

HAF Programme March Newsletter 2024

Thank you!

Thank you to everyone who came to the Network meeting and drop-in session. They were very well attended, and the feedback has been very positive, particularly around the ReferKent presentation which will help partners to develop their signposting and make referrals much more easily. If you missed the network meeting, their website is, www.kent.gov.uk/referkent and their email address is referkent@kent.gov.uk

Easter Visits

We are very grateful to you all for the time and hard work that you put into delivering the HAF programme and making it a huge success! As the Easter delivery approaches, we plan to visit as many Partners as we can to see your fantastic work. Please look out for emails from the HAF team as we will be in touch to arrange a visit. Please note that the dates and times offered are non-negotiable unless there are unforeseen circumstances, as it takes significant planning to enable us to fit in as many visits as possible. As with the winter visits, the team will write a note of visit during the visit and send you photos of this for your records. Please also consider inviting your own local leaders, and MPs to see your provision in action, as well as any businesses and partners that you are working with to deliver the programme.

Use of Logos on All Advertising

Please can we remind you that you must use the logos on any flyers and advertising that you do to promote the HAF programme. You can copy them from below:

Funded by

Bitesize on Food and Nutrition Awareness by the DfE

We are pleased to be able to share a newly recorded bitesize session for providers focusing on **food and nutritional awareness**. This would be a useful tool to use with your staff team, so that everyone is confident to deliver this aspect of the HAF programme.

The session highlights some of the key themes relating to food provision and nutritional awareness that have been identified by local authorities and providers, offering practical guidance for increasing this essential aspect of HAF. Case studies demonstrate how providers have created activities to ensure food preparation, nutritional understanding, and a love and enjoyment of food are at the very heart of their delivery, highlighting the benefits for all children and young people. The recording also features Team GB and Paralympics GB's free 'Path to Paris' programme which offers a wealth of information and resources to providers, and the British Nutrition Foundation's Food a Fact of Life comprehensive, progressive education programme with a wealth of Free resources for teaching young people aged 3-16 years about where food comes from, cooking and healthy eating.

The recording can be viewed here: [HAF Provider Bitesize – Food & nutritional awareness \(youtube.com\)](https://www.youtube.com/watch?v=HAFProviderBitesize)

Food Businesses

Following discussions with the Food Standards Agency, the DfE have clarified that the vast majority of HAF providers will need to be registered as a food business and that the local authority are responsible for ensuring that this is done. Where exemptions are claimed, we will need to check that they are applicable. This is not a new step but is merely clarifying what the current situation is. The guidance asks all local authorities to ensure that the providers they work with are appropriately registered. Many partners are now in the process of registering, and we appreciate your cooperation on this matter. If you are not registered this may delay any payments until we are confident that you meet the requirements of the programme.

Please register using this link:

<https://www.gov.uk/guidance/food-business-registration>

Sanitary Products, Planning and Support

Please ensure that your programme has planned for the required support for girls who may be menstruating during their time at your programme. You may like to consider providing sanitary products, a member of staff to support and spare clothes if required.

Invoices and Proof of Payment

If you are given any funding for additional activities, hampers or trips can we please remind you that you will need to provide information from a company whose credentials can be checked, this may be through Companies House or in some other way. Evidence includes:

- an invoice with all the necessary information such as your name and address, the date, if they are VAT registered, issuing company's address, a description of the service provided, and a total cost
- a PDF of proof of payment
- itemised receipts
- evidence of payment from your account can be very helpful (a screenshot for example).

Please consider this when accessing additional funding and ensure that you have the required paperwork to enable you to get paid.

Safer Recruitment Checks – Guidance

Some partners have now completed these, and we are grateful for your cooperation. All other partners will need to undertake this check as part of our ongoing commitment to ensuring safeguarding practices are robust and in place. We have been advised to put this additional level of checks in place with HAF Programme partners. These are both to support you to ensure you have met the safeguarding requirements of working with children and young people and that we are ensuring that HAF Programme funding is being allocated and paid appropriately.

With the recent updates in the following documents, it is timely we introduce these additional checks.

In [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education) Part three: safer recruitment and in [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers), it details the procedures that must be in place to ensure the workforce is safe and effective. We expect that all HAF Programme partners will have adequate procedures in place and will be familiar with these guidance documents.

If you have not yet undertaken this check, to support you with reviewing your safer recruitment processes, and where necessary identifying any gaps, the following will be happening on the lead up to the spring delivery and during quality visits:

A member of the HAF Programme Team or representative will contact you and at a convenient time (either by visiting or through an online meeting) view a summary of your Safer Recruitment records for all staff and volunteers who are working on your HAF Programme.

We will expect to see a single central record document that lists all staff, when and what employment checks were carried out.

We have template documents that you can request and which you may find useful to record details of all your checks. However, you may also already have your own system that contains the required information, and this would also be suitable.

If you are due a quality check over the Easter holidays, the adviser will carry out this check as part of the visit. If you are not due a visit, this will be carried out at another time and if agreeable, can be viewed over an online meeting. The adviser conducting these checks will not require copies of records or ask for them to be emailed.

If you are a multi-site partner and have central recruitment procedures, we would expect that the above document contains information about all the staff team and therefore, we would only need to carry out one visit/call to carry out these checks.

If there are gaps in the information provided and depending on what these gaps are, a timescale will be agreed for these to be updated. If a significant amount of information is missing, we will be taking steps to cancel our agreement for a partner to deliver the HAF Programme and will withdraw funding. I am sure you will agree that the safety and welfare of the children is paramount and unsafe recruitment procedures are unacceptable.

Please come back to us if you have any questions and we thank you for your co-operation in this matter.

HAF Safeguarding Training – PLEASE NOTE UPDATED LINK AND CODE

Safeguarding Awareness - HAF programme E-Learning course can be accessed via [Basic Safeguarding & Child Protection Awareness- HAF Programme \(theeducationpeople.org\)](https://theeducationpeople.org/basic-safeguarding-and-child-protection-awareness-haf-programme)

This is intended to be an introductory safeguarding E-Learning course to ensure that all staff have the essential knowledge and skills needed to recognise, report and record child safeguarding concerns and this course highlights the local Kent processes. Please enter the following voucher code at the checkout to access this training for free: **HAF 24**. Please note this code must not be shared with anyone outside your organisation. If you or your staff have any questions regarding the content covered within the course, please contact the Education Safeguarding Service directly: EducationSafeguardingTD@kent.gov.uk. For any technical queries, for example accessing the course or downloading certificates, please contact cpd@theeducationpeople.org

We would expect every staff member to undertake this training and ask that you include this E- Learning as part of any new staff members induction.

Medication Forms

If you have a child who will need medication during their time at your programme, either as a planned course, for example antibiotics, as a preventative measure, for example inhalers, or as an emergency backup, for example EpiPen, insulin or other emergency medication, please ensure that you have the written permission of the

family to administer this, and that any use of the medication is recorded with dates, time, and dose and signed appropriately by two members of staff, and then by the parent upon collection. Please consider how you store any medication, emergency medication needs to be accessible and available to the adult who is responsible for the child during the programme.

Autism Trust Training – save the dates!

We have been fortunate to have been offered a training session for HAF Partners to support with staff training and development. The same training will be offered on two dates:

Saturday 8th June, 10am to 1pm

Tuesday 11th June, 10am to 1pm

Each partner will be able to send two members of staff for each site from which they operate. Further details of venues will be available in due course.