

Policies, Procedures and Registrations:

Important information for HAF providers

Ensuring children are safe in out of school provision

There has been a recent increase in the number of allegations of abuse and misconduct made against people working with children in out of school settings nationally.

- parents need to be aware of potential risks to their children and know how to minimise these risks
- providers need to know how to create safe environments, both for themselves and for the children that they work with.

What holiday schemes need: Protect yourself and your business

- Understand your duty to safeguard children and young people
- Develop safeguarding policies and procedures
- Implement safer recruitment practices
- Identify training needs
- Deal with a concern
- Know where to go for help and advice

Safeguarding policies and procedures

All clubs and organisations that work with children and young people must have a clear policy in place, available to parents and carers on request. Organisations should use the [Working Together to Safeguard Children](#) statutory guidance to inform the legal requirements of safeguarding children. The policy should include: the roles and responsibilities of various members of the organisation, the name of the person responsible for safeguarding and child protection; details of how they will respond and refer concerns about children. Reference to the 4 main types of abuse; physical, emotional, sexual and neglect should be included. The Policy should also include information about the organisation's/club's approach to bullying, recruitment and behaviour management.

Protecting children's health and welfare is a part of safeguarding, including ensuring children are safe and secure within the setting. Risk assessments must be completed and demonstrate how unwanted visitors cannot enter and children cannot leave the premises unsupervised. External doors must be secured at all times, including in shared buildings such as schools and during hot weather.

Staff must have received suitable First Aid training which covers the age range of children and young people attending the scheme. Ideally there should be at least one person onsite with a current Paediatric First Aid certificate (renewable every 3 years).

All staff and volunteers handling or preparing food must receive food safety training.

[First Aid \(paediatric\)](#)

[virtual College online courses](#)

[Food safety](#)

Writing a safeguarding policy

The following information will help with creating your organisations' safeguarding children policy and procedure:

[child protection and safeguarding](#)

[Keeping Children safe in Out of School Settings](#)

[Mobile phone, internet and camera policy guidance](#)

[out of school alliance](#) is an organisation supporting out of school and holiday care providers and members have the benefit of access to sample policies and procedures and business documentation as well as discounted insurance policies. (see *OOSA safeguarding sample policy 2022*)

Leicestershire HAF safeguarding policy and procedure checklist

Points to include in your written safeguarding policy and procedure:
• Read and refer to statutory guidance – “Working Together to Safeguard Children 2018”
• Named Designated Safeguarding Lead person (DSL)/ Deputies
• Named senior manager for allegations concerns
• Named Trustee / Governor / Proprietor for allegations against the most senior manager
• Local Authority Designated Officer (LADO) contact details: CFS-LADO@leics.gov.uk 0116 3054141
• Social Care referral details: Leicestershire First Response 0116 3050005
• Roles and responsibilities of DSL/Senior Manager/Gov etc set out
• Record keeping
• Safeguarding induction for new staff/volunteers
• Staff safeguarding training (every 3 yrs min)
• DSL safeguarding training (every 3 yrs min)
• Types of abuse: Physical, Emotional, Sexual, Neglect plus: Prevent (extremism), FGM, exploitation (County Lines), online safety, peer on peer abuse
• Receiving a disclosure procedure
• Whistleblowing
• How to refer concerns about a child
• How to refer concerns about an adult

Safer Recruitment

Are recruitment and selection procedures for both paid staff and volunteers designed to screen out and discourage those who are not suitable from joining your club/ organisation?

You need to be sure that all staff and volunteers who have direct contact with children are suitable.

[Safer recruitment](#)

[Guidance for Safer Recruitment](#)

[free DBS checks for volunteers](#)

Points to include in your safer recruitment policy:
• DBS checks /barred list check/employment history
• 2 x References
• ID checks etc

Are staff and volunteers appropriately trained?

Taking care of children and young people is a huge responsibility and it is important that staff are well trained, supported and have the necessary skills and experience to work with children. All staff and volunteers should have up to date safeguarding training which is refreshed at least every 3 years. Safeguarding procedures should be part of regular discussions amongst staff and volunteers during staff meetings and 1:1 supervision sessions.

Each holiday scheme must have a Designated Safeguarding Lead person who has received training for that role and refreshed every 2 years. There should be a deputy DSL who has also received the training and is able to take responsibility for dealing with and reporting safeguarding concerns in the absence of the DSL.

Allegations against staff or volunteers

The Safeguarding policy must contain a procedure for dealing with allegations against an adult working or volunteering with children and how to contact the local authority designated officer: [Leicestershire LADO](#)

Employers, Directors and managers should attend allegations management training to ensure clear processes are in place in case there are concerns about a member of staff or volunteer. Staff and volunteers should understand they can raise concerns about a manager/owner/director [Whistle Blowing](#)

Safeguarding training

[HAF Safeguarding training](#)

[Designated safeguarding Lead training](#)

other course dates are available:

[Early Years Inclusion and Childcare Service training](#)

[Leicestershire and Rutland Safeguarding Partnership learning](#)

Additional safeguarding requirements

A good policy should refer to other types of abuse; radicalisation, female genital mutilation, child exploitation and internet safety. Free e learning on these subjects is available:

[Prevent](#)

[FGM](#)

[County Lines](#)

[Child Sexual Exploitation](#)

Is there a written code of conduct?

There should be a written code of conduct or behaviour that clearly explains what is expected from everyone. Coaches and instructors can sometimes be stern to maintain group discipline or excitable to motivate children to stretch their performance. Children may be a little anxious of the challenges at times but should never be upset nor become fearful of the coach or the activity. Paid or volunteer, all coaches and instructors should act professionally and in a similar way you would expect from school teachers. Any unacceptable behaviour should be challenged and dealt with in a professional manner by the organisation.

[Sample Codes of Conduct](#)

Points to include in staff code of conduct:
• Standards of behaviour
• Dress and appearance
• Gifts, rewards
• Physical contact
• Intimate care
• Sexual conduct
• Photography
• Use of technology
• Use of social media
• Social contact with children and families
• Infatuations
• Offering lifts
• Home visits
• One to one situations
• Supervision of changing etc

Concerns, complaints

In order to ensure that you develop an open culture where children and staff feel able to express any concerns, it's important that your organisation has a procedure for dealing with complaints from a child, worker, volunteer, parent or carer.

You also need to make sure that you have the right insurance in place. This will depend on the type of activities that you provide.

[complaints procedure and template log](#)

Equality, Diversity and Inclusion

HAF schemes should aim to create an inclusive environment where all children are welcomed and supported to access activities without discrimination. A good inclusion policy will inform parents how the setting will meet the needs of children with SEND.

[Toolkit for engaging and supporting children with special educational needs and disabilities \(SEND\)](#)

[SEND/Inclusion](#)

Ofsted registration: A Guide for HAF Providers

Are you going to be delivering HAF or Holiday Care to children aged 5 to 8 years old in one place for more than 14 days in any 12 months?

Are you going to be delivering more than 2 activities as part of your holiday programme?

(HAF provision should include physical activities, enriching activities and nutritional education which Ofsted count as separate activities. Examples of what Ofsted would also consider separate activities include board games, construction, puzzles, external providers/experiences and trips).

- If your answer to the above questions is **yes** then you will need to register with Ofsted on the [Compulsory Register](#)
- It is your responsibility to [apply](#) in good time to deliver your Holiday Care. You will need to apply for each venue where you are providing your holiday provision.
- If you do not register with Ofsted and continue to deliver to under 8's, offer more than 2 activities or for more than 14 days at the same venue over a 12 month period, you are in breach of legal requirements and could be subject to enforcement action.

Are you delivering HAF or Holiday Care to children over 8 years old?

- You can register with Ofsted on the [Voluntary register](#)
- It is your responsibility to [apply](#) in good time to deliver your Childcare.
- If you register on the [Voluntary Register](#) families will be able to use their
 - [tax free childcare](#) when paying for a place on you scheme

If you need further support, please contact haf@leics.gov.uk