



## Kitchen Social Quality Assurance Mark

### Aim

Kitchen social has been developed to tackle the growing challenge of child poverty that has been on the increase over the last few decades. The programme aims to impact on child poverty by tackling social isolation, food insecurity and educational disparity, which are issues that are increased during school holidays. We believe to achieve this successfully and to ensure safeguarding of all participants that all Kitchen Social hubs must adhere to a set of minimum standards, which are outlined in this document.

### How to use this form

This is a quality assurance system is designed around the Kitchen Social toolkit and training which outlines the ten standards that will be assessed. It is a self-assessment process complimented by an external review from a dedicated officer. The Quality Assurance Mark (QAM) is awarded through the provider's ability to evidence a set of key indicators. Once the self-assessment is completed the organisation will need to send their completed form to the Kitchen Social team. Evidence may be requested to validate the self-assessment and the Kitchen Social team will, each year do a sample of quality assurance visits to hubs to review evidence and practice.

**To qualify for ongoing funding and support from Kitchen Social (up to three years) providers will need to meet the key indicators in part A, provide requested evidence in Part B and sign a declaration.**

The QAM will also help to identify good and emerging innovative practice and assist organisations to create a relevant improvement plan for each principle where needed.

**NB: If you currently hold a Bronze quality mark from London Youth you can send us a copy of your certificate as proof that you meet all the necessary criteria's in Part A and B.**



## Organisation Details

*Please note the organisation details provided will be the information used to create the grant agreements.*

### \*Mandatory

*Organisation Name:	
*Registered Address	
*Post code:	
*Borough:	Choose an item.
*Charity/Company Number (if Applicable):	
Website	
*Project Lead Name:	
*Lead Email address	
*Contact Number:	

**Please specify each of the location(s) where your organisation will be delivering Kitchen Social:**

*Hub Name:			
*Address:			
*Post code:			
*Borough:	Choose an item.		
*Type of delivery model	<input type="checkbox"/> Cook to eat <input type="checkbox"/> Just provision <input type="checkbox"/> Hub Kitchen		
*Age range of attendees:			
Was food offered previously	<input type="checkbox"/> Yes <input type="checkbox"/> No	if so how often?	
Project Lead Name:			
Project Lead Email:		Contact Number:	

*Hub Name:			
*Address:			
*Post code:			
*Borough:	Choose an item.		
*Type of delivery model	<input type="checkbox"/> Cook to eat <input type="checkbox"/> Just provision <input type="checkbox"/> Hub Kitchen		
*Age range of attendees:			
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Project Lead Name:			
Project Lead Email:		Contact Number:	

*Hub Name:			
*Address:			
*Post code:			
*Borough:	Choose an item.		
*Type of delivery model	<input type="checkbox"/> Cook to eat <input type="checkbox"/> Just provision <input type="checkbox"/> Hub Kitchen		
*Age range of attendees:			
Was food offered previously	<input type="checkbox"/> Yes <input type="checkbox"/> No	if so how often?	
Project Lead Name:			
Project Lead Email:		Contact Number:	



## Quality Assurance Mark - Part A

### Key Indicator statements (Please tick)

#### Premises

- We are located in an area of high deprivation
- We have secured appropriate and safe premises and have an agreement for the use of the premises for the duration of Kitchen Social
- Access to a functional kitchen or hub kitchen

#### Provision

- We will provide a minimum of one hour of activity that is age appropriate and fun.
- We promote an active healthy lifestyle
- We proactively involve young people

#### Policies

- We have a child safeguarding policy and all members of staff are inducted (policy to be supplied during part b evaluation)
- We have a confidentiality policy
- We have data protection policy
- We have public liability insurance
- We have an equality and diversity policy
- We have a health and safety policy
- We conduct regular risk assessment
- We have emergency procedures in place and have a named qualified first aider
- Staff – children ratio meet the legal ratio in accordance to statutory guidance based on age and type of organisation age as per Local Authority guidance
- All staff and volunteers know our policies and have access to them
- We regularly update our policies – once every two years

#### Plate

- We will provide 20 days of food provision per year
- We will provide a healthy and balanced meal in line with the [eatwell guide](#)\*
- We will provide children the correct [portion size](#)\* according to age
- We have an allergen identification process
- We will display an allergen poster for every meal served
- We will provide a family setting for meals



## Quality Assurance Mark - Part B

### Evidence that needs to be attached checklist:

Copy of the food standards hygiene rating or the registration number given on completion of registration. It doesn't cost anything to register and your registration can't be refused.  
Apply here: <https://www.gov.uk/food-business-registration>

Registration number:

Copies of food allergen course certificate  
You can get one for free online by visiting: <http://allergytraining.food.gov.uk/>

Copies of Food Safety level 2 certificates for kitchen staff.  
Must be current and no older than 18 months: [Click here to complete an affordable online course](#)

Copy of Menu Planner (if you have one already)

DBS identification numbers for all direct delivery staff and volunteers involved with children and young people as per national guidance.

	DBS Number
Staff 1	
Staff 2	
Staff 3	
Staff 4	

#### Declaration:

In accordance with the Data Protection Act we will collect required data for evaluation of our provision for purposes of impact, ongoing improvement, future funding, research and sustainability including participants' voices

You will ask willing parents to sign Mayor for London's consent form, allowing pictures and film to be produced in order to promote the programme.

I declare that I have adhered to the necessary requirements as outlined in Parts A and Part B of the Quality Assurance Mark. I have collected and collated all the relevant evidence for review from the Kitchen Social team.

Print Name:

Signature:

Date: