

Holiday Activities and Food Programme 2024

Information Pack



Funded by

Department for Education Holiday Activities and Food Programme 2024 Information Pack

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Here for Herefordshire Holidays 2024

What is the programme?

The 'Here for Herefordshire Holidays' programme brings an exciting opportunity for those school age children and young people in Herefordshire who are currently eligible for benefits related free school meals to have 'healthier school holidays' and access new experiences. The Department for Education has provided funding to local authorities across England to enable the provision of free enriching holiday activities and a nutritious meals. The programme enables children and young people to access 64 hours of free activities during the summer holiday and 16 hours during the Easter and Christmas holiday. The programme does not run during half term.

The funding makes activities, food and support directly available to families through local providers throughout the school holiday period.

The provision should aim to support children, young people and families to:

1. Eat more healthily.
2. Be more active.
3. Take part in engaging and enriching activities.
4. Be safe and not isolated.
5. Have greater knowledge of health and nutrition.
6. Be more engaged with school and other services.

Children not eligible for Free School Meals

The Department for Education have confirmed that 15% of the allocated grant can be used to provide places for vulnerable children that may not be eligible for FSM's but whom would benefit from the programme. The 'discretionary places' will be made available to identified for children through a referral process that meets essential criteria.

The 15% flexibility is used at the discretion of HAF Team and places are limited due to funding criteria. Priority for HAF places will be given to FSM eligible children

Who can apply?

We welcome applications from a variety of organisations including, schools, colleges, nurseries, private providers, charities, youth groups and community groups.

Here are some examples of providers:-

- Holiday clubs that are already in operation and running a holiday club and would like to offer space for children participating in the Here for Herefordshire Holidays programme.

- Sports clubs or Community groups that offer a holiday programme (we encourage providers to open their sessions up to all children and families, either through match funding or by offering paid places to non-eligible children).

If you currently have a holiday club provision, are an activity provider or a community groups and are interested in offering a programme of innovative and enriching opportunities then please [visit our website](#) to read the criteria and complete the online application form.

There will be a selection process with considerations given to providers who can:

- Offer up to 16 hours provision during the Christmas holidays, which may include weekends or evenings. **There is some flexibility in delivery and we encourage you to apply even if you are unable to provide the full hours. For more information, please contact HAFproviders@herefordshire.gov.uk**
- Meet the HAF framework see guidance [Holiday activities and food programme 2024 - GOV.UK \(www.gov.uk\)](#) by offering healthy meal, physical activity, enrichment opportunities, promoting awareness of healthy lifestyles, and offer information and signposting to families.
- Offer a provision for children with Special Educational Needs, physical and hidden disability.
- Submit evidence of required documentation (for example, DBS certificate, First Aid Certificate, Safeguarding children policy).

What can the funding be used for?

- Expand Provision through Staffing or New Setup: Allocate funds for hiring additional staff to increase capacity within existing programs or create new ones where there's a gap in service.
- Support Quality Improvement: Invest in elevating the quality of the service, such as hiring sports coaches for physical activities or partnering with caterers to provide healthy meals.
- Fund Enriching Activities: Provide financial support for additional enriching activities beyond the basic offerings, like day trips or workshops, ensuring funding covers a fair share if paying attendees are present.
- Purchase Equipment: Use funds to buy necessary equipment to enhance the program, like sports gear or other essential tools for participation in activities.

These strategies aim to boost inclusivity, quality, and engagement across programs, ensuring a well-rounded experience for participants.

What can the grant not be used for?

- Provision which has already been allocated funds to deliver.
- Activities where a profit will be distributed for private gain or projects that have no charitable or community element.
- Religious or political activity (we are able to fund religious organisations if they are providing benefit for the wider community).

- Activity that replaces government funding or is a statutory responsibility, for example, we can only fund school activities that are additional to the curriculum.
- Activities that benefit individuals, rather than a wider community
- Retrospective costs and loan repayments, expenditure or activities that have already taken place

Grant funding available

Option 1: Activity and Meal Provision

- Funding available: **£5.00 per hour, per child**
- This option covers both activities and meals. If the cost of your program exceeds this rate, you will need to provide the actual hourly rate and a detailed explanation of the costs.
- Additional funding may be available to cover enrichment activities, administrative costs, and any necessary equipment or kits.

Option 2: Activity Only Provision

- Funding available: **Up to £3.50 per hour, per child**
- This option covers activities only. If the cost of your program exceeds this rate, you will need to provide the actual hourly rate and a detailed explanation of the costs.
- A HAF-approved food provider will be responsible for supplying a healthy meal.
- Additional funding may also be available to cover enrichment activities, administrative costs, and any necessary equipment or kits.

Please note the hourly rate will be increased for Children with Special Educational Needs and Disability. Please contact the HAFprovider@herefordshire.gov.uk to discuss further.

Policies and procedures

All organisations delivering the HAF programme must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety
- behaviour
- uncollected child
- adverse weather
- emergency evacuation
- first aid
- food hygiene and allergen training
- relevant insurance policies
- accessibility and inclusiveness
- risk assessments for all planned activities and the environment including security measures.

Ensuring providers meet the programme standards

As a local authority we will carry out visits to providers to be satisfied that the provision is suitable, and that the provider has everything in place to deliver a high-quality programme. As a minimum, an assurance visit would normally be made to new providers or to providers that have not been visited for more than 12 months.

Payment schedule for the programme

Payments for the programme will be made in two instalments:

1. Initial Payment: Up to 50%

This will be paid upon approval of your application and after you submit the completed grant agreement along with the approved due diligence paperwork. This must be done before the programme begins.

2. Final Payment: Remaining Balance

The remaining balance will be paid after the programme is completed. The final amount will be based on the number of children enrolled in the programme, including any additional costs incurred for supporting children with SEND (Special Educational Needs and Disabilities). Payment will be made once the monitoring and evaluation forms are completed and submitted.

Please note

If the allocated spaces for children on benefit-related free school meals or 'discretionary places' are not fully booked, this may result in an underspend of the grant. In such cases, a proportional reimbursement of the unspent funds will be required.

Key Dates for delivery:

Stage	Date
Applications open	W/C 30 th September 2024
Closing date	Sunday 13 th October 2024
Enter applications on tracker	14 th – 19 th October 2024
Reviewed by grants panel	Monday 21 st & Thursday 24 th October 2024
Applicants notified of outcomes & Grant Letters sent	W/C 28 th October 2024
Postcards to be labelled	8 th November 2024
Postcards to be sent	W/C 11 th November 2024
Successful Applicants to sign, return grant conditions & supporting documents	Friday 4 th November 2024
First Payment Processed*	End of November pending due diligence
Provider to have listing and dates on booking system ready for opening	Wednesday 13 th November 2024
All risk assessments to be received by	Friday 15 th November 2024
Activities start	Saturday 21 st December 2024

Holiday Activity booking process

Most provisions will have a mix of eligible and non-eligible children attending the sessions.

- Providers will need to complete training on the booking system and add sessions to the booking site. Providers will be supported to use this platform to manage their bookings and registers as part of the programme.
- All HAF sessions will be advertised through our centralised booking system which will be on the [Talk Community website](#). Booking system will be in place for parents /carers of children in receipt of benefit related FSM and children allocated a 'discretionary place' only and they can book directly on to their own activities.
- HAF team will check the child /young person is eligible.
- Provider can access the live booking system and access those registered on to activity.
- Providers will be able to set up the cut-off date to book activities so they can manage the number of spaces for children eligible for FSM have been booked.
- Providers will be expected to contact families of children the 'do not attend' the session.

Monitoring and evaluation

Alongside receiving a quality assurance visit during delivery, providers will be expected to provide the HAF team and the Delegated Grants team a final report which will require the following information.

- Number of eligible children attending activities and number that continued to engage after the programme.
- Number of families that benefitted from the programme.
- How well you achieved the outputs and how these were achieved
- Any lessons learnt from the programme and success stories.

Ofsted registration

Holiday clubs may need to legally register with Ofsted depending on the provision they offer, they may also be eligible to register with Ofsted on the voluntary register or they may be [exempt from registration](#) entirely. Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the HAF programme.

To support the raising of quality and to better meet the safeguarding needs of children and young people, certain providers can choose to [register with Ofsted](#) even if they do not have to. One of the direct benefits to children and families of providers being Ofsted registered is that families may be eligible for tax free childcare or the childcare costs element of Universal Credit. Through this families may be able to [claim back up to 85% of their childcare costs](#) if they are attending and paying for extra childcare at Ofsted registered settings.

It is the responsibility of individual HAF providers to understand whether they are required by law to be Ofsted registered and to continue to review their status as and when the provision they are offering changes. We expect local authorities to check with all their HAF providers that they are appropriately registered, particularly those providers who may have amended their childcare offer during the holidays because of the HAF programme.

The HAF Team will support any provider who would like to explore this.

Please see Appendix 1 for Frequently Asked Questions. If you any further enquires please send them to HAFproviders@herefordshire.gov.uk

Appendix 1

Frequently Asked Questions

Do voluntary provisions need to be OFSTED registered?

Holidays clubs may need to register with Ofsted and there are benefits associated with doing so, but it is not a requirement for clubs and providers participating in the HAF programme and we know that not all will need or want to do that. [Guidance on the exemptions to Ofsted registration are set out the gov.uk website.](#)

Do providers have to have activities for 4 to 16 year old or can they target groups e.g. 11 to 16 year olds?

Yes. The project must cover school age children from reception to Year 11, however activities can be for a specific age group e.g. 5-8 yr. old or 12 -16 yr. old

What if a provider can only run sessions on a minimum and the places aren't booked so the sessions are cancelled, what is the expectation?

If allocated places aren't booked, providers will be informed at least one week before the session starts. In such circumstances a reimbursement will be required. Support will be offered to explore reasons for low take up. It will be beneficial to consider the numbers of children receiving benefit related FSM in your area when you make the application.

Can I apply for other grants in order to support the HAF project?

Yes. However please ensure that funding isn't being duplicated but can be used to supplement the offer. If you would like to see what other grant funding is available please email talkcommunityenquiries@herefordshire.gov.uk

Is there a maximum I can apply for?

No. The grant is flexible however this will be allocated according to the number of eligible children in the area.

Do the same children need to attend all of the time?

The aim is that participating children will be able to access up to 64 hours throughout the summer holiday and 16 hours during the Christmas and Easter holidays. However we know that some children will attend every day and some may attend less frequently and some eligible children will not attend at all as it is completely optional.

Is there scope within the programme to focus on areas other than physical health and nutrition, for example mental health and wellbeing?

Yes. You can be creative and responsive to needs of your community and work in partnership with other organisations to support mental health & well-being and other aspect of need. HAF team may be able to support you with this offer.