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| **Kent Holiday Activities and Food (HAF) Programme Stage 1 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 1 webinar which will give you 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. |

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| **Section** | **To Check** |
| **Section 1 - Contact, Programme and Venue Details** | |
| **1A** | **Please ensure that the name you use** (for example, company name, charity name) to apply to be a Programme partner is the **same name** on all the documentation that you provide, including policies, procedures, funding forms, insurance documents and so on. |
|  | **Link person -** you must provide details of 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 and schools 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? |
|  | **Any other information –** some Programmes have a specific programme focus or specialism and this is your opportunity to share that with the HAF Programme Team. **Please note that** all partners are required to deliver all elements of the HAF Programme. |
| **1B** | **Site details –** itis essential that you give us all the requested information so that we can map where the HAF Programme provision is planned to be located in Kent. The team will also consider if you are able to support rural schools, for example, by transporting children in from outlying schools. **Site details can be updated and amended if things change, but there is no guarantee that an alternative site will be approved. The HAF Programme Team will assess the need at the new site.** |
|  | **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. HAF Programme partners **may not** be exempt, particularly if you accept children who attend reception class. Please see [After-school\_clubs\_\_community\_activities\_and\_tuition\_safeguarding\_guidance\_for\_providers.pdf](file:///C:/Users/loata02/OneDrive%20-%20The%20Education%20People/Workarea/settings%202014/HAF/HAF%202023%20programme/After-school_clubs__community_activities_and_tuition_safeguarding_guidance_for_providers.pdf), [guidance on the exemptions to Ofsted registrations](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions) and [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) for further information. If you are registered with Ofsted and currently have an inspection outcome less than ‘good’ or ‘not met’, then we would not be able to consider your application until you are re-inspected and received a ‘met’ or at least ‘good’ inspection outcome. |
|  | **Numbers –** this is for the partner to decide, but please be aware that new partners will be limited in the number of children that the team will approve. Once your first Programme is delivered and the team have visited, the number of children can be reviewed for later Programmes. |
|  | **Age range –** we currently need more Programmes for young people aged 11 - 16 years (18 years with Special Educational Needs and Disabilities (SEND)). Whilst applications for children aged 4 - 11 years are accepted, the team will review the local need and proceed accordingly. |
|  | **Named Designated Safeguarding Lead** – there must be a minimum of one person who is trained as a Designated Safeguarding 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(s). DSLs in Kent must have accessed Kent specific information and understand how the safeguarding processes in Kent work. We would recommend that HAFP partners 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 Designated Safeguarding Lead training). You should ensure that you have a second DSL in case the DSL is ill or on holiday. DSL training must be updated every two years.  **It is the responsibility of the HAF Programme partner to review and risk assess the DSL provision for their programme(s).** |
|  | **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 that** 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.  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 GP surgeries may also be helpful.  **It is the responsibility of the HAF Programme partner to review and risk assess how many first aiders are required for their HAF Programme(s), including how they are deployed when the Programme is running.** |
|  | **Programme details -** 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, for example sports based, type of activities offered and any enrichment opportunities * 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/carer, what would you want to know about a HAF Programme that you were thinking of sending your child to? |
|  | **Dates and times -** we recognise that this may depend on a number of factors going forwards, but please ensure that you are offering a minimum of four hours a day for four days a week at each site. |
|  | 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. Please see the [Kent County Council website](https://www.kent.gov.uk/education-and-children/schools/term-dates) for more details on term dates. Please be aware that academies are free to set their own term dates. |