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  | TimetablesChildren 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  | SafeguardingRecruitment of staff and volunteersHealth and safetyRelevant insurance policiesAccessibility and inclusiveness**exploring arrangements for** Mobile phones Food safety Risk assessments Fire MarshallFirst 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 descriptionsCPD opportunities  |  |