



HOLIDAY ACTIVITIES AND FOOD (HAF) ALLIANCE CONFERENCE

Making HAF 2021 happen for children, young people and families

What we will cover.....



A compliance continuum

Due Diligence

Support and
Guidance

Practice led
by the needs
of children
and young
people

Basic Due Diligence

- ✓ Safeguarding
- ✓ Insurance
- ✓ Equality and diversity
- ✓ Equal opportunities
- ✓ Health and Safety
- ✓ Covid RA
- ✓ Financial checks

Small V large organisation



To ask providers

Policies are easy to obtain and appease a process but practice can be quite different leading to failing young people

Safeguarding Questionnaire v Policy

- Who is your DSL
- Who holds your DBS register and when is it reviewed
- Safeguarding training register



Training & Support

Compulsory training covering

- School food standards
- Media – social tool kit
- Equality and diversity - contingency funding
- Share and explain legalities safeguarding, Equality, Health & safety act

Reporting to the LA /Co-ordinator

- Safeguarding & Critical incident/Near miss flow charts
- Covid outbreak
- Media contacts
- **Do you as a Co-Ordinator or LA know who to report to?????**



RAG RATE Providers

To reach the young people in most need of a local HAF programme and to increase capacity a wide range of delivery providers are needed.

Challenge:

- How do you do this and RAG rate providers? Often those that would appear ‘high risk’ in a due diligence process may be exactly who is needed to engage the most at need.
- What RAG rating system can you use?
- How is this used – not to exclude organisations but identify where support is needed
- How far are you as coordinators able to go?

RAG Status Definition			
RAG Status / Dimension	Red	Amber	Green
Scope	<ul style="list-style-type: none"> - Requirements unclear - Significant uncertainty in scope and deliverables - Scope creep and lack of a formal change request process - Project not expected to deliver fundamental elements of the scope - Significant concerns about the quality of the solution without acceptable workarounds 	<ul style="list-style-type: none"> - Requirements are somewhat clear - Only key deliverables are identified - Scope is still moving / lacking clarity - Significant change requests not yet approved - Project will not deliver all items in scope but items not being delivered are not fundamental - Concerns about quality but some workarounds are acceptable - Plans in place to address the above 	<ul style="list-style-type: none"> - Requirements are clear - All deliverables are identified - It is clear what is in and out of scope - Formal change request is in place - Project is expected to deliver All items in scope - Solution delivered by the Project is of the expected quality
Time	<ul style="list-style-type: none"> - Timelines not clear - Critical path not identified - Original project completion date unachievable unless there is intervention (funding, resources, etc.) 	<ul style="list-style-type: none"> - Timelines are somewhat clear - Critical path not identified - Tasks/deliverables slipping against planned date but not expected to impact the original project completion date - Plans in place to mitigate the above 	<ul style="list-style-type: none"> - Timelines are clear - Critical path is identified - On track to deliver to milestones
Cost	<ul style="list-style-type: none"> - Costs not understood - Budget not available - Project has overspent or is expected to overspend by more than 5% 	<ul style="list-style-type: none"> - Remaining uncertainty about costs - Budget identified but not yet signed off - Project forecasted to overspend by no more than 5% 	<ul style="list-style-type: none"> - Costs are clearly defined - Budget allocated to the project - Project forecasted to be on track/under budget
Resources	<ul style="list-style-type: none"> - Project team not in place - Unclear roles and responsibilities - Team not motivated and underperforming - Resources unavailable 	<ul style="list-style-type: none"> - Project team still to be formed - Unclear roles and responsibilities - Team not motivated but performing - Some gaps in resourcing - Plans in place to address these 	<ul style="list-style-type: none"> - Project team in place - Clear roles and responsibilities - Team motivated - No significant gaps in resourcing
Stakeholder Engagement	<ul style="list-style-type: none"> - Key stakeholders have no visibility over the status of the project - Key stakeholders are not engaged with the project 	<ul style="list-style-type: none"> - Some of the key stakeholders are being kept informed - Key stakeholders are engaged with the project but expressed concerns 	<ul style="list-style-type: none"> - Key stakeholders are being kept informed - Key stakeholders are engaged with the project
Benefits	<ul style="list-style-type: none"> - There is no plan in place for benefits realization - Project expected to deliver less than 80% of benefits - No plan in place to address shortfall 	<ul style="list-style-type: none"> - There is a plan in place for benefits realization - Project expected to deliver between 80% and 100% of benefits - Plan in place to optimize benefits that can be achieved 	<ul style="list-style-type: none"> - There is a plan in place for benefits realization - Project will deliver to expected benefits - Benefits anticipated to be achieved when planned
Overall / Delivery Confidence	<ul style="list-style-type: none"> - Project management team has no confidence on the delivery of the project 	<ul style="list-style-type: none"> - Project delivery is at risk but is still manageable 	<ul style="list-style-type: none"> - Project management team is confident on the delivery of the project within agreed tolerances of scope, time, and cost

Specific training - support and build capacity

- Safeguarding
- Health & Safety risk benefit assessment
- Nutritional Education – Food standards
- Basic Food Hygiene
- Equality and diversity
- Governance & finance
- Fundraising
- Finance
- Managing staff & volunteers

Case study driving home



Supporting and observing practice - Monitoring Visits

- Request to see risk assessments
- Ratio check
- Safeguarding reporting forms
- What is the attitude towards young people?
- What is the engagement with young people like?
- What is the quality/diversity of provision request plans for the week ?
- What food is on offer, how are they meeting dietary requirements?



Summary

- Take a considered approach to your due diligence process- how do you not exclude those who can reach those most in need;
- How do you make sure this process doesn't stifle creativity
- Getting the right balance between 'policy and practice';
- How sure are you those that pass the test actually have the practices to support those children and young people most in need
- What support can you provide to help organisations navigate the due diligence process and ensure they have the right practice in place

PLEASE COMPLETE THE FEEDBACK/NEXT STEPS SURVEY

Follow the link - <http://bit.ly/hafaf21> or scan the QR Code below

