

HAF Programme Partner Newsletter February 2023

Welcome to 2023, and a huge thank you to all our HAF Programme partners who delivered a Programme over Christmas. The team enjoyed visiting some of the Programmes and seeing what wonderful and exciting activities and experiences were on offer.

The team has been busy monitoring the Christmas 2022 Programme and has started to process the 2023 applications. We are excited to welcome several new partners and delighted to welcome back so many partners who have worked with us already.

Network meetings

We have now sent out the details for these network meetings and in response to requests from several partners, we are having one evening network meeting, and one daytime.

The evening network meeting will be held at:

Hermitage Park Community Centre Tuesday 28 February 6pm-9pm

Cranford Road, Allington, Maidstone ME16 9FZ

It is close to the M20.

The daytime network meeting will be held at:

Baypoint Sports Club Thursday 2 March 10am – 1pm

Ramsgate Road, Sandwich CT13 9QL

It is close to the A256.

Please register for your places completing the attached form

Please tell us:

- who will be attending
- which meeting they are attending
- their contact number
- their email address
- whether we have permission to share this information.

You may have up to two places per site that you run from.

Please email the form to:

KentHAF@theeducationpeople.org

Bookings need to be made by Friday 17 February.

Martyn's Law

Here is a link to some new information that will be relevant to some of you who work from certain types of sites, for example sports grounds. It updates you on how you can help to keep you and you HAF Programme children safe.

[Martyn's Law Factsheet - Home Office in the media \(blog.gov.uk\)](https://www.blog.gov.uk/2023/03/23/martyns-law-factsheet-home-office-in-the-media/)

Things to do to Prepare for your Easter Programme

Contact Schools

Feedback from Programme partners is telling us that emailing schools does not always work in terms of developing the partnership. Partners are reporting that it is more effective to develop your working partnership with schools by having a meeting with the school. This may be with the headteacher, the person responsible for issuing the benefits tested free school meals vouchers, and/or the Family Liaison Officer and the SENCO. The Programmes that are working closely with schools are reporting better attendance from the children who register with the Programme, and the schools are also supporting families to engage with the HAF Programme and to register on Wonde.

Contact Families

Some partners are reporting several children who did not attend at Christmas. As we are paying for both bookings and attendance in 2023, we would suggest that you consider how you are going to encourage families to attend your Programme once they have signed up. This will be a topic for discussion at the network meeting.

Advertise your Programme

This can be done through schools, on social media, by displaying posters in the locality and, if you have run a Programme before, by talking to your existing families.

Consider where families go, for example children's centres, doctor's surgeries, libraries to name a few, and display your information in an easily accessible way.

Please do not just rely on Wonde to advertise your Programme.

What is your Unique Selling Point?

Different Programmes appeal to different children, young people and families. As we have several HAF Programmes in some areas, please start to think about what makes you different and unique and what might appeal to families. Identifying this

can help you to put this information on Wonde and ensure that the children and young people who sign up are excited and motivated to attend.

Ofsted

Many of you have had conversations with the team about registering with Ofsted, and are going through the process of registering. This will support many of you in your long-term business plans and will enable families who currently attend your HAF Programme to use you as a childcare provider in the future. If you have not yet engaged with Ofsted and would like to talk to a member of the team, please email the KentHAF@theducationpeople.org and we can arrange to support you.

Changes to the Kent Safeguarding Children Multi Agency website

The website has been refreshed and updated and the links have changed. Please use the information below to enable your staff team to access the training.

DSL training

Whilst we expect each partner to have someone with up-to-date Designated Safeguarding Lead training, **(it only lasts two years)** this is a reminder that we strongly recommend that **each site manager** has undertaken this training, with two trained staff on sites which accommodate over 100 children.

The website has been reconfigured and things have been moved so please follow the hints below to enrol onto this training:

Please use this link and follow the instructions below:

<https://www.kscmp.org.uk/training/multi-agency>

Underneath login it says – create account <https://app.melearning.co.uk/auth/self-registration/HPBNWSDT> and you can set up an account on the form.

- Once you have clicked **create account** it takes you to a form, do not be put off by the registration key that it asks for. Let the circle whirr for a moment and the **form** pops up.
- You then **create your username and login** (keep a note of this for the future).
- You will then be asked **your unit** - if you scroll down under Kent and Medway there the list option states 'independent applicants'. We would suggest this is the category that you should register under.
- Once you have completed the form and submitted it you will receive a verification email which allows you to use the email and login.
- Once you have set up your account go back and login.
- It comes up as 'My courses'. You can then click on courses (along the bar at the top) and they all come up.
- If you scroll down, you can see the courses that are available.
- Scroll down further and there are the E-Learning courses.
- You are looking for **Safeguarding for designated practitioners (level 3)** which is on page 6.

Please follow the instructions below:

Once you have completed the training you will need to go back to your account. You may need to do a course evaluation. Once this is done it generates the certificate into your account and you can then **download the certificate** and send it to us.

Your team may have accessed appropriate training elsewhere and obtained the safeguarding training for the designated person. In all cases, please ensure training remains in date and covers all that is required for the Designated Safeguarding Lead.

Please ensure that you have sufficient staff trained to this level.

Your Staff Team

Several Programme partners have recognised the value of having a staff team meeting prior to the Programme running. This is an opportunity to share the details of the children and young people attending, discuss your strategy for supporting children and young people with SEND, and ensuring that your staff team know and understand all your safeguarding policies and procedures. Programme partners report that their Programmes run more smoothly once the team have all the information, and that input from team members is invaluable in building the success of the Programme.

As always, the HAF Programme Team is happy to help you with your Programme, so please do email us if we can be of any help.

KentHAF@theeducationpeople.org

We look forward to seeing you at the network meetings.

Using social media

Please use the new hashtag for all your posts for the Easter Programme, we look forward to seeing what is being posted in Kent! **#HAF2023**