This check list has been created for you to ensure you are prepared for your monitoring visit from local authority during your holiday activities and food programme delivery. all information required should be on site to enable the monitoring visit to be fully effective, being prepared for this visit could shorten the amount of time LA colleagues are needing to be on site and provide LA with time to look though document and complete a large part of the report with taking up playleaders time.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Documents** | **Check** |
| All staffs evidence of Safeguarding training | All Staff certificates  Safeguarding knowledge maybe explored verbally with staff members |  |
| All staff have been checked and vetted by the Disclosure and Barring Service (DBS), where appropriate | Single central record completed |  |
| What policies the provider has in place to ensure safeguarding incidents are dealt with robustly and rapidly | Recording format if concerns are raised  Referral details  ICO registration details |  |
| Enrichment  Copy of the planned timetable - explore why the provider has chosen these activities and that they are age appropriate for all children attending | Timetables  Children involvement  Downtime and fun included |  |
| Food provision | Menus (how are children involved in this ?  Food hygiene certificates for a minimum of one staff member and details of others in house training  What health and nutrition information is available for parents  Children registration details for allergens and dietary requirements |  |
| Physical activities | Knowledge and ability to verbally demonstrate what the physical activity guidelines include  Any posters displayed |  |
| Signposting | When is time taken to talk to parents  What support might have been requested by parent?  How are relationships formed? |  |
| Policies | Safeguarding  Recruitment of staff and volunteers  Health and safety  Relevant insurance policies  Accessibility and inclusiveness  **exploring arrangements for**  Mobile phones  Food safety  Risk assessments  Fire Marshall  First Aid (certificate to be available) |  |
| Occupancy | Be able to demonstrate HAF funded and non HAF funded children %  Have registers completed  Arrangements for non-attendance  Marketing and signage  Staffing  Job descriptions  CPD opportunities |  |