



HAF Programme Newsletter May 2023

Welcome!

We welcome partners old and new as we finish evaluating the Easter 2023 HAF Programme and look forward to working with you to deliver the summer Programme. We include a lot of information in our newsletters, but this is to help you so please take time to read it. Please do not hesitate to contact the Programme Team if we can support you in any way.

KentHAF@theeducationpeople.org

Network Meetings

We have two planned network meetings; these are a great opportunity to meet with other HAF Programme partners and share ideas and challenges as well as to get some inspiration! There will be a focus at both meetings on ideas for developing your enrichment offer at very little cost as you participate in a short, practical workshop. There will be a slightly different focus at each venue for one of the partner discussions.

Maidstone

Address of venue to be confirmed

Date: Tuesday 6 June 10am to 1pm

There will be a particular focus on building a HAF community, a legacy for the future.

Aylesham Business Hub

Ackholt Road, Aylesham, CT3 3AJ

Date: Thursday 8 June 10am to 1pm

There will be a particular focus on working with older children and young people and building community.

Please register for your places by completing the attached form.

You may have up to 2 places **per site** that you run from (not per partner)

Please email the form to:

KentHAF@theeducationpeople.org

Bookings need to be made by Friday 26 May



Resources

This is a reminder that, if you have not already done so, you should be making full use of the HAF Programme website:

[Kent HAF website](#)

You will find the introductory webinars, stage 1 and stage 2 application forms and checklists and the toolkit. There are also pages for families and schools; please take time to familiarise yourself with the information provided so that you know where to signpost families and schools if they have questions.

Emporium

All 2023 HAF Programme partners are entitled to a one-year funded Emporium subscription which gives you access to the entire range of Emporium's resources. * Terms and Conditions apply.

*Depending on stock availability.

Many of you have used the service, but if you have not it is not too late to order resources for your summer Programme. You can look on the website to see the range of resources that are available, but not all the resources are on the website as new resources arrive regularly. **If the item says that is out of stock**, that does not mean that it is not available for your Programme. Please contact the Emporium team for more information on this and to discuss what items you are looking to borrow.

If you have not already done so, please register for your free Emporium membership to enhance your offer.

The team recently visited the Emporium site, and some of the new items in stock include a sound system, a forest school kit (you must have a forest school trained teacher to borrow this), light and sensory units and sports equipment. New items are being added regularly.

The funded subscription you are entitled to as a HAF Programme partner is at the Gold level. The Gold subscription has the entitlement of 6 deliveries of up to 6 items per delivery over the years subscription.

For more information about Emporium, please see the link below to the Emporium pages on The Education People site:

<https://www.theeducationpeople.org/emporium>

For more information about the HAF Programme with Emporium and to sign up for your funded subscription, please email emporium@theeducationpeople.org



Wonde Bookings

Many partners have commented on how much better the new site is, and the site now does much of your attendance reporting for you if you **complete your registers online**. This is a new requirement, but a necessary one if we are to run the reports required by the DfE for the funding that we receive for the HAF Programme.

Many partners recognise that **a small number of families who book their children onto a Programme do not attend**; your numbers can be achieved by booking a higher number of children than the places that we allocate to you. Typically, a Programme which is allocated 20 places may offer 24 places on Wonde. Whilst you run a small risk of them all attending this has not happened on many occasions and we will look at any additional funding requirements once your Programme is finished, even if this is more than we originally agreed.

You can set your summer Programme up as **single day bookings**, which maximises the choice for families and reduces the risk of them booking a full week when they only intend to use two days, which would reduce your attendance rate. As the summer Programme is the longest Programme, **you can book a four-day course** which will use four credits for each child if you wish to.

If you have any problems with Wonde contact support@evouchers.com and they will come back to you as soon as possible. Once your numbers and Programmes have been agreed please upload your activities as early as you can so that any issues can be dealt with before the EVouchers are released to families. The Wonde system will be open for you to load your activities on **Monday 12 June**, and vouchers will be released on **Monday 26 June**.

First Aid and Food Hygiene Certificates

Please ensure that you send us up to date first aid and food hygiene certificates for your staff (they must not be dated earlier than September 2020) **and tell us which site the member of staff will be allocated to**. You are required to have at least one registered first aider and one member of staff who holds a food hygiene certificate at each site.

Safeguarding

The Education Safeguarding Service team is now based within KCC, and **the contact numbers and information have changed and can be found [here](#)**.

The following link is to the Kent Safeguarding Children multi-agency partnership website:

<https://www.kscmp.org.uk/guidance/worried-about-a-child>

You will be able to use this link to:

- report a concern
- get guidance on support levels
- see guidance on how to set up an account (written and video)



- access training – much of this is free if you complete the training within 4 weeks of starting a course. Certificates are issued
- undertake DSL training virtually – the next date is 22 June 10am to 1pm
- access online learning courses including autism awareness, effective communication with children and families, equality and diversity, and safeguarding for designated practitioners.

Allegations Against Staff or Volunteers within the Kent Children's Workforce

The Professional LADO Referral form for the County LADO Service (CLS) went live on the Kent Integrated Children's Service's Portal from 16 January 2023. This is the same portal for submitting requests for support to the Kent Front Door Service.

All professional referrals to the County LADO Service must be submitted through the portal.

However, after Sunday 16 April 2023 referrals on the 'old' word document and emailed into the CLS mailbox will no longer be accepted or processed within the system.

To access the Kent Integrated Children Service's Portal, you will need to set-up an account. When setting up your account please follow the instructions below:

- select 'my account' from the menu bar
- select the 'register for new account' button
- enter your name as requested (select 'next' to move on)
- enter your email address, create a password conforming to the requirements as stated, then confirm the password (select 'next' to move on)
- a code will be sent to your given email address. Enter the code in the field provided (select 'next' to move one)
- you will then see a message confirming your registration was successful. This will then take you back to the form.

When you are registered you can use the same account for any subsequent referrals - you will always receive an authentication code, however this is received quickly and ensures security of the information submitted.

Once you have completed and submitted the referral you will receive a notification stating that it has been received by the CLS. If you do not receive this notification, it will mean that you have not sent the referral correctly.

Please contact the safeguarding team if you have any questions about the new processes.