

# HAF (BACE) Checklist - Documents, Procedures & Policies Required

## 2026

Updated: February 2026

### ● ESSENTIAL – MUST BE IN PLACE

- Safeguarding / Child Protection Policy
- Named Designated Safeguarding Lead (DSL)
- Named Deputy DSL
- Safeguarding reporting & escalation procedure
- Safeguarding training evidence for all staff
- Enhanced DBS checks for all staff
- DBS checks for volunteers or supervision procedure
- Central DBS record
- Right-to-work confirmation for all paid staff
- Health & Safety Policy
- Activity-specific Risk Assessments
- Venue Risk Assessment
- Emergency Procedures (fire, evacuation, medical)
- Named, qualified First Aider on site
- Paediatric First Aid certificate
- Public Liability Insurance (£5m minimum)
- Employer's Liability Insurance (£5m if applicable)
- Equality & Diversity Policy
- Accessibility / Inclusion Policy
- SEND support procedures
- Food Business Registration (if providing food)
- Food Safety Policy
- Allergen management procedure (Natasha's Law)

- Menus meeting School Food Standards
- Food hygiene training certificates
- Data Protection / GDPR Policy
- ICO Data Questionnaire (if requested)
- Secure data handling procedure

### ● OPERATIONAL – EXPECTED FOR DELIVERY

- Behaviour Management Policy
- Staff Code of Conduct
- Complaints Policy
- Programme timetable
- Staff rota
- Daily attendance and register procedure
- Non-attendance follow-up procedure
- Attendance monitoring process
- Weekly parent/carer feedback process
- Weekly child feedback process
- Case study submission process
- Photo and video consent procedure

### ● CONDITIONAL, DEPENDING ON YOUR SET-UP

- Ofsted registration number OR exemption statement
- Recruitment Policy (if recruiting staff/volunteers)
- Staff/volunteer induction procedure
- Contingency plan (staff absence, venue issues, emergencies)

For support, clarification, or advice, please contact the Barnet HAF / BACE Team at [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk) [haf@youngbarnetfoundation.org.uk](mailto:haf@youngbarnetfoundation.org.uk)