understand the needs of the children who will be attending your programme and the strategies that can be put in place to support them? |
| **Section 2 – Programme Details** |
| **2A** | Programmes should include support and advice for families on how to:* source nutritional food
* prepare and cook low-cost nutritious meals
* develop parents’ understanding of the importance of good nutrition for a healthy lifestyle.

Information to support your food delivery can be found here: [food, nutrition and nutritional education](https://www.theeducationpeople.org/media/4485/haf-food-and-nutrition-document-2021.pdf)  Please give us **detailed information** of how you plan to include families in your programme.  |
| **2B** | Have you gathered a list of local support agencies, charities and networks that you can signpost parents to? Early Help contacts can be found here: [Early Help Contacts](https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts) . Early Help support for families can be found here: [Early Help support for families](https://www.kent.gov.uk/education-and-children/early-help-support-for-families)  Have you considered asking people from the local council/charities/organisations to support you weekly on site during the programme? This could include sessions provided by: * Citizens Advice
* school nurses, dentists, or other healthcare practitioners
* family support services or children’s services
* housing support officers
* Jobcentre Plus
* organisations providing financial education
* early years and childcare, including help to pay for childcare (for example, Tax-Free Childcare)
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| **2C** | The HAF Programme expects you to meet the UK physical activity guidelines ([physical activity guidelines](https://www.gov.uk/government/collections/physical-activity-guidelines)) and provide a wide range of physical activities that will encourage all children to take part, for example, football, swimming, table tennis or cricket. The physical activity guidelines say:* all children and young people should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day. It should be noted that this does not have to be in the form of a structured activity session, but can include active travel, free play, and sports
* children and young people participating in the HAF Programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength
* children and young people should aim to minimise the amount of time spent being sedentary, and when physically possible, should break up long periods of not moving with at least light physical activity.

Please consider the views and interests of the children and young people when planning activities.  |
| **2D** | Support can be found here: [enriching and creative activities](https://www.theeducationpeople.org/media/4484/enriching-and-creative-activities-2021.pdf). Programmes should be thinking about how they can support children to:* develop new skills or knowledge
* consolidate existing skills and knowledge
* try out new experiences
* have fun and socialise.

This might include: * creative activities, for example, putting on a play, junk modelling or drumming workshops
* experiences, for example, a nature walk or visiting a city farm
* free play, for example, fun and freedom to relax and enjoy themselves.
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| **2E** | How you do this will vary from programme to programme, but you could consider: * getting children involved in food preparation and cooking
* growing fruit and vegetables
* taste tests
* discussing food and nutrition
* including food and nutrition in other activities.
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| **2F** | There are environmental factors to consider when planning the food provision and HAF Programme partners should consider whether preparing food on your own premises would produce less food and packaging waste and result in fewer food-miles than off-site provision. You will have your own ideas, but they might include:* minimising the use of single-use plastics
* where possible, using locally sourced food and ingredients
* making use of food surplus organisations
* ensuring there is a wide range of recycling and compost facilities for waste
* growing fruit and vegetables and showing how they can be used and cooked
* encouraging uniform banks/exchange schemes for school uniform.
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| **Section 3 – Food**  |
| **3A** | There are a variety of ways in which you can deliver the food element of the programme. Providing food on site with your own team, or with an outside team, for example, the current contracted school lunch team, is a preferred option as it allows children and families to be involved in food preparation and cooking which builds skills for life. You could also partner with a local food provider to work with you to deliver the food element, or you may be able to contract out this element of the programme. There are useful links in the food document on the HAF Programme website: [Food and nutrition](https://www.theeducationpeople.org/media/4485/haf-food-and-nutrition-document-2021.pdf)  **Please note:** There is a significant and greater impact for children and families if they are involved with the menu design, preparation and cooking of locally sourced and seasonal fresh food. **Local links:** Many programmes have already made links with local organisations that can support families attending your programme with additional food. This can include programmes such as FareShare: [FareShare centres in Kent](https://fareshare.org.uk/fareshare-centres/kent/) . Most local supermarkets have schemes to support eligible families so please approach them to see how you can work together.  |
| **3B** | How you deliver the food element will be monitored by the team. There is an expectation that all children who attend your programme will be offered the same food. In order to meet this you may need to consider raising the prices for your fee-paying families and providing lunch for them. This may mean offering a hot and a cold option (which may be a packed lunch), but which must meet the requirements for the school food standards and be a substantial meal as many HAF children will not get another meal.  |
| **3C** | Please tell us how you will ensure that food provided by your programme will meet all the current food legislation.  |
| **3D** | If you are providing food on site for children, young people and families you must check if you need to register as a food business. A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. For further information, visit: Food business registration - GOV.UK ([www.gov.uk](http://www.gov.uk)). Registering is quite simple and offers everyone reassurance that food safety standards are being met.  |
| **3** | Staff who are handling food in any way should have food hygiene certificates to demonstrate that they are competent to do so. |
| **Section 4 – Safeguarding**  |
| **4A** | The DfE guidance states the following.All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for: * safeguarding, including the recruitment of staff and volunteers
* health and safety
* relevant insurance policies
* accessibility and inclusiveness.
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| **4B** | Safeguarding – there must be a minimum of one person who is trained as a safeguarding designated lead (DSL) at level 3 for each application; they should ideally be available on site, but must be accessible and available for all the opening hours of the HAF Programme. DSLs in Kent must have accessed Kent specific information and understand how the safeguarding processes in Kent work. We would recommend that providers consider having at least one designated person for every site (if you have more than 100 children on a site we recommend that you have two members of staff with the designated safeguarding training). You should ensure that you have a second DSL in case the DSL is ill or on holiday. The DSL training should be updated every two years. The DfE signposts to the following documents: [working together to safeguard children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)[keeping children safe in education.](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) [keeping children safe during community activities, after-school clubs and tuition](https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings)All staff who are employed by holiday club providers funded through the Holiday, Activities and Food Programme should be subject to an enhanced DBS check with barred list information. There is a recruitment toolkit which can be purchased (priced £20) which gives you all the information and documentation to ensure that you meet safer recruitment guidelines. It can be purchased here: <https://www.theeducationpeople.org/products/early-years-childcare/recruitment-toolkit/> **Volunteers:**The DfE guidance states: to provide reassurance to parents, families and carers, we strongly recommend that **all** volunteers who are involved in the delivery of the Holiday, Activities and Food Programme in holiday clubs should have an [enhanced DBS check](https://www.gov.uk/dbs-check-applicant-criminal-record) (which, where applicable, should include children’s barred list information).**Please refer to the following websites for advice, guidance and training:**<https://www.kelsi.org.uk/child-protection-and-safeguarding> <https://www.kscmp.org.uk/training> **Food Safety:** As you are providing food as part of your programme, even if you are only serving food, all staff who will be involved in handling food should have food hygiene training to ensure that food is handled, stored, and served correctly.   |
| **Section 5 – Documentation**  |
|  | Best practice is that all policies, procedures, and risk assessments should be reviewed regularly, and certainly annually. To this end, please ensure that all your policies have the following:* a date of writing/adopting – within the last 12 months
* a date for review.

Please ensure that all insurance documents are current and send us a copy of the new certificate when it is issued. |
|  | Funding ProcessThe funding form must be completed and submitted with each application. Funding will be paid for each HAF Programme on a sliding scale, which is calculated on both level of bookings on the EVoucher online system and actual attendance at the HAF Programme. To ensure the correct funding amount is paid, it is important that accurate records are maintained and the online EVoucher completed correctly. Funding currently available per eligible child per week is **£122.00** for a minimum of four hours a day, four days a week for a maximum of six weeks.Or **(for Christmas 2024 delivery two day option only)**Per eligible child **£81.00** for two days’ face-to-face delivery and sufficient food for two meals and activities for participating children and young people. |