

# Annex A. Request for information on notification of an inspection of a residential holiday scheme for disabled children

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No.	Item	Answer
1	Name of holiday scheme event and dates of operation:	
2	Name of any additional holiday events and dates of operation:	
3	Registered provider name and unique reference number (URN):	
4a	Name of person who will be in charge of the holiday event:	
4b	Is this the same person as the registered manager:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
5	Name of person completing Annex A:	
6	Date Annex A completed:	

The holiday scheme must provide the information below in relation to the holiday event that it has been notified will be inspected.

**Section 1. Information about staff and volunteers working at the holiday scheme**

No.	Item	Answer
7	Qualifications (if any) of the person in charge of the holiday event	
8	Number of staff	
9	Number of volunteers	
10	Number of staff and volunteers who have a first-aid qualification	
11	List the relevant qualifications and experience of the staff and volunteers	
12	List the induction sessions and training carried out for staff and volunteers	

**Section 1. Information about staff and volunteers working at the holiday scheme**

No.	Item	Answer
13	List all staff and volunteers who have joined the holiday scheme since April this year	

**Section 2. Details of the children and any adults attending the holiday scheme**

No.	Item	Answer
14	Number of children	
15	Number of adults	

**Section 2. Details of the children and any adults attending the holiday scheme**

No.	Item	Answer
16	Summary of significant needs of children who will attend	

### Section 3. Checks for the venue being inspected

Please attach a copy of all relevant documents

No.	Item	Date of assessment or its last review
17	Health and safety risk assessment and management plan	
18	Fire risk assessment and management plan	
19	Details of the insurances you have that cover this holiday event and employees and/or volunteers who work for the scheme generally	

### Section 4. Policies for the venue being inspected.

Please attach the document if it is new or has been updated

No.	Item	Date of policy
20	Protocol with the police force local to this holiday event regarding missing children	
21	Child protection policy and procedure	
22	Behaviour support policy	
23	Medication management policy and procedure	

## Section 5. Additional information

Please tick for any documents you include

No.	Item	Answer
24	A copy of the programme of activities for the holiday	<input type="checkbox"/>
25	Any Regulation 29 and 30 reports not already provided to Ofsted	<input type="checkbox"/>
26	Any improvement plan for the operation of the holiday scheme	<input type="checkbox"/>
27	For charities, organisations and partnerships: please provide, as applicable, the names of any trustees, secretaries and other officers of the organisation who have been appointed since the last inspection	<input type="checkbox"/>
28	<p>Information about children and adults attending the scheme. – please complete the form on the following page.</p> <p>Once children’s details are received, the inspector will ask for electronic case records for a small number of children that they will choose to case sample. If you do not use electronic records, the inspector will identify the children whose paper records they will want to see on site. They will ask you to include any individual risk, health or care plans.</p>	<input type="checkbox"/>









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