|  |
| --- |
| **Kent HAF Programme Application Checklist 2022**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: [HAF Programme website](https://www.theeducationpeople.org/holiday-activities-and-food-programme-kent/haf-programme-partners-and-potential-programme-partners/).If you are a new partner, please take the time to watch the webinar which will give you a lot of information to help you complete your application form. **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.  |
| **Section**  | **To Check** | **Action Required**  | **All complete**  |
| **Section 1 - Contact, programme, and venue details -**  |  |  |
| **1 A** | **The name you use** (company name, charity name etc) to apply to be a programme partner is the **same name** on all the documentation that you provide, including policies, procedures, funding forms etc.  |  |  |
|  | **Ofsted number** - It is the responsibility of the programme partner to establish whether they need to register with Ofsted. Holiday clubs may need to register with Ofsted and there are benefits associated with doing so, **but** **it is not a requirement for clubs and providers participating in the HAF Programme and we know that not all will need or want to do that**. Guidance on the exemptions to Ofsted registrations are set out in the registration exemptions here: [Ofsted registration exemptions](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions)  You may also like to look here: [Ofsted guidance for the compulsory childcare register](https://www.gov.uk/guidance/qualifying-for-the-compulsory-part-of-the-childcare-register#when-you-cannot-register-a)   |  |  |
|  | **Link person:** You have provided details for someone who can be available for the HAF Programme team to contact about your programme. Please include contact details for term time and holiday time if this is different. These contact details will only be used by the HAF Programme Team to communicate with those responsible for delivering the HAF Programme. |  |  |
|  | **Contact details for families:** * Ensure that you have provided us with the details that you would like families, schools etc. to use if they need to contact you about your programme
* These contact details will be shared with those wishing to book a place on your programme
* They will also be shared by the HAF Programme Team, for example, on our website
* Have you planned the updates on your own website with the information about the HAF Programme?
 |  |  |
| **1B** | Please ensure that you provide all the important information that parents may want to know about your programme. This could include:* Information about a particular focus of the programme, eg sports based, type of activities, enrichment opportunities that you are offering, etc.
* Days and times that you are planning to be available
* Provision for SEND
* Age range of children/young people that you can accommodate

This is not an exhaustive list. **KEY:** If you were a parent, what would you want to know about a HAF Programme that you were thinking of sending your child to? |  |  |
| **1C** | **Site details:** Please give all the details for each site. T**hese can be updated and amended if required if things change** but will form the basis of our mapping to ensure that we have sufficient provision across the county in the right areas and all the requested details must be completed.  |  |  |
| **Section 2 – Delivery details**  |  |  |
| **2A** | Please contact the HAF Programme Team if you wish to discuss potential delivery models for your programme. To check the term dates for the school holidays you should contact the schools that your children attend, the KCC term dates can be found here: [KCC term dates](https://www.kent.gov.uk/education-and-children/schools/term-dates) Please be aware that academies are free to set their own term dates.  |  |  |
| **Section 3 – Schools and SEND** |  |  |
| **3A** | You can click in the bottom right square and press tab to add more lines to your table  |  |  |
| **3B** | This might include the head teacher, the Family Liaison Officer (FLO), the Special Educational Needs Coordinator (SENCO), the Designated Safeguarding Lead (DSL) etc.  |  |  |
| **3C** | We recommend that this is undertaken in close liaison with local schools and for families who have not yet registered their eligibility. They can do this through: <https://www.cloudforedu.org.uk/ofsm/kent/apply>  |  |  |
| **3D** | This should include all the staff in section 3B and may also include the child’s teacher, teaching support assistant and any other staff who regularly work with the child. |  |  |
| **3E** | This may include the child’s social worker, early help worker, or other specialised health professionals e.g., the diabetic nurse.  |  |  |
| **3F****3F** | Children who have an Education, Health and Care Plan or who are in receipt of Higher 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 4 – Programme details** |  |  |
| **4A** | Programmes must include at least weekly training and advice for parents, carers, or family members 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.  |  |  |
| **4B** | 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: * Citizen’s 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 (e.g., Tax Free Childcare)
 |  |  |
| **4C****4C** | 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.
 |  |  |
| **4D** | 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
 |  |  |
| **4E** | 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
 |  |  |
| **4F** | There are also 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
 |  |  |
| **Section 5 – Food**  |  |  |
| **5A** | There are a variety of ways in which you can deliver the food element of the programme. You may be able to provide this on site with your own team, onsite with an outside team, eg the current contracted school lunch team, you may be able to 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 on 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 you 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.  |  |  |
| **5B** | Please tell us how you will ensure that food provided by your programme will meet all the current food legislation. The DfE states: providers they work with are, where applicable, registered as a food business. This provides reassurance to those involved that food safety standards are being met. 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). |  |  |
| **5C** | Please give us information about the food element of the hamper that you plan to provide.In addition, please give us information about the activities and enrichment opportunities that you will include in the hamper.  |  |  |
| **Section 6 – Safeguarding**  |  |  |
| **6A** | The DfE guidance states: 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
 |  |  |
| **6B** | 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 the 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. **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.theeducationpeople.org/our-expertise/safeguarding> <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 some food safety training to ensure that food is handled, stored, and served correctly. **First Aid:** If you work with the primary age range (4-11 years) it is recommended that at least one person has a paediatric first aid certificate (12 hours) which is more appropriate for younger children. Please ensure that the training given by your first aid provider is comprehensive and, if possible, it should be carried out face to face to ensure that practical training is included. **Please note:** First aid certificates only last for three years, please ensure that any staff or volunteers whose training will run out have been enrolled on a suitable course before their certificate expires. **In addition:**You should also be familiar with where your nearest local defibrillator machine is based, your nearest accident and emergency department and your nearest walk-in centre if these are different. Details of your local Doctor surgeries may also be helpful.  |  |  |
| **Section 7 – 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
* 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.  |  |  |
| **Section 7 – Ongoing**  |  |  |
|  | Impact of coronavirus (COVID-19) The following guidance is available to support the delivery of the HAF Programme in relation to coronavirus (COVID-19): * [Protective measures guidance:](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak) for holiday or after-school clubs and other out-of-school settings

Please ensure that you review your Covid Risk Assessment regularly. Please send a copy of your updated document after every review to the HAF Programme team for our records.  |  |  |
|  | Funding ProcessThe funding process form must be completed and submitted with each application. As we grow and develop the HAF Programme in Kent we will be reviewing and refining the funding levels, to ensure we can adequately provide the places required for eligible families. Therefore, as we move forward, we will be working closely with HAF Programme partners to develop models and appropriate funding levels.Funding currently available per eligible child per week is **£122.00** for a minimum of 4 hours a day, 4 days a week for a maximum of 6 weeks.Or **(for Christmas 2022 delivery 2 day option only)**Per eligible child **£81.00** for 2 days face to face delivery and sufficient food for 2 meals and activities for participating children and young people. |  |  |