



Holiday Activities and Food programme monitoring schedule

To meet the requirement placed on local authorities Hounslow will carry out visits to the providers they fund to be satisfied that the provision is suitable, and that the provider has everything in place to deliver a high-quality programme.

DfE recognise that each local authority will develop an individual approach and a proportionate system to monitor their HAF providers. It may not be necessary or proportionate to visit every provider during every holiday period and there are many ways that local authorities can keep in regular contact with providers. As a minimum, it is expected that an assurance visit would normally be made to new providers or to providers that have not been visited for more than 12 months.

DfE expect all providers who are funded through the programme to meet our framework of standards. Hounslow will conduct assurance visits focused on ensuring that providers can meet the HAF programme standards.

Although this is an assurance process to ensure it is robust it is subject to change and at any time the local authority can conduct monitoring visits during any delivery period.

New providers that have not previously delivered HAF in Hounslow	<p>New setting will receive a whole session Monitoring visit taking time to</p> <ul style="list-style-type: none">➤ talk to children➤ review paperwork➤ observe staff's interactions➤ Explore time tabled plans <p>The monitoring visit will take place early in the delivery period to identify any actions or raise concerns</p>
Providers that have had previous monitoring visits from Hounslow that had lower than good in any element of delivery	<p>If there were concerns raised around safeguarding at previous monitoring visits it will be expected that you can demonstrate the actions, you have taken to resolve these concerns</p> <p>Receive an action plan review to follow up on progress made against lower graded elements of the programme</p>
All HAF providers	will receive an annual monitoring visit