**Visits to Coventry Holiday Activities and Food programme activities**

**Overview**

**Purpose of the visit:**

* To express our warm appreciation to Holiday Club staff for their hard work and to celebrate their achievements with them
* To identify the quality of food provision and whether or not they are delivering physical activity, nutritional education and information for families
* To ‘spot check’ staff awareness of core safety procedures and to identify if there are any critical issues that would need attention
* To gather a sense of whether the children have been enjoying themselves
* To gather an overall impression of how successfully the club has been delivered

**Before your visit:**

* Search for activity information on the HAF webpages - if activity is advertised there. (Note, not all activities are).
* Read the clubs delivery plan (If provided)
* Agree a mutually convenient time with the lead contact for the provider

**During your visit**

* Please collect the information for the template below in a way that you are comfortable with and is appropriate

**After your visit**

* Please finalise the record below and send to: [hafprogramme@coventry.gov.uk](mailto:hafprogramme@coventry.gov.uk)
* If there are any critical issues (e.g. safeguarding, health and safety), please report these immediately to [lorna.holland@coventry.gov.uk](mailto:lorna.holland@coventry.gov.uk) and [Adrian.coles@coventry.gov.uk](mailto:Adrian.coles@coventry.gov.uk)
* If there are no critical or potentially challenging feedback, please email the lead contact for the provider, thanking them for hosting your visit and a short summary of your impressions of the visit. Please add that feedback on any improvements to the overall HAF programme will be reviewed by the HAF team.

**Coventry HAF – Visit record to HAF activity/club**

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| **Name of visitor** |  | **Date and time of visit** |  |
| **Holiday Club visited** |  | **Name of provider** |  |

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| **1** | **Conversation with activity lead** |  |
| 1.1 | What has gone well for this activity/club? |  |
| 1.2 | What good practice would the provider like to raise/champion? |  |
| 1.3 | What could have gone better for this activity/club and what learning is there for the future? |  |
| 1.4 | What activities are taking place today/this week? |  |
| 1.5 | What food has been provided for the children today? |  |
| 1.6 | What nutritional education has there been today/across the week – for children? For families? |  |
| 1.7 | What information has been provided to families about wider support? (e.g. cost of living etc.) |  |
| 1.8 | What has gone well from a HAF programme perspective? |  |
| 1.9 | Are there any improvement from a HAF programme perspective? (If yes, how?) |  |
| 1.10 | Are they interested in delivering HAF in the Christmas school holiday? If so, what would this be? |  |
| **2** | **Other conversations** |  |
| 2.1 | *Optional: With children:*  What do children think of this holiday club? What’s been the highlight for them? |  |
| 2.2 | *With workers/helpers:*  What would workers do if they came across any safeguarding issues?  What is their experience of working in holiday clubs? |  |
| **3** | **Observations** |  |
| 3.1 | What activities are taking place during your visit? |  |
| 3.2 | Do the activities appear well organised? |  |
| 3.3 | Are children engaging well in the activities and enjoying the activities? |  |
| 3.4 | What are you observing about the relationship/dynamic between staff and the children? |  |
| 3.5 | Are there any safeguarding issues that you are observing?  (inc. unsuitable access, entry to the building) |  |
| 3.6 | Are there any health and safety concerns or issues? |  |
| 3.7 | What is the approximate gender balance of staff/helpers in the activity? |  |
| 3.8 | Approximately how many children are at the activity and what is the approximate gender balance? |  |
| **3** | **Conversations** |  |
| 3.1 | *Optional: With children:*  What do children think of this holiday club? What’s been the highlight for them? |  |
| **4** | **Summary** |  |
| 4.1 | What are the overall strengths/positives? |  |
| 4.2 | What are the areas for improvement (if any)? |  |
| 4.3 | Based on your visit, would you recommend this activity is funded in the future? |  |
| 4.3 | Are there any critical issues to raise with the HAF team, and then with the provider? |  |