
















Department
for Education



Coventry Holiday Activities and Food Provider Toolkit 2024



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Welcome

As a trusted and valued Service Provider of Coventry HAF, we know you play a vital role in helping us to bridge the holiday experience gap that exists for so many families receiving benefits related free school meals and other families. This toolkit offers a comprehensive guide, designed to facilitate smooth collaboration and efficient service delivery. As a valued partner in our operations, your role is pivotal in ensuring club activities run seamlessly and meet the highest standards of quality and timeliness.

Contained within these pages are checklists crafted to assist you in planning and delivering your programmes effectively. These checklists are tailored to various aspects of club activities, covering everything from policies and insurance to food, activities, and marketing. They serve as valuable tools to help you navigate the intricacies of our requirements, ensuring clarity and alignment every step of the way.

Purpose

This structured and concise format provides a clear overview of the programme, its objectives, target audiences, and checklists for effective implementation. It also highlights the importance of the Service Providers' role in ensuring the success of the Coventry HAF Programme.

Implementation Guide

We encourage you to utilise the checklists provided to incorporate them into your operational processes and ensure all aspects of the programme are covered. For any questions or further clarification, please contact the Coventry HAF Team at haf@coventry.gov.uk

Conclusion

Thank you for your dedication and commitment to our partnership. Together, we can achieve outstanding results and deliver exceptional outcomes for our children, young people and their families.

Background

The Department for Education (DfE) confirms the funding available to Coventry annually. This funding enables the Council to deliver holiday programmes during the Easter, Summer and Christmas school holidays. As part of the HAF Programme, HAF Providers deliver sessions for a minimum of four hours, with at least 60 minutes of physical activity each session, nutritional education and fun, enriching activities, and a meal meeting the school food standards.

Objectives

The main objectives are to support the physical, mental, and social wellbeing of children and young people in Coventry by providing enriching activities and nutritious food.

Target Audiences/Eligibility

Coventry HAF is aimed at:

- Children and young people eligible for or receiving benefit-related free school meals
- Children and young people from 'vulnerable' households, including those:
 - Known to Children's Social Care (Children in Care, Child Protection Plan/Children in Need Plan)
 - Assessed (through an early help assessment) to be in financial hardship
 - Part of the Ukrainian Family Scheme or the Home for Ukraine programme
 - Children and young people in Years 12-13 are eligible if they are in receipt of benefits-related free school meals and either have an Education Health and Care Plan or are receiving SEN support at their place of education

Additionally, Coventry City Council supports families not eligible for the HAF Programme by signposting to other activities via our website.

DfE’s Holiday Activities and Food Guidance

What is the Holiday Activity & Food programme?

Research has shown that the school holidays can be pressure points for some families. For some children that can lead to a holiday experience gap. Children and young people from low-income households are:

- Less likely to access organised out-of-school activities
- More likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health
- More likely to experience social isolation

The HAF programme is a response to this issue. Evidence shows that free holiday clubs can have a positive impact on children and young people. They work best when they:

- Provide consistent and easily accessible enrichment activities
- Cover more than just breakfast or lunch
- Involve children and parents in food preparation
- Use local partnerships and connections, particularly with the voluntary, community and faith sector

Aims of the HAF programme

There are many benefits for children and young people who attend the programme. We want to encourage all HAF Providers to ensure a high-quality experience that will result in children:

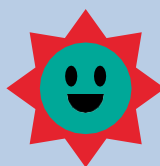
Receiving healthy and nutritious meals



Maintaining a healthy level of physical activity



Being happy, having fun and meeting new friends



Developing a greater understand of food, nutrition and other health-related issues



Taking part in fun and engaging activities that support their development



Feeling safe and secure



Getting access to the right support services



Returning to school feeling engaged and ready to learn



Families can also benefit, when the HAF delivery partners include their needs in planning and delivering their programme. This could be through:

- Providing opportunities to get involved in cookery classes
- Ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities

Key Policies and Information

This section is dedicated to key policies and information which will support your planning and delivery. Clear understanding and adherence to these policies are fundamental to maintaining our standards of excellence.

By familiarising yourself with this information, you will be well-equipped to align your operations with our goals, uphold compliance, and deliver exceptional programmes consistently.





Please take the time to review each policy and piece of information carefully. Should you have any queries or require further clarification on any aspect, our team is readily available to assist you. Together, let's uphold the highest standards of integrity, efficiency, and reliability as we collaborate to achieve our shared objectives.

- [Coventry HAF webpages](#)
- [HAF Programme Guidance from the DfE](#)
- [Local Authority Designated Officer \(LADO\) – concerns about a practitioner working with children](#)
- [Multi-Agency Safeguarding Hub \(MASH\) and how to report a safeguarding concern](#)
- [Coventry - Young Persons Guide to Safeguarding](#)
- [Child Friendly Cov – our approach for Coventry to be the best place for children and young people](#)
- [SEND local offer of support and services](#)
- [Coventry Family hubs](#)
- [Cost of living and wellbeing support](#)
- [Coventry social supermarkets & food banks](#)
- [Coventry Family Information Directory](#)
- [Coventry City Council's Data Protection approach](#)
- [Coventry City Council's vision and plan-2022-2030](#)



Booking System and Processes

All Coventry HAF providers use our centralised HAF EEQU booking system to:

 <p>Create a high-quality listing</p> <p>Ensure it is attractive to parents and contains full details about the activities, staff and organisation</p>	 <p>Review and approve bookings</p> <p>Manage bookings from parents/carers and young people, and referrals from the Council, schools or other professionals</p>	 <p>Complete an online register</p> <p>Record attendance and non-attendance of children, young people and families who have booked a place at the provision promptly at the end of each day</p>	 <p>Follow-up on non-attendance</p> <p>Engage with parents and young people to provide support and maximise future attendance</p>
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Attendance registration is essential as it allows the software to accurately collate and record information about each participant and facilitates the programme monitoring and evaluation requirements outlined in this toolkit.

Providers shall work in partnership with the HAF programme team to develop or implement systems that will improve the booking, referral and service eligibility checking process for the HAF programme.

During the programme mobilisation period, the council will confirm any additional arrangements that will be in place to:

- Manage the 15% of free places available to non-FSM eligible children
- Ensure eligibility: Help ensure only eligible children, young people and families are accessing free places on the programme
- Maximise reach: Help ensure the programme is reaching the most children, young people and families

The Club has:	In Place	Action
Published a listing which is accurate and informative	<input type="checkbox"/>	
Accepted bookings in a timely manner	<input type="checkbox"/>	
Marked the register on system on the day of the session	<input type="checkbox"/>	
Chased non-attendance each day	<input type="checkbox"/>	

Data Collection, Monitoring and Evaluation

Providers must collect a specific set of data throughout the programme. All information must be collected and stored in line with the General Data Protection Regulation (GDPR) requirements.

In order to monitor service activity, derive as much learning as possible about the programme and provide regular reports to Council staff and the Department for Education, the HAF programme team supplies a template for providers to collate and report on the following after each holiday period:

- Number of unique children and young people that attend a place at the holiday club
- Number of parents / carers that participated in the programme
- Feedback from participants, their families and carers
- Case studies and particular highlights

All data in relation to children and young people who participate in a HAF programme will be collected from the centralised booking system and it is therefore mandatory for providers to ensure session details, registers and food provision information is recorded accurately and in a timely fashion.

Weekly reports on bookings and attendances will be reviewed by the HAF delivery team and issues will be raised with providers to resolve them as soon as is practically possible. Providers should proactively monitor bookings and attendances and take steps to address any issues routinely.

Where necessary the HAF programme team may ask providers to supply additional information or complete / circulate surveys.

Service providers must allow the HAF programme team or other authorised Council officers access to the holiday club to observe the provision.

Upon request, the service provider shall make available individual site and activity risk assessments or policies and procedures, invoices, staff certification, etc.

The service provider shall comply with any such further monitoring provisions as Coventry City Council may reasonably require during the period of the contract.



Marketing and Communications

Marketing Materials

We will provide digital marketing materials for you to use and share such as logos, posters, flyers and social assets, ahead of each holiday programme to help you advertise your clubs. You will be able to access these on the [Coventry HAF webpages](#).

You can use your own posters and visuals to promote your offer, although as a minimum requirement, we ask you to add the Department of Education and the Coventry City Council logos to each of your marketing materials, to show families that you are part of the Coventry HAF programme.

We recommend you amplify your HAF provision locally, by attending community events and speaking to families, building relationships with local schools, and building an online presence, to identify eligible children and young people in your area and show what you can offer eligible families.

Social Content

Tag [@CoventryHAF](#) on Facebook and [@haf_coventry](#) Instagram so we can re-share your posts to show our target audiences what activities your clubs offers to children and young people.

We encourage you to use the hashtag [#HAF2024](#) during the HAF Easter, summer and Christmas 2024 school holidays, as the Department of Education will be monitoring these posts and it will also help market your provision.

We also encourage you to use the hashtag [#CoventryHAF](#), as the team will be able to see your club offer and we can re-share your posts to help market your provision as well.

Social Media Template Posts for HAF Holidays

Before bookings go live

Bookings for our funded [@CoventryHAF](#) holiday clubs go live on [X]! [#HAF2024](#)

If your child is eligible for HAF, you can book using our [booking system](#).

Find out more: [Coventry HAF webpages](#)

When bookings go live

We are offering funded holiday club spaces with [@Coventry HAF](#) that are now live to book! [#HAF2024](#)

Eligible children and young people can be booked a space at our HAF clubs using our [booking system](#)

Find out more: [Visit - Coventry HAF webpages](#)

Timeless social media copy

To be posted in between holidays if applicable. Please adjust accordingly.

- Come and join our HAF clubs! We are offering exciting activities such as [X], [X], and [X], supporting eligible children and young people's physical, mental and social wellbeing with [@CoventryHAF](#)

Find out more: [Visit - Coventry HAF webpages](#)

- We are a [@Coventry HAF](#) provider that [insert a bit about you], helping to support families and children's physical, mental and social wellbeing through activities such as [X], [X] and [X]!

Find out more: [link to your website or [Visit - Coventry HAF webpages](#)

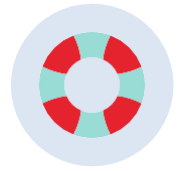
Checklists Introduction

Planning, preparing and delivering successful HAF clubs require lots of elements to come together seamlessly and keeping track of those elements can be tough.

Checklists serve as invaluable tools in ensuring thoroughness, consistency, and accuracy, providing a structured framework to systematically review and verify tasks, processes, and requirements.

These lists are not exhaustive and are designed as a guide for the minimum standards expected from our Coventry HAF Providers.





Provider Policies and Insurance

Providers must demonstrate that they have relevant and appropriate policies and procedures regarding safeguarding, health and safety, insurance, accessibility, and inclusiveness. **(Providers responsibility to ensure policies are in date)**

The Club has:	In Place	Action
Safeguarding Policy (Copy required with annual review date)	<input type="checkbox"/>	
A Health and Safety Policy (Copy required with annual review date)	<input type="checkbox"/>	
Food Business Registration (Include no: if applicable)	<input type="checkbox"/>	
Completed activity and venue risk assessments (Copy required per club/activity/trip)	<input type="checkbox"/>	
Trip's – Any additional policies (Ie Go Ape/The Beach)	<input type="checkbox"/>	
A Child Protection Policy	<input type="checkbox"/>	
A Mobile Phone Policy	<input type="checkbox"/>	
A Complaint's Policy	<input type="checkbox"/>	
A business continuity plan for the programme	<input type="checkbox"/>	
A Photography/Videography Policy	<input type="checkbox"/>	
A Prevent Duty Policy	<input type="checkbox"/>	
A Privacy Policy/GDPR Policy	<input type="checkbox"/>	
A Recruitment Policy	<input type="checkbox"/>	
A Whistleblowing Policy	<input type="checkbox"/>	
An Anti-Bullying Policy	<input type="checkbox"/>	
An Employee Code of Conduct	<input type="checkbox"/>	
An Equality and Diversity Policy	<input type="checkbox"/>	
An Inclusion and Accessibility Policy	<input type="checkbox"/>	
Completed activity and venue risk assessments	<input type="checkbox"/>	
Ofsted Registration (if applicable)	<input type="checkbox"/>	

Public Liability Insurance and Employer's Liability Insurance policies – current and with sufficient cover	<input type="checkbox"/>	
Read and implemented the HAF Safeguarding Policy	<input type="checkbox"/>	

Key Club Visuals



In today's dynamic environment, clear and engaging visual displays play a crucial role in conveying information, enhancing understanding, and promoting engagement. This checklist serves as a guide to ensure that our visual displays are informative, accessible, and aligned with the HAF Programme goals. This information should also be sent digitally to parent/carers.

The Club has the following on physical display:	In Place	Action
Complaints procedure	<input type="checkbox"/>	
Contact information for the lead for your HAF club	<input type="checkbox"/>	
Designated Safeguarding Lead name and how to contact them	<input type="checkbox"/>	
Engaging family session details (signposting, referrals, nutritional education)	<input type="checkbox"/>	
Fire assembly point	<input type="checkbox"/>	
First Aider/s name and location of kit	<input type="checkbox"/>	
Funded by DfE and Coventry HAF logos	<input type="checkbox"/>	
GDPR Policy	<input type="checkbox"/>	
Menu for the programme	<input type="checkbox"/>	
Notice to parents, for example when children/young people need to wear specific clothing for activities or to bring sunscreen for trips, etc.	<input type="checkbox"/>	
Ofsted Certificate (if registered)	<input type="checkbox"/>	
Photography/videography Policy (Identification)	<input type="checkbox"/>	
Programme timetable	<input type="checkbox"/>	



Staff Training and Information

This checklist serves as a systematic tool to ensure that staff receive the essential skills, knowledge, and procedures needed to deliver successful HAF Programmes. By following a structured checklist, providers can effectively onboard new staff members, standardise training across teams, and monitor progress to ensure consistent skill development and compliance with HAF Programme standards. This approach promotes a culture of continuous improvement across our HAF Programmes.

The Club has information on display the following:	In Place	Action
A single Central Record (For example - CPOM's)	<input type="checkbox"/>	
At least one DSL with appropriate training	<input type="checkbox"/>	
Conducted regular drills and training sessions on emergency preparedness, ensuring staff are knowledgeable about evacuation procedures, contacting emergency services, and maintaining calm during crisis situations	<input type="checkbox"/>	
Ensured all staff have undertaken an induction session at the venue prior to delivery of the HAF Programme	<input type="checkbox"/>	
Familiarised staff with club policies and operational procedures, covering topics such as attendance, supervision ratios, handling emergencies, use of facilities/equipment, and administrative protocols	<input type="checkbox"/>	
Provided guidance on building positive relationships with parents/guardians, discussing effective communication strategies, involving parents/guardians in club activities, and addressing parental concerns or feedback	<input type="checkbox"/>	
Provided staff with training on understanding child/young person development stages and behaviors and are equipped with strategies for positive behavior management, conflict resolution, and promoting social-emotional skills	<input type="checkbox"/>	
Staff that are trained in planning and facilitating activities. Include guidance on selecting activities that promote physical fitness, creativity, skill development, and social interaction.	<input type="checkbox"/>	
Staff trained as Fire Wardens	<input type="checkbox"/>	
Staff trained in First Aid	<input type="checkbox"/>	
Supported ongoing professional development opportunities for staff, offering training workshops, webinars, and resources to enhance skills	<input type="checkbox"/>	

The Club has information on display the following:	In Place	Action
<p>Trained staff on child protection policies and procedures, providing training on recognising signs of abuse or neglect, reporting protocols, and maintaining confidentiality. Staff understand their roles and responsibilities in safeguarding children and are trained to at least Level 2 in safeguarding.</p>	<input type="checkbox"/>	
<p>Trained staff on inclusivity, diversity, and cultural sensitivity. Staff are able to accommodate children/young people with diverse abilities, backgrounds, and learning styles, creating an inclusive environment where all children/young people feel valued and supported.</p>	<input type="checkbox"/>	



Safeguarding



Safeguarding and promoting the welfare of children is everyone's responsibility. We want every HAF club to be a safe and happy place for children and young people to be and for parents, carers and families to feel confident that their child/young person is well looked after and that robust safeguarding arrangements are in place.

As set out in [working together to safeguard children](#), safeguarding is defined for the purposes of this guidance as:

- Protecting children/young people from maltreatment
- Preventing impairment of children's/young people's mental and physical health or development
- Ensuring that children/young people grow up in circumstances consistent with the provision of safe and effective care
- Taking action if you identify children/young people to be at risk of harm

The Club has:	In Place	Action
A clear understanding of which children/young people can travel home alone at the end of the session and a system for ensuring children/young people being collected only leave with an adult the parent/carer has designated	<input type="checkbox"/>	
A process for recording and monitoring safeguarding concerns or complaints	<input type="checkbox"/>	
A uniform or lanyard which makes staff identifiable to children/young people and families	<input type="checkbox"/>	
All staff and volunteers in regular contact with children, young people, and their information have an enhanced DBS certificate in place (conducted by the organisation and no more than 3 years old)	<input type="checkbox"/>	
Appropriate ratios of paid staff to children and young people	<input type="checkbox"/>	
At least one Designated Safeguarding Lead (DSL) with a current qualification	<input type="checkbox"/>	
Certificates for L2 safeguarding training for all staff working directly with children and young people	<input type="checkbox"/>	
Clear induction processes for new starters	<input type="checkbox"/>	
Clear procedures on how to raise concerns about unacceptable behaviour by staff/volunteers	<input type="checkbox"/>	
Confidential data secured securely	<input type="checkbox"/>	

The Club has:	In Place	Action
Consent for photography/videography for every participant	<input type="checkbox"/>	
Delivered appropriate training for all staff to deliver activities prior to commencement of the programme	<input type="checkbox"/>	
Implemented policies in day-to-day operations	<input type="checkbox"/>	
Parent/carer consent and emergency contact details for every participant, and readily available	<input type="checkbox"/>	
Read and understood Coventry's LADO procedure	<input type="checkbox"/>	
Sessions delivered by appropriately qualified, competent individuals and regularly monitored	<input type="checkbox"/>	
Staff supervisions in place (including for the programme lead)	<input type="checkbox"/>	
Staff alert to identify signs of child/young person neglect/abuse	<input type="checkbox"/>	



Equality and Inclusion



Under the Equality Act 2010, there is a responsibility to protect individuals from discrimination and ensure that no service user is discriminated against (indirectly, directly or by association) on the grounds of:

- Age
- Disability
- Gender Reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics
- Taking steps to meet the needs of people from protected groups due to their protected characteristics (i.e. culturally appropriate meals)
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The Club has:	In Place	Action
An inclusion strategy	<input type="checkbox"/>	
Celebrated and respected diversity in all its forms, including race, ethnicity, culture, religion, language, and socioeconomic background. Activities and materials should reflect and respect the diversity of the children / young people and families involved	<input type="checkbox"/>	
Created a supportive and non-judgmental environment where children feel encouraged to participate and express themselves. Foster positive peer interactions and teamwork.	<input type="checkbox"/>	
Established a structured routine or schedule for activities. Consistency and predictability can help children/young people feel more comfortable and engaged	<input type="checkbox"/>	
Opportunities for participation that are non-competitive	<input type="checkbox"/>	
Planned activities that encourage participation from all children, regardless of their abilities. Incorporate cooperative games, sensory activities, creative arts, and opportunities for social interaction	<input type="checkbox"/>	
Recognised and accommodated the individual needs and preferences of each child/young person. Provide personalised support and adaptations to ensure that all children/young people can participate fully in activities	<input type="checkbox"/>	

The Club has:	In Place	Action
Separate spaces for quiet time and for movement needs	<input type="checkbox"/>	
Social activities that can include people with SEND	<input type="checkbox"/>	
Incorporated inclusive language and communication strategies that are accessible to all children/young people, including those with speech or language challenges. Visual aids, gestures, and alternative communication methods should be utilised as needed	<input type="checkbox"/>	



Special Educational Needs and Disabilities (SEND)



We are ambitious for our children and young people with Special Educational Needs and Disabilities (SEND) in Coventry. Our vision is that Coventry is a place where children and young people with SEND are able to learn, achieve and thrive within local settings and communities to enable them to lead happy and fulfilling lives. This is so the cloud of limitation is lifted, and children and young people can enjoy an ordinary life. We believe in the powerful, transformative role that informal education can have in a child/young person’s life, both as a place for learning but also as a place for belonging.

We are committed to driving significant change to raise standards to provide the best, timely and responsive support for our SEND children/young people, working with parents, carers and HAF Partners as part of a process of rebuilding trust and providing an excellent service. Regarding SEND, the Equality Act 2010 requires us to make reasonable adjustments, including the provision of auxiliary aids and services for children and young people with disabilities to prevent them being put at a substantial disadvantage. These duties are anticipatory – that is they require thought to be given in advance to what children and young people with disabilities might require and what adjustments might need to be made to prevent that disadvantage.

Please follow this link to an example of the [Mencap Inclusive Toolkit](#) for more information on how this can be achieved.

The Club has:	In Place	Action
Premises and Facilities		
A well-defined emergency response plan that covers evacuation procedures	<input type="checkbox"/>	
Accessible toilets with access signs	<input type="checkbox"/>	
Ensured that all facilities are accessible this includes wheelchair accessibility via ramps or lifts	<input type="checkbox"/>	
Implemented appropriate safety measures for each activity. Ensure adequate supervision, use of safety equipment as needed, and awareness of any medical considerations or allergies	<input type="checkbox"/>	
Information about services for people with SEND is on display	<input type="checkbox"/>	
Club Activity		
Ensured that all activities and facilities are accessible to children with varying abilities. This includes wheelchair accessibility, sensory-friendly environments, and clear communication methods	<input type="checkbox"/>	
Provided clear and concise instructions for each activity. Use visual aids, demonstrations, and simple language to enhance understanding	<input type="checkbox"/>	

The Club has:	In Place	Action
Tailored activities to accommodate different sensory, cognitive, and physical challenges. Provide options for participation and adapt activities as necessary	<input type="checkbox"/>	
Communication Material		
Appropriately sized and spaced font styles	<input type="checkbox"/>	
Easy to understand wording in both verbal and written instructions	<input type="checkbox"/>	
High colour contrast on written materials	<input type="checkbox"/>	
Produced and made available information about opportunities for all	<input type="checkbox"/>	
Reflected the diversity of your Club through your printed materials and displays	<input type="checkbox"/>	
Regular updates to families about their child / young person's day	<input type="checkbox"/>	
Soft white or off-white paper colour for written materials	<input type="checkbox"/>	
Text description to explain photos	<input type="checkbox"/>	
Translated versions of information where possible	<input type="checkbox"/>	
Staff		
Ensured that staff members are trained in understanding and supporting the needs of children with special needs. This includes knowledge of specific disabilities, communication strategies, and behavior management techniques	<input type="checkbox"/>	
Sufficient staffing ratios for the needs of the children / young people participating	<input type="checkbox"/>	

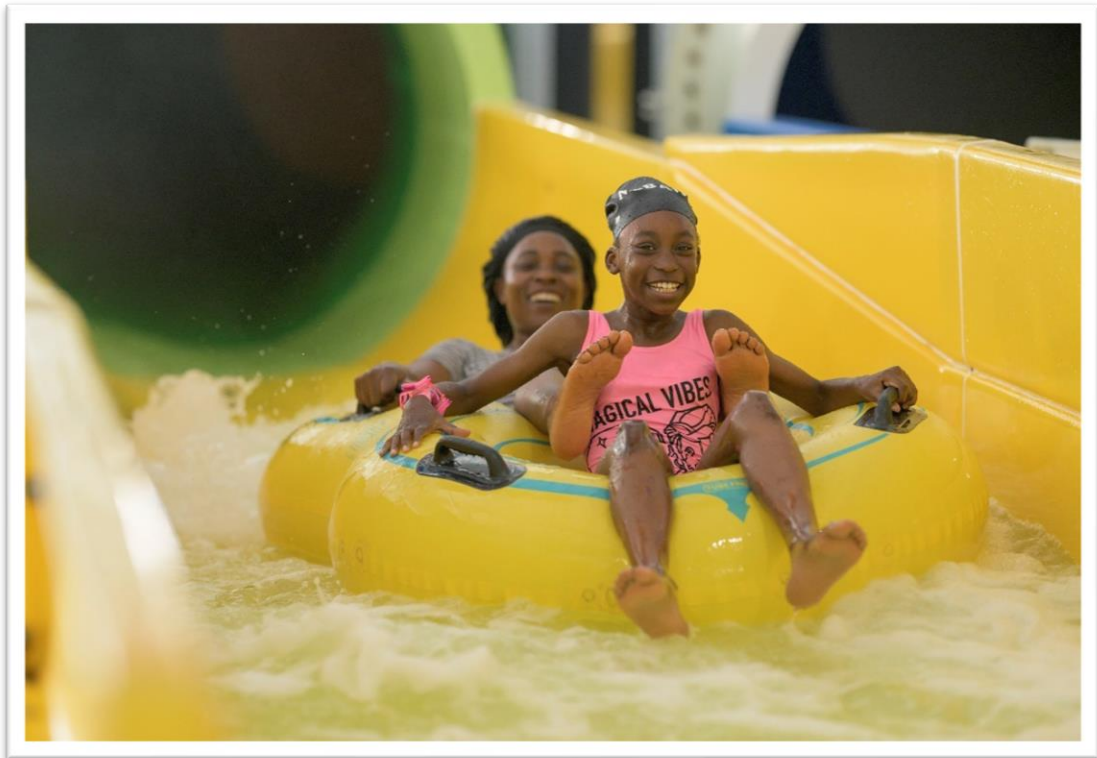
Health and Safety



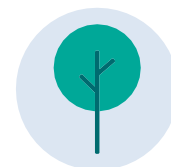
This Health and Safety checklist is a practical tool designed to ensure the well-being and security of everyone involved in your HAF delivery. By following this guide as a minimum, we can maintain a safe environment, prevent accidents and uphold the highest standards of care for children, young people, their families and your staff.

The Club has:	In Place	Action
A clear process of identifying children/young people with allergies and intolerances at mealtimes	<input type="checkbox"/>	
A food hygiene rating of at least 4, including for any external catering partners	<input type="checkbox"/>	
A venue which is appropriately sized for the number of children/young people enrolled in the club. The venue should comply with Health & Safety regulations	<input type="checkbox"/>	
Appropriate communication methods in place for staff to call for assistance across large sites i.e. communication radios	<input type="checkbox"/>	
Arrangements to disseminate and administer medications (where appropriate and where training has taken place)	<input type="checkbox"/>	
Designated Club entrance/exit points	<input type="checkbox"/>	
Exact attendance data of children, young people, and staff for each session, at any given time.	<input type="checkbox"/>	
First Aid box(es) and a sufficient number of qualified First Aiders in every session and on each trip	<input type="checkbox"/>	
Hand sanitisation access during activities and before meals	<input type="checkbox"/>	
Level 2 Food Safety Accredited Certificates for staff preparing or distributing food	<input type="checkbox"/>	
Medical/safeguarding/dietary information and contact details are collected and shared on a need-to-know basis and are made available to those delivering sessions in case of emergency	<input type="checkbox"/>	
Premises with satisfactory fire regulations and trained designated fire wardens on site during each session	<input type="checkbox"/>	
Procedures for reporting and responding to injuries or accidents that occur within club time, including parents/carers being notified	<input type="checkbox"/>	
Ramp access, lifts and other adjustments for wheelchair users	<input type="checkbox"/>	

The Club has:	In Place	Action
Registration details, including emergency contact details and medical information for every participant	<input type="checkbox"/>	
Risk assessments for the venue, activities and trips, including travel to/from venue	<input type="checkbox"/>	
Suitable toilet facilities	<input type="checkbox"/>	



Environment and Sustainability

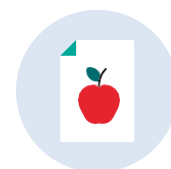


Coventry City Council is committed to sustainable development practices and believes it is important for HAF clubs to consider sustainable practices and their impact on the environment. We strongly encourage HAF clubs to make their own judgements on how sustainable development can be reflected in their ethos, day-to-day operations and throughout the delivery of their HAF programmes.

The list below is not exhaustive and HAF clubs are encouraged to reflect on their settings and consider ways that their HAF programmes can be more environmentally friendly and sustainable.

For more information visit.....

The Club has:	In Place	Action
A menu that features a meat free day each week	<input type="checkbox"/>	
A partnership in place with a surplus food/ingredients organisation such as: <ul style="list-style-type: none"> • Coventry Food Bank • The Trussel's Trust Coventry • Foleshill Community Centre Social Supermarket Foleshill Community Centre Telephone number: 024 7668 2749	<input type="checkbox"/>	
A strategy to minimise food wastage	<input type="checkbox"/>	
Climate education and learning opportunities included in the programme	<input type="checkbox"/>	
Ensured minimal use of single-use plastics throughout your programme i.e. disposable cutlery, water bottles and carrier bags	<input type="checkbox"/>	
Opportunities for participants to engage with nature and biodiversity	<input type="checkbox"/>	
Promoted active transport such as walking, cycling or public transport	<input type="checkbox"/>	
Used local and sustainable suppliers to reduce emissions within the supply chain and support community wealth building in the borough	<input type="checkbox"/>	
Woven the Reduce, Reuse, Recycle theme throughout the programme	<input type="checkbox"/>	



Nutritional Education

Providers must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children and young people. These do not need to be formal learning activities and could for example include activities such as:

- 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

We expect HAF providers to make available weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together.

For great ideas on how to include nutritional education in your activities:

- [Coventry HAF Provider Nutritional Education Toolkit](#)
- [Helping children to love new foods - TastEd](#)

The Club has:	In Place	Action
Co-designed nutritional education sessions with children, young people and their families	<input type="checkbox"/>	
Daily nutrition education sessions planned which are age appropriate	<input type="checkbox"/>	
Included food and nutrition as part of other enrichment activities	<input type="checkbox"/>	
Planned food tasting sessions	<input type="checkbox"/>	
Planned information sessions for families – recipes or where to source low-cost food (Sessions or handouts)	<input type="checkbox"/>	
Planned practical cooking sessions for children/young people	<input type="checkbox"/>	
Planned practical cooking sessions for families	<input type="checkbox"/>	
Planned quizzes and games to ensure these learning opportunities are fun	<input type="checkbox"/>	

Food Provision



Providers must provide at least one main meal a day (breakfast, lunch or dinner) and all food provided at the holiday club (including snacks) must meet [school food standards](#).

Our expectation is that the majority of food serviced by providers should be hot. However, we acknowledge that there will be occasions when this is not possible and cold food should be used where appropriate.

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

External food providers

HAF Providers should ensure that the food providers they work with are 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. Further information is available at [food business registration \(Food Standards Agency\)](#). Please speak to the HAF Team if you have any questions on this.

Natasha's Law

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS).

Providers should take the time to read the guidance on the [Food Standards Agency](#) website and ensure that all food provision for the HAF programme meets these requirements.



The Club has:	In Place	Action
Ensured that all food provided meets school food standards (Department for Education)	<input type="checkbox"/>	
Staff eat the same food as children/young people and model positive attitudes to food provided	<input type="checkbox"/>	
Staff to sit down with the children during mealtimes and engage with the children	<input type="checkbox"/>	
Co-designed the snacks and meals on offer with children and young people	<input type="checkbox"/>	
Clear snacks and meals distribution protocol	<input type="checkbox"/>	
Designated snack and meal times	<input type="checkbox"/>	
Drinking water always available and accessible	<input type="checkbox"/>	
Ensured that snacks or meals are served under adult supervision to monitor portion sizes, prevent choking hazards, and address any spills or accidents promptly	<input type="checkbox"/>	
Main meals are hot. A cold packed lunch is acceptable on trips and visits	<input type="checkbox"/>	
Menu's which have been signed off by the Coventry HAF team's nutritionist	<input type="checkbox"/>	
Obtained information from parents/guardians regarding any allergies, intolerances or any other dietary restrictions of the children, ensuring that snacks or meals provided are safe for all participants and accommodate various dietary needs (e.g., gluten-free, dairy-free, vegetarian)	<input type="checkbox"/>	
Offered snacks and meals that are nutritious and align with School Food standards for children, including a variety of food groups such as fruits, vegetables, whole grains, and protein sources to promote balanced nutrition	<input type="checkbox"/>	
Respected cultural and religious dietary practices observed by children and families, avoiding serving foods that may conflict with dietary restrictions based on cultural or religious beliefs	<input type="checkbox"/>	
Served appropriate portion sizes suitable for children's ages and appetites, avoiding excessive servings that may lead to food waste or overconsumption	<input type="checkbox"/>	
Snacks which meet school food standards Menu is displayed to parents on arrival desk with all allergens highlighted (14 major allergies listed here)	<input type="checkbox"/>	



Enriching Activities

HAF clubs must provide fun and enriching activities that provide children and young people with opportunities to:

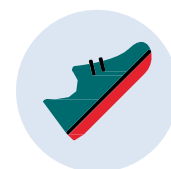
- Develop new skills or knowledge
- Consolidate existing skills and knowledge
- Try out new experiences
- Have fun and socialise

This could include but is not limited to:

- Physical activities, for example football, swimming, table tennis or cricket
- 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

The Club has:	In Place	Action
Co-designed activities with children and young people	<input type="checkbox"/>	
Designed activities that promote learning and skill development. Incorporate activities that stimulate cognitive, social, emotional, and physical growth	<input type="checkbox"/>	
Ensured activities are engaging and fun for children/young people. Incorporate interactive elements, games, challenges, and hands-on experiences to maintain interest and enthusiasm	<input type="checkbox"/>	
Ensured activities are inclusive and accessible to children/young people of diverse abilities, backgrounds, and interests. Provide options or adaptations to accommodate individual needs and preferences	<input type="checkbox"/>	
Incorporated free play into each day	<input type="checkbox"/>	
Offered a variety of activities to cater to different interests and learning styles, including activities related to arts and crafts, sports, STEM (science, technology, engineering, mathematics), nature exploration, music, and cultural activities	<input type="checkbox"/>	
Opportunities to engage with nature and biodiversity	<input type="checkbox"/>	
Tailored activities to the age and developmental level of the children/young people involved, considering their abilities, interests, and attention spans to ensure activities are age-appropriate and enjoyable	<input type="checkbox"/>	

Physical Activities

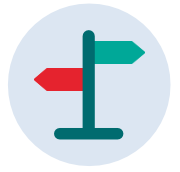


HAF clubs must provide activities that meet the [physical activity guidelines](#) on a daily basis.

In line with those guidelines we expect:

- All children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day - 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

The Club has:	In Place	Action
60 minutes physical activity planned for every day	<input type="checkbox"/>	
Co-designed the physical activities with children and young people	<input type="checkbox"/>	
Considered weather conditions and environmental factors when planning outdoor activities, having contingency plans in place for inclement weather or extreme temperatures to ensure the safety and comfort of participants	<input type="checkbox"/>	
Encouraged active travel for staff and participants to attend the club and for local trips/visits	<input type="checkbox"/>	
Ensured activities are inclusive and accessible to children of all abilities, providing options or adaptations to accommodate diverse needs, such as modified equipment, alternative activities, or support from staff	<input type="checkbox"/>	
Ensured that equipment and facilities are safe, well-maintained, and appropriate for the activities being conducted. Regularly inspect equipment for wear and tear, and provide adequate space for activities to avoid overcrowding	<input type="checkbox"/>	
Offered a variety of activities to cater to different interests and preferences, including activities that promote cardiovascular fitness, strength, flexibility, coordination, and teamwork	<input type="checkbox"/>	



Signposting and Referrals

HAF providers should be able to provide information, signposting or referrals to other services and support that would benefit the children and young people who attend their provision and their families.

Extensive information is available at:

- [Coventry Family hubs](#) - welcoming places where children, young people and families of all ages can seek help and support
- [Cost of living and wellbeing support](#) – significant information about a wide range of financial and wellbeing support
- [Coventry food venues](#) – social supermarkets, food hubs and foodbanks

Sessions with children, young people and parents/carers could also be provided by:

- Citizen’s Advice
- School nurses, dentists or other healthcare practitioners
- Housing support officers
- Jobcentre Plus
- Organisations providing financial education
- Early years and childcare, including help to pay for childcare (such as Tax-Free Childcare)

The Club has adequate information to refer families to:	In Place	Action
Coventry City Council HAF Support QR code on display (We will send this out prior to Winter)	<input type="checkbox"/>	
Coventry Family Hubs	<input type="checkbox"/>	
Citizen’s Advice	<input type="checkbox"/>	
Early years and wrap around childcare	<input type="checkbox"/>	
Employment support for older young people and families	<input type="checkbox"/>	
Family Information services	<input type="checkbox"/>	
Finance and Benefits related advice	<input type="checkbox"/>	
Social supermarkets, food clubs and foodbanks	<input type="checkbox"/>	
Further education and training for older young people and families	<input type="checkbox"/>	
Healthcare providers, including mental health support	<input type="checkbox"/>	
Housing, including repairs & maintenance	<input type="checkbox"/>	
Safeguarding – how to report concerns	<input type="checkbox"/>	

We value your commitment to excellence as a HAF Provider.

If you have any questions, feedback, or need further assistance,
please do not hesitate to reach out to us.

Our dedicated HAF Programme team is here
to ensure your success and address any concerns you may have.

You can contact us via HAF@coventry.gov.uk

Thank you for being part of our team.

We look forward to continuing our partnership together!



Department
for Education

