**LEICESTERSHIRE HAF QUALITY ASSURANCE GRADE DESCRIPTORS - 2023**

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| **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** | 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 | Food & drink provided does not always meet the Schools Food Standards or is insufficient quality or quantity for the children. and/or  Food hygiene standards not always maintained | Food & drink meets Schools Food Standards and quality & quantity is sufficient for the children attending.  Food hygiene standards are maintained. | Food & drinks provided meet Schools Food Standards, are of high quality, consistently healthy and meet the individual and cultural needs of all children.  Children enjoy the meals. Food hygiene standards are consistently high.  The majority of 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 EDUCATION FOR CHILDREN AND YOUNG PEOPLE** | The programme has no reference to nutritional education for children and young people. | The programme has minimal reference to nutritional education for children and young people. | The programme includes at least a daily game or activity that extends or reinforces the children’s knowledge of healthy eating. | The programme includes daily, high-quality learning activities including opportunities to prepare meals/dishes that are healthy, affordable and nutritious.  Activities improve knowledge and awareness of healthy eating and are age appropriate fun, varied and engaging | 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. |
| **FOOD EDUCATION FOR PARENTS AND FAMILIES** | The programme offers no information, guidance, advice or resources on food education for parents and carers. | The programme offers minimal information, guidance, advice or resources on food education for parents and carers. | The programme includes some access for parents and carers to information, guidance, advice or resources on preparing/ providing healthy, affordable and nutritious meals | The programme includes at least weekly, high-quality opportunities for parents and carers to access information, guidance, advice or resources. Parents and carers are supported to prepare healthy, affordable and nutritious meals/dishes on site or at home with their child/ren. | As for GOOD plus:  The setting works in partnership with food pantries or food banks Parents are signposted to specialist support in person, online or by telephone. |
| **SIGNPOSTING & REFERALS** | There is no evidence of signposting at the setting or in correspondence. | There is minimal evidence of the providers ability and readiness to sign post families to help. | Signposting materials are on display at the setting. Staff and volunteers would know how to refer families if they asked for help. | 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. | As for GOOD plus:  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. |
| **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. |
| **ACCESSIBILITY AND INCLUSIVENESS** | The setting is not inclusive and fails to try to understand an individual's specific needs. | The setting enables access to children and young people with specific needs but is not sufficiently supporting them. | The setting has an understanding of individual needs and is working to meet the specific needs of children and young people. | 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  Children and young people with specific needs are supported well, enabling them to engage well with activities. | As for GOOD plus:  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. |
| **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/Families are supported and encouraged to find accessible ways to stay active in their community. |
| **ENVIRONMENT AND SUSTAINABILITY** | There is no evidence that the organisation has considered how they can be more environmentally friendly and sustainable | There is minimal evidence that the organisation has considered how they can be more environmentally friendly and sustainable  OR  Some consideration but no actions have been taken | The organisation has taken some actions eg   * 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 | As for ACCEPTABLE plus:  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 | As for GOOD plus:  The organisation has a range of recycling and compost facilities for waste  The organisation has set up clothes/uniform banks and exchange schemes |
| **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.  Covid safety procedures in place and understood by staff (as needed). | 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 | 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.  Safer recruitment practice and DBS checks in place for all staff and volunteers. | 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  A specifically trained, named DSL present on site.  Contact details for the DSL, local authority designated officer (LADO) and the referral route into children’s social care are available on site. | As for GOOD plus:  Staff have awareness of and training on any specific safeguarding issues that can put children at the risk of harm (eg CCE) |