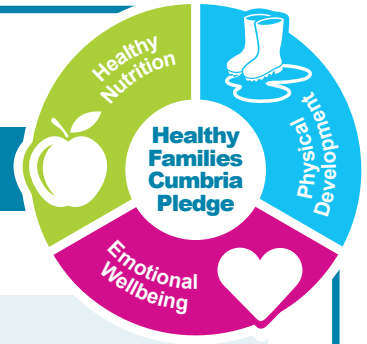
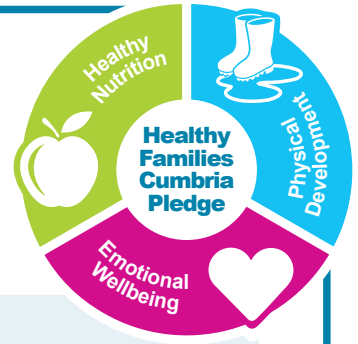


## Panel process



- 1 Panels will meet once a term.**
- 2 Workbooks to be submitted 3 weeks prior to the panel meeting. Workbooks must be submitted by e-mail to the HFCP e-mail address.**
- 3 All completed workbooks to be circulated to panel members after the submission date.**
- 4 The panel members will assess the following areas:**
  - a Early Years Team to consider all areas**
    - i Healthy Nutrition
    - ii Physical Activity
    - iii Emotional Health and Wellbeing
    - iv Campaigns
  - b Active Cumbria**
    - i Physical Activity and appropriate campaigns
  - c Public Health**
    - i Health and wellbeing and appropriate campaigns
- 5 If panel members are unable to attend the panel meeting they can submit comments; these should be submitted at least 2 days prior to the panel meeting.**
- 6 Panel meeting**
  - a The panel will make a decision about whether to award the pledge based on the following criteria:**
    - i If the setting has provided enough details in the box “**What we are doing**” and can demonstrate good practice then they don’t have to have completed “**What we need to do**” or “**How we will do this**”.
    - ii If the setting has provided no or very little detail in “**What we are doing**” or the information they have provided doesn’t demonstrate good practice then there needs to be detailed information included in the “**What we need to do**” and “**How we will do this**” boxes.
    - iii If the panel agree there is sufficient information to meet either of the above then the pledge will be awarded.
    - iv If there is insufficient information to demonstrate “**What we are doing**” or “**What we need to do**” then the setting will receive either a phone call or a visit to offer support to help them to meet the criteria.



## 7 Next steps

- a If the panel have agreed that not enough information has been provided then an appropriate panel member will either visit or phone the setting to talk through the application and agree what the setting needs to do further. Once the setting has demonstrated enough evidence then application can then be resubmitted to be reconsidered by the panel.
- b If the panel has agreed to award the pledge the appropriate panel member will contact the setting to arrange a sign off visit.

## 8 Sign off visit

- a A panel member will visit the setting to award the pledge.
- b If there is sufficient evidence to back up the pledge workbook statements:
  - i Award the certificate to the setting.
  - ii Send the digital logos to the setting.
  - iii Add the setting details to the website.
  - iv Submit a post to the Facebook page celebrating the fact that the setting has become a HFCP setting.
- c If there is insufficient evidence then agree what the setting needs to do further and once the setting has demonstrated sufficient evidence then the application should be resubmitted to the panel.