

Holiday Activities and Food (HAF)

Quality Assurance Tool Kit 2024

This framework will form Activate’s assessment of each venue and provider during HAF delivery.

For each column/HAF minimum standard,

HAF STANDARD	1 VERY POOR Failed to meet any of the standards and requirements set out in grant/tender documents.	2 POOR Partially met standards and requirements set out in the grant/tender documents, but overall was below expectations.	3 ACCEPTABLE Delivered as expected and met the standards and requirements set out in grant/tender documents.	4 GOOD Delivered above on some of the standards and requirements and met expectations in all other areas set out in grant/tender documents.	5 EXCELLENT Delivered above expectations on all of the standards and requirements set out in grant/tender documents.
PROVISION OF HEALTHY FOOD	Cold food provided does not always meet the Schools Food Standards or is insufficient quality or quantity for the children.	Food & drinks provided do not always meet the Schools Food Standards or is insufficient quality, quantity, or variety for the children and/or Food hygiene standards not always maintained	Food & drink meet Schools Food Standards. Quality, quantity, and variety is sufficient for the children attending. Food hygiene standards are maintained. Some systems in place to ensure food takes into account dietary, religious, or cultural requirements and to manage allergens.	Food & drinks provided meet Schools Food Standards, are varied and of consistently high quality. Children enjoy the meals. Food hygiene standards are consistently high. Systems in place to ensure food takes into account dietary, religious, or cultural requirements and to manage allergens. Both HAF-funded and non-HAF-funded children get the same experience. Most meals are hot.	As for GOOD plus: Children and young people have a significant input into the planning, preparation and serving of food. Mealtimes are social events during which staff act as role models.
FOOD BUSINESS REGISTRATION	The programme has failed in recording of food business practices. The provider is not registered as a food business at this venue and/or No staff or volunteers on site hold a level 2 Food Hygiene certificate	Good practices are in place but informal and perhaps inconsistent recording of information is apparent. Food hygiene standards are maintained.	The site is registered with Environmental Health, can show clear recording information of temperature, times, cleaning schedules and staff serving food are Food Hygiene Level 2 trained.	The site is registered with Environmental Health, can show clear recording information of temperature, times, cleaning schedules and staff serving food are Food Hygiene Level 2 trained. Environmental Health has NOT visited and confirmed good practice. Clear	The site is registered with Environmental Health, can show clear recording information of temperature, times, cleaning schedules and staff serving food are Food Hygiene Level 2 trained. Environmental Health has visited and confirmed good practice. All staff are aware of

				responsible staff member on site for food prep/recording. Food hygiene standards are maintained the main meal is hot.	the company policy when serving food. Food waste policy is in place. Food hygiene standards are maintained the main meal is hot.
ENRICHING ACTIVITIES	The activity programme is not specifically designed around the needs of the children and young people and/or Engagement is sporadic or low.	The activity programme is insufficient to engage the children or young people for the entirety of the planned day and/or Equipment and resources are insufficient.	The programme includes some opportunities to develop new skills or knowledge, try out new experiences, have fun and socialise. Children are having fun and engaging with activities.	Daily, high quality enriching activities offered. Activities help children develop new skills or knowledge, try out new experiences, have fun and socialise. Activities are age appropriate, varied and engaging and meet the specific needs of all participants.	As for GOOD plus: Children and young people have significant input into the planning and evaluation of activities. Engagement levels are high.
PHYSICAL ACTIVITIES	The activity programme is failing to provide sufficient opportunities for children to partake in and enjoy in at least 60 minutes of physical activity per day.	The activity programme provides at least 60 minutes of physical activity, but the activities are not meeting individual needs of all participants and/or No explanation is provided re the benefits of being physically active	The activity programme provides opportunities for all participants to take part in at least 60 minutes of physical activity Activities meet the needs of most of the children or young people. Children are having fun and engaging with activities.	The activity programme provides good quality, daily opportunities for all participants to take part in at least 60 minutes of physical activity. Activities are age appropriate, engaging, appeal to a range of interests and meet the specific needs of all participants. Participants are helped to understand the importance of being active.	As for GOOD plus: Children and young people have the opportunity to further their skills, gain awards or show case their skills to parents and carers. Barriers to participations are understood and removed. Families are supported and encouraged to find accessible ways to stay active in their community. Min 60 mins per day. Physical activity is linked to “healthy lifestyles”.
INCREASING AWARENESS OF HEALTHY EATING, HEALTHY LIFESTYLES, AND POSITIVE BEHAVIOURS	The programme includes no activities to help children to understand more about the benefits of healthy eating and nutrition, healthy lifestyles and exercise	The programme includes minimal activities to help children to understand more about the benefits of healthy eating and nutrition, healthy lifestyles and exercise	The programme includes at least a daily game or activity that extends or reinforces children’s understanding of the benefits of healthy eating and nutrition, healthy lifestyles and exercise. The programme includes access to guidance and advice on healthy choices, such as	The programme includes daily, high-quality learning activities that extend or reinforce children’s understanding of the benefits of healthy eating and nutrition, healthy lifestyles and exercise. The programme includes consistent and high-quality opportunities for children and families to access	As for GOOD plus: Sessions are led by staff or volunteers with specific expertise. Children and young people have a significant input into the planning. Children have opportunities to prepare meals/dishes that are healthy, affordable and nutritious.

			physical activity games with a “health” narrative.	guidance and advice and this might include recipe packs and hampers to take home with their child/ren.	Activities are age appropriate, varied and engaging
SIGNPOSTING & REFERRALS	<p>There is no evidence of signposting or referral activity at the setting or in correspondence.</p> <p>The programme offers no information, guidance, advice or resources on food education for parents and carers.</p>	<p>There is minimal evidence of the providers ability and readiness to sign post or refer families to help.</p> <p>The programme offers minimal information, guidance, advice or resources on food education for parents and carers.</p>	<p>Signposting materials are on display at the setting. Staff and volunteers would know how to refer families if they asked for help.</p> <p>The programme includes some access for parents and carers to information, guidance, advice or resources on preparing/ providing healthy, affordable and nutritious meals</p>	<p>Opportunities provided for families to discuss needs. Staff and volunteers are aware of family’s needs and actively help make connections between families and support groups, professional and voluntary services.</p> <p>Parents and carers are supported to prepare healthy, affordable and nutritious meals/dishes on site or at home with their child/ren.</p>	<p>As for GOOD plus:</p> <p>The provider invites local support groups and professionals to provide direct support and advice to families in person at the setting, online or by telephone.</p>
ENVIRONMENT AND SUSTAINABILITY	<p>There is no evidence that the organisation has considered how they can be more environmentally friendly and sustainable</p>	<p>There is minimal evidence that the organisation has considered how they can be more environmentally friendly and sustainable</p> <p>OR</p> <p>Some consideration but no actions have been taken</p>	<p>The organisation has taken some actions eg</p> <ul style="list-style-type: none"> • minimising the use of single-use plastics where possible • using locally sourced food and ingredients • making use of food surplus organisations growing fruit and vegetables and showing how they can be used and cooked 	<p>As for ACCEPTABLE plus:</p> <p>Children and young people are supported and encouraged to consider what steps they can take at home and in their communities to be more environmentally friendly</p>	<p>As for GOOD plus:</p> <p>The organisation has a range of recycling and compost facilities for waste</p> <p>The organisation has set up clothes/uniform banks and exchange schemes</p>
ACCESSIBILITY AND INCLUSIVENESS	<p>The setting is not inclusive and fails to try to understand an individual's specific needs.</p>	<p>The setting enables access to children and young people with specific needs but is not sufficiently supporting them.</p>	<p>The setting has an understanding of individual needs and is working to meet the specific needs of children and young people.</p>	<p>All children and families are made to feel welcome. The setting is working with closely with families/ professionals to understand children’s needs. Activities are adapted to meet individual needs as required</p> <p>Children and young people with specific needs are</p>	<p>As for GOOD plus:</p> <p>The activity programme is designed and delivered to a consistently high standard and is meeting the specific needs of all participants. Staff/volunteers have specific expertise/training.</p>

				supported well, enabling them to engage well with activities.	
HEALTH AND SAFETY POLICIES & PROCEDURES	Staff and volunteers are unaware of specific policies and/or relevant policies are not displayed or available to view at the setting.	Staff and volunteers' knowledge and/or implementation of policies is inconsistent.	The organisation has the appropriate policies, and all staff and volunteers have an awareness of them and can apply them. Staff are suitably Food hygiene/First Aid trained. Venue/activity risk assessments completed. Steps taken to ensure safety of children and reduce site access by unauthorised persons	The organisation has the appropriate policies, and these are well embedded, understood and implemented by all staff and volunteers, and communicated well to parents and participants. Venue/activity risk assessments completed and steps taken to address any risks identified. Staff are suitably Food hygiene/First Aid trained. Fire safety and evacuation plan, including daily onsite register of attendance, and staff aware of what to do in an emergency. Recording of more than one emergency contact number for each child, where possible, and any medical concerns or allergies.	As for GOOD plus: Children and young people are facilitated and supported to co-produce appropriate policies.
SAFEGUARDING	The provider fails to provide specific safeguarding training or support to staff and volunteers and/or The provider fails to safeguard children and young people in their care.	Insufficient safeguarding practices and policies are in place and/or Policies and procedures are not consistently understood or implemented by all staff and volunteers and/or The organisation does not have a sufficiently trained DSL on duty Safer recruitment practice and DBS checks in place for all staff and volunteers.	Sufficient safeguarding practices and policies are in place. All staff and volunteers understand their roles and responsibilities and have completed accredited training. A specifically trained, named DSL is on duty and contactable.	Robust procedures for dealing with safeguarding incidents in place and communicated to all staff/volunteers. All staff and volunteers understand their roles and responsibilities and have completed accredited training. Clear procedures on what to do if there are concerns about a staff member, volunteer or other adult who may pose a risk of harm to children The onsite team are support remotely by a specifically	As for GOOD plus: Sufficient safeguarding practices and policies are in place and all staff and volunteers understand their roles and responsibilities and have completed accredited training. Safeguarding policy must reference latest legislation updates (WTSC2023). A specifically trained DSL is always present. Site is secure.

				<p>trained DSL who is always contactable.</p> <p>Site is managed in such a way to maintain security to a high level.</p>	
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