

# 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 using the following criteria.

- The child/ young person is a young carer.
- The child/ young person has an unsettled home life.
- There is economic stress in the home that is impacting on the child/young person.
- The child/ young person is likely to be lonely and isolated over the Christmas holidays.
- The child/ young person is struggling with anxiety/ depression.
- The child is from a refugee or asylum seeking family.

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 range of charities, CICs, private childcare organisations and schools.

Here are some examples of providers we already work with:-

- Existing holiday clubs that are already running a holiday club but would like to open some spaces for children that could attend the club through 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 and considerations will be made to those providers who can:

- Offer up to 16 hours provision over the Christmas or Easter holidays and 64 hours over the Summer holiday (six weeks of the summer holiday), this can include weekends or evenings. **There is some flexibility around the delivery and we would encourage you to apply, even if you are not able to run the full hours. Please contact [HAFproviders@herefordshire.gov.uk](mailto:HAFproviders@herefordshire.gov.uk) for more information.**
- Offer activities which could contribute to the total hours such as standalone workshops e.g. break dancing, graffiti workshops.
- Offer a provision for children with Special Educational Needs, physical and hidden disability.
- Provide at least 1 nutritional meal a day i.e. breakfast, lunch or tea (external provider can be sourced if required) that meets the school food standards.
- Provide evidence of required documentation (for example, DBS certificate, First Aid Certificate, Safeguarding children policy).
- Provide a final report evaluating the success of the programme.

## What can the funding be used for?

- To support a comprehensive, inclusive, and accessible offer, e.g., setting up new provision where needed, paying for additional staff to expand existing provision or to meet additional needs, etc.
- To support quality improvement, e.g., money to bring in activity providers such as sports coaches; money to establish partnerships with catering organisations
- To pay for additional 'enriching activities' on top of the core offer, for example, day trips, music workshops, animal encounters. If there are paying children also in attendance the funding will cover a proportionate amount.

- To purchase equipment for the programme, for example, to improve the sports equipment at an individual club or provide children with the kit they need to participate in activities.

## **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

## **What are the HAF ‘Framework of Standards’?**

The standards we expect organisations to deliver against for our 2024 Holiday programme are:

### **Provision for all**

We strongly encouraged organisations to be open to all children and not just those funded by the HAF programme. This includes offering the same level of experience to all children attending their provision.

### **Food provision**

Organisations must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet school food standards.

Our expectation is that the majority of food served by organisations will be hot. However, we acknowledge that there will be occasions when this is not possible, and a cold alternative may be used.

We encourage you to consider carefully how you could provide “hot” food. For example, could you engage a local food provider/café/community café to support you in providing cooked healthy food? Consideration will be given to organisations who evidence innovative solutions and partnerships to providing hot meals.

All food provided as part of the programme must:

- comply with regulations on food preparation;
- take into account allergies and dietary requirements;
- take into account any religious or cultural requirements for food.

**Additional Links:**

[School food standards - School Food Plan](#)

[Food Standards Agency](#)

[Food Standards Agency - Allergen guidance for food businesses](#)

**Enriching activities**

All HAF-funded provision must provide fun and enriching activities that allow children to:

- develop new skills or knowledge
- consolidate existing skills and knowledge
- try out new experiences
- have fun and socialise

This could include but is not limited to:

- physical activities, for example, football, swimming, table tennis or cricket
- creative activities, for example, putting on a play, junk modelling or drumming workshops
- experiences, for example, a nature walk or visiting a city farm
- free play, for example, fun and freedom to relax and enjoy themselves

We expect all HAF providers to provide a balanced programme. For providers whose primary focus is set around a specific activity or sport, we expect them to ensure that children attending their provision benefit from a holistic and varied experience.

**Physical activities**

All projects must provide activities that meet the NHS physical activity guidelines for children and young people on a daily basis. Herefordshire Council requires that all projects incorporate 60 minutes of moderate to vigorous physical activity for all children attending. This will be monitored via your monitoring returns, and evaluation data.

Projects that are focussed on children and/or young people must also consider how physical activity can be promoted to engage carers/parents as well as children and young people. This could be either on site or at home.

**Additional links:**

Physical activity guideline for children and young people – on the [NHS website](#)

**Increasing awareness of healthy eating, healthy lifestyles and positive behaviours**

We expect providers to incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities. This could include:

- getting children involved in food preparation and cooking

- growing fruit and vegetables
- taste tests
- discussing food and healthy eating during mealtimes
- including food and nutrition in other activities

Offering positive learning and development through HAF activities creates stigma-free opportunities to support children and young people in learning about healthy lifestyles and exercise. This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including:

- economic
- social
- personal safety
- exploitation
- criminality

#### **Additional Links:**

The following sources of information may be useful to Organisations in developing their nutritional education programme.

[NHS - Change for life](#) Variety of information and useful resources to support healthy lifestyle with recipes/ activities etc.

[School Food Plan](#) – The School Plan aims to support schools to make cultural change in relation to food.

[NHS - Eat Well](#) - Information on how to support healthy eating. Provides healthy-eating advice for the general population.

[One you](#) - Information and ideas to support healthy changes to diet, exercise and mental and physical health.

#### **Signposting and referrals and supporting families**

HAF providers should be able to offer information, signposting or referrals to other services and support, that would benefit the children who attend their provision and their families.

This could be:

- Local Food Bank
- Organisations providing financial education and debt support service [Money, debt and budgeting - Talk Community Directory](#)
- [Talk Community Website and Directory](#)
- [Local Talk Community Hub](#)
- Citizen's Advice
- Healthy Lifestyle Trainers
- Jobcentre Plus

There are many ways that providers can meet this element of the programme, for example, through trained and knowledgeable staff engaging with families during drop-off and pick-up times.

## **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
- first aid
- food hygiene and allergen training
- relevant insurance policies
- accessibility and inclusiveness
- risk assessments for all planned activities

## **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.



## Free School Meals data

The table below shows numbers of children who are currently receiving **benefits related** free school meals. We aim to engage a minimum of 1000 children & young people onto the HAF programme.

*Please note: these figures do not include children who are entitled to universal free school meals as the HAF programme funds children entitled to **benefit-related** Free School Meals.*

Area *plus surrounding areas	Primary School	Secondary School	Independent, Other & Special Schools (all ages)	Total
Bromyard*	103	84	0	187
Ledbury*	214	164	0	378
Ross*	279	210	0	489
Golden Valley*	176	221	57	454
North City	526	471	145	1142
South City	613	227	46	886
Kington & Weobley*	197	126	0	323
Leominster & Wigmore	373	208	20	601
	<b>2481</b>	<b>1711</b>	<b>268</b>	<b>4460</b>

## Grant funding available

- **Option 1** - Activity and meal provided up to £5.00 per hour per child. (this could be an existing holiday club that sources meal provision that meets the school food standards)
- **Option 2** - Activity provided up to £3.50 per hour per child (this could be activity sessions run in community centres, village halls or outdoor areas but would like meal to be delivered or provided by HAF food provider)
- **Option 3** - Meal provided must meet school food standards with nutritional information up to £3.00 per meal (preparation must be compliant with regulations and take into account allergies, dietary requirements, and any cultural or religious preferences.)

**Please note** the hourly rate will be increased for Children with Special Educational Needs and Disability. Please contact the [HAFprovider@herefordshire.gov.uk](mailto:HAFprovider@herefordshire.gov.uk) to discuss further.

## Grant payments

Payment for the programme will be made in two instalments.

- **Up to 50%** on approval of application and return of the completed grant agreement and approved due diligence paperwork **before the programme begins.**
- **Remaining balance after delivery of the programme,** this will include any incurred cost for supporting children with SEND and on completion and return of the monitoring and evaluation.

If spaces allocated to children on benefit related free school meals or ‘discretionary places’ are not booked then this could result in an under spend of the grant received. If this occurs then proportionate reimbursement will be required.

Please see **Appendix 1** for the requirements for HAF providers.

## Key Dates for delivery:

Stage	Date
Applications open	Monday 15 <sup>th</sup> January 2024
Closing date	Sunday 28 <sup>th</sup> January 2024
Reviewed by grants panel	Thurs 1 <sup>st</sup> Feb 2024
Applicants notified of outcomes & Grant Letters sent	W/C 5 <sup>th</sup> February 2024
Successful Applicants to sign, return grant conditions & supporting documents	Friday 16 <sup>th</sup> February 2024
First Payment Processed	End of March subject to Policy Checks
Provider to have offer uploaded ready for opening	Friday 23 <sup>rd</sup> February 2024
Booking system open	Monday 4 <sup>th</sup> March 2024
Activities start	Sunday 24 <sup>th</sup> March 2024
Activities finish	Friday 5 <sup>th</sup> April 2024

\*on receipt of all due diligence paperwork

## 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 2 for Frequently Asked Questions. If you any further enquires please send them to [HAFproviders@herefordshire.gov.uk](mailto:HAFproviders@herefordshire.gov.uk)**



# Appendix 1

## Application checklist

Read through the checklist below. If you do not have all the required documentation then please contact the HAF team who may be able to support you with this process.

### Policies

A copy of your safeguarding policy statement and child protection policy statement

A copy of your health & safety policy

Staff / volunteer recruitment and training

### Safeguarding

Satisfactory enhanced DBS

### Training

Completed safeguarding training

Staff and volunteers supervising the preparation of food will have Food Hygiene training (level 2) and have completed food allergen training

Staff and volunteers responsible for administering First Aid have had appropriate training

### Registrations

Your OFSTED registration number (or reason why you are exempt)

Details if you are registered with Herefordshire Council as a food business

### Risk and insurance

Confirmation that you have sufficient insurance for your planned activities

Risk assessment for all planned activities submitted at least three weeks in advance of programme commencing. Please ensure that all children are considered including those with a disability / hidden disability.

Covid-19 Risk management policy

Sample menu for one week

Sample Scheme of work / session planning

## Appendix 2

### 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](mailto: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.