

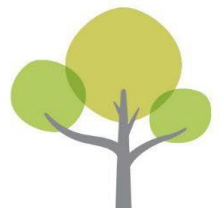
# Holiday Activities and Food (HAF) Grant Programme

## Application Guidance Notes

Email completed application form with requested supporting documents to:

[VSST\\_play@sandwell.gov.uk](mailto:VSST_play@sandwell.gov.uk)

**Closing date for applications:**  
**Friday 10<sup>th</sup> May 2024 by 5:00pm**





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## **Guidance Notes Introduction**

Please be sure to thoroughly review these Guidance notes, as they contain crucial information about the programme requirements, eligibility criteria, funding guidelines, required application documents, and the application process. It is essential to familiarise yourself with these details to gain an understanding of the funding scope and project criteria, which are key to completing and submitting a successful application.

Once you have reviewed these guidelines and determined that this grant is suitable for your project, please proceed with the application.

The application pack, along with these guidelines, includes a request for information about your organisation, your project proposal, and your project budget.

All the signatories on your application form must be 18 years old or over.

Please ensure that you provide the required supporting documents with your application. The section 'What to submit with your application' provides details on this.

**Note: Additional information and details may be requested, subject to the DfE 2024 Guidance.**

### **Programme Overview**

The Department for Education have awarded grant funding to Local Authorities to provide Holiday Activities and Food (HAF) to cover the Easter, Summer, and Christmas Holiday periods for 2022-25 to support school aged children (reception to year 11) including SEND who are eligible for benefit related Free School Meals to access healthy food and enriching activities free of charge over each of these holiday periods.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap - with children from disadvantaged families:

- less likely to access organised out-of-school activities.
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health.
- more likely to experience social isolation.

We know that returning to school in poor physical and mental condition can have a detrimental impact on children's mental and physical wellbeing, as well as their educational attainment.

The impact of covid-19 has meant more families are applying for free school meals and of course it has increased social isolation. There are over 20,000 children receiving free school meals in Sandwell with a likely increase over the coming year.



### Programme Aim

The aim of the programme is to offer free holiday club provision including healthy food and enrichment activities to school aged children from Reception to Year 11 who receive benefits-related free school meals. Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their school or local authority.

For further information on eligibility, please visit apply for free school meals - GOV.UK (<https://www.gov.uk/apply-free-school-meals>)

### Programme Outcomes

The projects we wish to fund must achieve the following outcomes for children:

1. To eat healthily over the school holidays.
2. To be active during the school holidays.
3. To take part in engaging and enriching activities which support the development of resilience, character, and wellbeing along with their wider education attainment.
4. To be safe and not to be socially isolated.
5. To have greater knowledge of health nutrition.
6. To be more engaged with school and other local services.

We also want to ensure that the families who participate in this programme:

1. Develop their understanding of nutrition and food budgeting.
2. Are signposted towards other information and support, for example, health, employment, and education.

### Department for Education Programme Requirements

The DfE expects that in every HAF funded holiday week you are required to offer all eligible children the equivalent of at least 4 hours a day, 4 days a week, please see breakdown below (**please note:** there is some flexibility to offer longer or shorter sessions, this is outlined in the [Appendix 4, point number 30](#))

Easter	<ul style="list-style-type: none"> <li>• All participating children should benefit from a week of face-to-face provision at Easter, this should cover 4 days.</li> <li>• For most children, each day at Easter should consist of at least 4 hours of provision and should be tailored to need.</li> </ul>
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Summer	<ul style="list-style-type: none"> <li>• All participating children should be offered four weeks of face-to-face provision, which cover 16 days.</li> <li>• In summer this equates to 64 hours of delivery (16 days x 4 hours per day)</li> <li>• For most children, each day during summer should consist of at least 4 hours of provision but the local authority should ensure that provision is tailored to need.</li> </ul>
Christmas	<ul style="list-style-type: none"> <li>• All participating children should benefit from a week of support which covers 4 days. This can include four days of face-to-face provision, however, where this is not possible, it should consist of two days of face-to-face provision complimented by two days of HAF support which can be provided in the form of high-quality food hampers and activity packs.</li> <li>• For most children, each day of face-to-face provision at Christmas should consist of four hours (4 days x 4 hours per day) but the local authority should ensure that provision is tailored to need.</li> </ul>

Department for Education expect all organisations funded through the Programme to meet their framework of standards. The standards expected are:

**1. Enriching activities:** projects must provide fun and enriching activities that provide children and young people with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc.

**2. Food:** clubs must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the club (including snacks) must meet [school food standards](#). The school food standards expectation is that the majority of food served by providers will be hot, however, we acknowledge that there will be occasions when this is not possible and that a cold alternative should be used.

### Food information regulations - Natasha's Law

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS). Providers should take the time to read the [guidance](#) on the Food Standards Agency website and ensure that all food provision for the HAF programme meets these requirements. Providers are required to complete an additional form detailing the food offer and submit this with the application and sample menus.



**3. Physical activities:** clubs must provide activities which meet [the Physical Activity Guidelines](#) on a daily basis.

In line with these guidelines the DfE expect:

- All children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day. It should be noted that this does not have to be in the form of a structured activity session, but can include active travel, free play, and sports.
- Children and young people participating in the HAF programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength.
- Children and young people should aim to minimise the amount of time spent being sedentary, and when physically possible should break up long periods of not moving with at least light physical activity.

**4. Nutritional education:** clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.

**5. Food education for families and carers:** clubs must include at least weekly training and advice sessions for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food, this could be combined with the nutritional education aspect of the programme.

**6. Signposting and referrals:** Clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. This could include but are not limited to the following sessions:

- Citizen's Advice
- School Nurses, dentists, or other healthcare practitioners
- Children's Services and other local authority services
- Housing Support Officers
- Job Centre Plus
- Organisations providing financial education



### **Project Criteria & Eligibility**

Your project must include the following criteria:

- You must ensure that all children and young people are eligible for the HAF programme before booking onto activities, criteria are as follows:
  - All children and young people must receive benefits-related free school meals (FSM), reside in Sandwell, or attend a school in Sandwell, and be between the ages of reception and Year 11.
  - There may be some children who are not eligible for benefits-related FSM but have protected characteristics (e.g., children with no recourse to public funding, have an EHCP or are a looked after child in education), we are still able to allocate the 16-digit code for these children and young people.
- Spaces for children meeting the above criteria will be made available at no cost to the family.
- A diverse range of engaging projects and enrichment activities and food for school aged children from Reception to Year 11 including SEND.
- The provision of a meal at each of the sessions delivered.
- Deliver the equivalent of six weeks' holiday provision spread over the Easter (4 days) Summer (16 days) and Winter holidays (4 days).
- Every child eligible for the Holiday Activities and Food programme will receive a 16-digit code sent by email via the child/children's school.
- Parents can then use this code to book activities via Holiday Activities (E-vouchers). Parent and partner guides will be shared with successful applicants.
- Holiday Activities (E-vouchers) must be used to manage all bookings and track attendance to enable us to report accurate data to the DfE.
- Furthermore, providers must have appropriate Child Protection/Safeguarding and Health and Safety policies and procedures in place, aligned with the Sandwell Safeguarding Children's Board guidance (SSCB). These documents should be updated to include Sandwell's latest contact details and submitted with your application. Additionally, an online digital media/GDPR policy and a data-sharing consent form should be included with the application.
- The minimum staffing levels for caring for children and young people, inclusive of those with SEND, must always be maintained on-site to ensure their safety, welfare, and development. Providers are expected by OFSTED to adhere to safe statutory staffing levels when caring for children up to the age of eight and older.



### Grant Application Overview

This application is for the Summer 2024 delivery period. Please see the application form for specific dates, you can specify what dates and times you will be delivering there.

SECTION 1:	YOUR ORGANISATION
SECTION 2:	TRACK RECORD
SECTION 3:	YOUR ACTIVITIES / PROJECT PROPOSAL – SUMMER 24
SECTION 4:	FOOD OFFER
SECTION 5:	MARKETING AND PROMOTION
SECTION 6:	FINANCE
SECTION 7:	HAF 24 WINTER DELIVERY: EXPRESSION OF INTEREST
SECTION 8:	DATA PROTECTION
SECTION 9:	CONDITIONS OF FUNDING
SECTION 10:	INDEPENDENT REFEREE (SCHOOLS EXCLUDED)
SECTION 11:	DECLARATION OF RELATIONS
SECTION 12:	DECLARATION OF SIGNATORY (LEAD)
SECTION 13:	DECLARATION OF SIGNATORY (PARTNER)
SECTION 14:	APPENDIX 1 SCHOOL FOOD STANDARDS CHECKLIST
SECTION 15:	APPENDIX 2 HAF APPLICATION CHECKLIST

### Points to consider when completing the application:

- The funding is aimed at making free places available to school aged children from reception to year 11 who are eligible for benefits related free school meals in Sandwell for the equivalent of four hours a day, four days a week and for six weeks a year. This would cover one week during Easter, four weeks during the Summer and one week during the Winter school holiday periods.
- Individual and joint bids are welcomed but details of all delivery partners must be detailed in the application and supporting documents included for all organisations involved.
- Grants can be awarded to new provision or to enhance existing provision i.e., to provide elements not currently/previously funded such as food, family cooking/activities, additional days, staffing and equipment.
- Demonstrate in your application how children, young people, and their families in receipt of benefits related FSM will be encouraged to take part in the enrichment activities and how you will promote the HAF programme sign up process.
- Evidence of match funding would be seen favorably either cash or in kind. This can include contribution towards staffing, volunteers, food, venue, etc.
- Where paid provision is in place e.g., an existing holiday club, the fund can provide an agreed number of additional places for eligible benefits related Free School Meal children and young people.





- Marketing of your provision is compulsory and will be shared via the council's marketing team and you will be added to the directory of HAF organisations/providers on the council website and your details will be shared with the DfE as a central register of HAF providers.
- As part of the Conditions of Funding successful organisations must obtain parental consent to share information of children with Sandwell Council (as part of the monitoring process) on behalf of HAF. To fulfil this condition, please ensure that a registration/consent form is completed for each child participating in the project.
- Once delivery has been completed an income and expenditure form and a self-monitoring form must be completed and returned (templates will be provided) including any accompanying receipts to Sandwell Council (in the event of any underspend, funds may be returned to Sandwell Council).
- Sandwell Council can link you with activity instructors, if required, that will be working within the HAF Programme.
- When offering the food element, you must tell us of any Level 2 Food Hygiene and food allergy certificates held by staff/volunteers.
- Organisations that internally provide food and do not outsource catering must be registered as a food business.
- Explain in your application how you plan to deliver enriching activities and nutritional education in Sections 3 & 4.
- If for any reason you are unable to fulfill your planned delivery, or your delivery programme changes in any way you must seek guidance from the HAF team before proceeding with changes.
- Submit your application documents using the format outlined in Appendix 2.

### **Government Guidance**

Organisations must stay updated with the latest guidance concerning protective measures for holiday or after-school clubs and other out-of-school settings for children and young people, as well as relevant guidance related to their area (e.g., sports and clubs) and any other pertinent guidelines.

Please note the guidance is updated on a regular basis therefore please ensure you are accessing the latest updates; important links are provided below:

- [Working together to safeguard children](#)
- [Keeping children safe in education](#)
- [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings](#)
- <https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers/disclosure-application-process-for-volunteers>
- [Regulated activity in relation to children](#)
- [Enhanced DBS check](#)



### **Who can apply**

You will be eligible to apply if your organisation meets the criteria set out in the council's **Definition of the voluntary and community sector:**

Grants and other support will only be made available to the following types of organisations:

- Voluntary organisations
- Community groups
- Tenants and Residents groups
- Faith groups
- Housing Associations
- Most co-operatives and social enterprises (provided all profits are retained for the benefit of the communities served)

That has one or more of the following structures/forms:

- Community interest companies limited by guarantee
- Community interest companies limited by share (schedule 2 including an asset lock of 100%)
- Not for profit trade associations
- Charitable trusts
- Companies limited by guarantee
- Unincorporated companies
- Wholly owned trading arms

### **You can also apply if:**

- You are from schools/educational settings.
- You are a Private/Independent organisation, sports club or a grassroots organisation.
- You have a bank account that requires at least 2 people who are unrelated, and do not live at the same address, to sign each cheque or make a withdrawal.
- You have governing documents and/or charity number and/or company registration number.
- You are delivering services in Sandwell for the benefit of children, young people and families living in Sandwell.
- Your organisation is interested in 'scaling up' their current provision to meet the needs of a wider cohort of children and families.
- Your organisation is experienced in delivering quality activities to children and young people with Special Educational Needs and Disabilities (SEND).
- You are interested in applying to deliver in more than one area.



### **OFSTED Requirements**

If you are registered with OFSTED, please include a copy of your certificate with your application. If you are only catering for children over 8 and plan to apply for or are already on the OFSTED voluntary part of the Childcare Register, please indicate this in your application.

If you are not OFSTED registered, you will need to explain how you intend to deliver the activities within the 4-hour timeframe specified by this programme while adhering to OFSTED rules, such as by splitting delivery across days or weeks.

Holiday clubs may need to register with OFSTED, and there are associated benefits. However, we understand that not all providers will need or want to do so.

Guidance on the exemptions to OFSTED registration are set out here:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

### **What we will fund**

**Examples of what we will fund** (this list is not exhaustive):

- Staffing, additional staff hours
- Equipment to deliver activities e.g., play resources
- Nutritious Food
- Activity instructors/professional coaches
- Room Hire
- Transport
- Admin costs
- Relevant training for staff
- Residential activity for youth groups where benefits are clearly identified.
- Grants used to extend a current scheme or project or for a new idea.
- Projects which provide a good range of activities including sport and physical activity, dance, drama, outdoor games, arts and crafts, digital and creative projects, and wellbeing activities.
- Stand-alone trips, entrance fees e.g. theme parks, games centres, amusement arcades, cinemas, etc. (they must be part of a wider enrichment offer)
- SEND provision where the activities are easily accessible and appealing to appropriate age groups.
- Projects engaging older children and young people, emphasising activities tailored to their age group, such as sports, music, dance, creative projects, and wellness activities.
- Projects offering family-oriented activities to parents, caregivers, and other family members—such as guidance, recipes, sourcing and preparing low-cost nutritious meals, and virtual activities including virtual cooking—may also be funded if food for a nutritious meal is provided.



### **What we will not fund**

**Examples of what will not be funded** (this list is not exhaustive):

- Places for children and young people who are **NOT** in receipt of benefits related free school meals (FSM)
- Places for children who do **NOT** meet the following criteria:
  - Children with no recourse to public funding, have an EHCP or are a looked after child in education
- Places for children and young people who are not residents of Sandwell or attend a school in Sandwell
- Projects that do not bring benefits to our local communities
- Activities which promote political or religious beliefs
- Retrospective funding
- Presents
- Fuel or food vouchers
- OFSTED registration and renewal fees

### **How much we will fund**

Funding at a fixed daily rate, inclusive of food costs, is available at £25 (per child per day) for children who are eligible for free school meals, looked after children, and those with no recourse to public funds (NRPF). The available funding for children with special educational needs and disabilities (SEND) is provided at a daily rate of £35, inclusive of food costs.

**For providers who have previously delivered SMBC funded HAF, the maximum number of places will be cross-referenced against the previous performance and the number of eligible beneficiaries reached. Any data submitted after the deadline will not be considered.**

**The funding for new applicants (who have not previously delivered SMBC funded HAF) will be capped at 40 places per day. For example:**

- 40 x £25 inclusive of food costs per day for children in receipt of benefits-related free school meals, children with no recourse to public funding, and looked after children in education.
- 40 x £35 inclusive of food costs per day for children with special educational needs and disabilities (SEND).

We will provide funding for programme administration and management costs, covering up to a maximum of 15% of the total expenses. Providers will have an opportunity to apply for HAF funding for the three holiday periods. Conditions of payment will be provided in the Grant Agreement.



### **Payment of Grant**

The grant will be directly deposited into the designated bank or building society account, and this information will be requested at a later stage from successful new applicants. Payment will be made in one instalment and will be released prior to the commencement of delivery upon receipt of your signed grant agreement.

Funding for the Winter HAF holiday period will be contingent upon Summer and Easter's performance. If there is any shortfall from Easter or Summer, it will be carried forward, and subsequent payments for the Winter period will be adjusted accordingly. For example, if funding was allocated for 20 places per day over 16 days and the actual performance falls short, the payment will be adjusted accordingly for the Winter 2024 Holiday Period. Performance assessment will be based on the data provided via Holiday Activities (E-Vouchers).

### **Training Requirements**

- All staff and volunteers involved in working with children and young people on your project must have obtained enhanced Disclosure and Barring Service (DBS) clearance within the last 3 years.
- All staff and volunteers are required to have completed (minimum) Level 1 Child Protection/Safeguarding training within the last 2 years. This requirement is particularly important for senior play staff.
- Projects should have at least one staff member or volunteer who holds a First Aid qualification, obtained within the last 2 years.
- Projects are required to have at least one staff member or volunteer who holds a Level 2 Food Safety/hygiene qualification, obtained within the last 2 years.

### **Statutory requirements for the Designated Safeguarding Lead (DSL)**

HAF providers are expected to have a Designated Safeguarding Lead. The DSL for HAF Providers should:

- Hold a Level Three Designated Safeguarding Lead Training qualification.
- Complete Safeguarding Training every 2 years and have easy access to relevant resources.
- Ensure that there is an effective child protection policy in place and that it is reviewed annually.
- Support HAF delivery staff and work closely with the local authority and other relevant agencies to address any safeguarding concerns.

For more details on training guidance and expectations visit <https://www.sandwellcsp.org.uk/learning-development/training-guidance-and-expectations/>.



Please ensure that you provide evidence of Sandwell Safeguarding Children's Board or other registered institutions' training certifications along with your application using Appendix 3. If your application is successful, we will verify this during our monitoring visit.

Providers should have a first aid box on the premises, and all staff should be familiar with accident procedures.

As a part of the HAF programme, we can aid organisations by providing a support package of training that encompasses various aspects of service delivery such as first aid, safeguarding, E-vouchers, School Food Standards, and more. Successful providers will receive access details. For free online training, please visit: <https://training.sandwellscb.org.uk/>.

### **Food Offer**

Projects are required to provide a healthy food offer (preferably hot meal) alongside the free holiday club provision.

You can either:

- Prepare the food offer inhouse if you are a registered food business
- Outsource the food offer to a local caterer

Both in-house and outsourced catering providers are required to have a Food Standards Agency (FSA) rating of at least 4 out of 5.

You will be provided with a list of food businesses that have been used by previous HAF delivery partners that can be utilised. However, it is your responsibility to ensure the food offer meets the School Food Standards prior to any agreements.

### **Volunteers**

The Department of Education are keen to promote volunteer involvement in the HAF programme. If your organisation works with volunteers or is looking to recruit more volunteers to support your work, we recommend referring to SCVO's website, [Lets Go Sandwell](#) where you can post an advertisement for recruitment.



### **Conditions of Funding**

Please note that an organisation may forfeit its right to receive any further funding from the Council if these conditions are not complied with.

- 1 Applications will be considered from private sector/independent organisations, schools/educational settings, grassroot projects, sports clubs, not for profit voluntary and community organisations. Details of eligibility of voluntary and community organisations can be found at – [Definition of voluntary and community Sector](#).

Programme beneficiaries must meet the following criteria:

- All children and young people must receive benefits-related free school meals (FSM), reside in Sandwell, or attend a school in Sandwell, and be between reception and Year 11.
- There may be some children who are not eligible for benefits-related FSM but have protected characteristics (e.g., children with no recourse to public funding, have an EHCP or are a looked after child in education), we are still able to allocate the 16-digit code for these children and young people.

- 3 To be eligible for funding, organisations must provide services within Sandwell and ensure that they benefit children, young people, and families residing in Sandwell. It is important that these services are accessible to children and young people from all ethnic backgrounds.

- 4 Beneficiaries should not be charged to access the services provided.

- 5 You must declare on your application form if you are delivering with other partner organisations, failure to do so will result in a withdrawal of your grant.

- 6 Applications received after the closing date/time will **NOT** be considered for funding.

- 7 The Council will **NOT** consider applications for funding in retrospect and no funding will be approved for anything not detailed on the application.

- 8 Prior to the start of project delivery, all staff and volunteers are required to have undergone recent (within 24 months) safeguarding/child protection training. We will verify this by referencing Appendix 3 and during subsequent monitoring visits. See link to access free online training: [Sandwell Children's Safeguarding Partnership Training Courses](#)



- 9 All project staff and volunteers are required to possess enhanced DBS certificates before the commencement of project delivery. We will verify this by referencing Appendix 3 and during subsequent monitoring visits. (DBS must be carried out within the last 3 years)

Funded projects must submit a detailed breakdown of their expenditure by completing an income and expenditure form, which should be retained for a minimum of 2 years after the project concludes.

- 10 As part of the monitoring process, the Council will verify and request the submission of receipts for examination, including those related to venue hire, food, transport, and other activities that make up 30% of the total grant awarded. Invoices or receipts for review should be a minimum of £100 or more. Failure to submit by the deadline will impact future holiday period funding.  
Any unspent funding must be returned to Sandwell Council, and overspent funds will not be reimbursed without prior approval.

- 11 Council funding should not be utilised as "personal spending money" for children, young people, staff, volunteers, or for any items unrelated to project activities.

- 12 Any assets acquired with the assistance of the funding cannot be sold or otherwise disposed of, without the Council first being informed.

- 13 Organisations receiving funding from the Council are responsible for ensuring the safety of their provision. This includes having appropriate Health and Safety policies/statements, child protection/safeguarding policies and procedures, accessibility and inclusiveness measures, risk assessments, online safety procedures, adequate staff/volunteer ratios, relevant insurance coverage, and enhanced DBS certificates for all staff/volunteers. These requirements should be in place throughout the duration of the project.

- 14 The Council will monitor all projects in receipt of council funding **any time over the funding period**. It is therefore important that the Council is notified of changes to the project timetable and number of children expected to attend.

- 15 All promotional materials must include the Holiday Activities and Food (HAF), Department for Education and the Sandwell Council logos. Logos will be sent to successful organisations.





- 16** Successful organisations will be featured in the HAF directory on our website, providing Free School Meal families with access to details about your activities and food offer.
- 17** Successful organisations must obtain consent from parents to share information of children with Sandwell Council on behalf of HAF.
- 18** Successful organisations must ensure that they update their activity information on the Holiday Activities (E-vouchers) platform prior to each HAF holiday to enable parents to book activities.
- 19** You will be required to complete a self-monitoring form at the conclusion of each HAF holiday period. This form allows you to reflect on and provide comments regarding your delivery. Additionally, you will be required to update your E-voucher attendance on the day of each session you deliver.  
In cases where the delivery occurs off-site and you do not have an internet connection, it is necessary to update the attendance record within 24 hours of the session being delivered.  
Failure to comply with the submission deadlines of the self-monitoring form and E-voucher attendance records will affect the next holiday funding period.
- 20** All providers are required to attend two post-delivery meetings per year, which are scheduled for the month following each holiday period. Attendance at these meetings is mandatory for all providers.
- 21** All providers must attend a Holiday Activities (E-Voucher) training session prior to the delivery of their services. These training sessions will be scheduled in the month preceding the holiday period during which the delivery will take place. Attendance at these sessions is mandatory for all providers.
- 22** All providers must attend the annual HAF Conference meeting, scheduled to take place in November 2024. Invitations will be sent out closer to the date of the Conference. Attendance at this meeting is mandatory for all providers.



**Application Questions & Guidance**  
**SECTION 1: YOUR ORGANISATION**

<b>Question 1.1</b>	Only add the lead organisation details in this section.																				
<b>Question 1.2</b>	This contact will be the person who is responsible for completing the application form, providing all evidence documentation, and completing an accurate funding application. We may contact this person for clarity regarding your application, therefore, please ensure that you provide accurate contact information to prevent delays.																				
<b>Question 1.3</b>	This contact information is for the person who will be running the day-to-day operations of the HAF programme for your organisation. The HAF team will liaise with this individual for marketing information, self-monitoring, and monitoring visits. Please ensure the email address for this contact is correct as we regularly send important updates via email.																				
<b>Question 1.4</b>	This contact information is for the person who is your Organisation's Designated Safeguarding Lead. You must confirm their DSL Training Level. The DSL for HAF Providers should hold a minimum Level 3 Designated Safeguarding Lead Training qualification																				
<b>Question 1.5</b>	Ignore 'partner organisation' question if you are delivering alone. If you have a partner add the organisations details. You must include contact information for the person who will be running the day-to-day operations of the HAF programme for your partner organisation.																				
<b>Question 1.6</b>	<table border="1"> <tr> <td><b>1.6</b></td> <td colspan="2"><b>Tell us what type of organisation you are (your legal status) please select</b></td> </tr> <tr> <td></td> <td align="center"><b>Lead</b></td> <td align="center"><b>Partner</b></td> </tr> <tr> <td>Voluntary and Community (not for profit/CIC)</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Private / Independent</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>School / Other educational setting</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>SMBC Service</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table>			<b>1.6</b>	<b>Tell us what type of organisation you are (your legal status) please select</b>			<b>Lead</b>	<b>Partner</b>	Voluntary and Community (not for profit/CIC)	<input type="checkbox"/>	<input type="checkbox"/>	Private / Independent	<input type="checkbox"/>	<input type="checkbox"/>	School / Other educational setting	<input type="checkbox"/>	<input type="checkbox"/>	SMBC Service	<input type="checkbox"/>	<input type="checkbox"/>
	<b>1.6</b>	<b>Tell us what type of organisation you are (your legal status) please select</b>																			
		<b>Lead</b>	<b>Partner</b>																		
	Voluntary and Community (not for profit/CIC)	<input type="checkbox"/>	<input type="checkbox"/>																		
	Private / Independent	<input type="checkbox"/>	<input type="checkbox"/>																		
	School / Other educational setting	<input type="checkbox"/>	<input type="checkbox"/>																		
SMBC Service	<input type="checkbox"/>	<input type="checkbox"/>																			
Applications will be considered from private sector/independent organisations, schools/educational settings, grassroot/LA projects, sports clubs, not for profit voluntary and community organisations.																					
<b>Question 1.7</b>	<b>Select if you and your partner organisation have the following:</b>																				
	<b>1.7</b>	<b>Select if you and your partner organisation have the following:</b>	<b>Lead</b>																		
		Constitution, Terms of Reference, set of rules or other Governing documents	<input type="checkbox"/>	<input type="checkbox"/>																	
		Latest Annual Accounts or Statement of Income and Expenditure	<input type="checkbox"/>	<input type="checkbox"/>																	
		Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>																	
		Registered as a food business	<input type="checkbox"/>	<input type="checkbox"/>																	
		Equality & Diversity Policy	<input type="checkbox"/>	<input type="checkbox"/>																	
		Child Protection & Safeguarding Policy/Procedures in place	<input type="checkbox"/>	<input type="checkbox"/>																	
		Online Safety & Digital Media Policy/Procedures/Data Sharing Consent Form	<input type="checkbox"/>	<input type="checkbox"/>																	
		Health & Safety Policy/Procedures (to include food hygiene/risk assessments)	<input type="checkbox"/>	<input type="checkbox"/>																	
		Qualified First Aider (on site/present at all times)	<input type="checkbox"/>	<input type="checkbox"/>																	
		Enhanced DBS checks for all delivery staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>																	
		Minimum Safeguarding Level 1 Training for all delivery staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>																	
		Partner Delivery Agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>																	
	OFSTED Registration	<input type="checkbox"/>	<input type="checkbox"/>																		
	<ul style="list-style-type: none"> <li>• <b>Registered as a food business</b> – If you plan to cook the food onsite your organisation is required to be registered as a food business.</li> </ul>																				



	<ul style="list-style-type: none"> <li>• <b>Other insurance examples</b> – This relates to things like employee liability insurance, activity specific policies such as association related insurance (e.g., football association).</li> <li>• <b>Partner column</b> – leave blank if you are delivering alone.</li> <li>• <b>Partner Delivery Agreement (if applicable)</b> - leave blank if you are delivering alone.</li> </ul>
<b>Question 1.8</b>	<p><b>If the lead organisation is not registered with OFSTED, please specify why</b> If you are not OFSTED registered, you will need to explain how you intend to deliver the activities within the 4-hour timeframe specified by this programme while adhering to OFSTED rules, such as by splitting delivery across days or weeks. Guidance on the exemptions to OFSTED registration are set out here: <a href="https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions">https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions</a></p>
<b>Question 1.9</b>	<p><b>Are you currently delivering activities for children and young people?</b> Tell us if you're an existing provider delivering activities for children and young people</p>
<b>Question 1.10</b>	<p><b>If you've answered yes, tell us if you're charging parents/carers for this provision</b></p>
<b>Question 1.11</b>	<p>Has your organisation applied for/received funding from Sandwell Council? (Including HAF Funding, <b>list up to the last three years</b>)</p>

**SECTION 2: TRACK RECORD (200-word limit per question)**

<b>Question 2.1</b>	<p><b>Provide details of your delivery track record</b> Only include recent experience you have working with children and young people. This is an opportunity to promote your organisation and tell us what makes you unique</p>
<b>Question 2.2</b>	<p><b>If you are delivering with a partner organisation, please provide details of the delivery relationship.</b></p>

**SECTION 3: YOUR ACTIVITIES / PROJECT PROPOSAL – SUMMER 24**

Information provided here will be displayed on the HAF website

<b>Question 3.1</b>	<p><b>Summer HAF Programme Title</b> Create a catchy, brief, and engaging title that helps parents find you and describes your services.</p>
<b>Question 3.2</b>	<p><b>Tell us what activities are on offer</b> (Holiday clubs must provide activities that meet the <a href="#">physical activity guidelines</a> daily). <i>(minimum 250-word limit)</i></p>
<b>Question 3.3</b>	<p><b>What are the benefits of your provision?</b> This is an opportunity to explain the difference attending your provision can make <i>(minimum 250-word limit)</i></p>
<b>Question 3.4</b>	<p style="text-align: center;"><b>Activity Plan</b></p> <p>Please remember that HAF delivery is based on delivering a minimum of 64 hours over the Summer period. Information provided here will be displayed on the HAF website. Include full address of venue including post code <b>(select the box if the venue has been confirmed, we need to ensure that you have an agreement in place to deliver at this venue prior to funding being released)</b>, also add contact details for the delivery lead at the venue for monitoring purposes. Please ensure you tell us the correct dates, days and times of delivery, failure to complete this correctly will delay your application. Please provide full address of the venue including postcode. We need to ensure that we are not funding multiple provisions from one site.</p>



<b>Question 3.5</b>	<b>Venue Capacity - how many people can safely be accommodated? Confirm capacity for all venues, ensure this is reflected in your risk assessment</b>
<b>Question 3.6</b>	<b>Evidence how you have identified the need for this provision (200-word limit)</b> We do not expect to see statistics from Sandwell trends data in this answer. Instead, tell us how you have evidenced the need in your community. For example, historic figures from previous projects you have delivered (this is not limited to HAF delivery). Show us how your HAF programme will benefit the community.
<b>Question 3.7</b>	<b>Tell us how you will gather feedback from parents and children about the activities you will deliver and how you will record this information? (e.g., questionnaires) (200-word limit)</b> Please be sure to include examples of how you will evidence the impact on children and young people's experiences. We will be requesting examples of completed surveys for both children and parents/carers with your self-monitoring return, therefore, please ensure you have these in place prior to project delivery.
<b>Question 3.8</b>	<b>Tell us how you will implement robust safeguarding arrangements and ensure your provision is a safe and happy place for children (this could include child protection/safeguarding policy, equality and inclusion, risk assessments, etc.) (200-word limit)</b>
<b>Question 3.9</b>	<b>Tell us how you will support children with SEND or additional needs? (e.g., staff/resources, reasonable adjustments, carer involvement, and signposting) (200-word limit)</b>
<b>Question 3.10</b>	<b>Tell us about your organisation's inclusive practices and how you will implement this in your delivery to ensure your provision is more inclusive. (Please consider quiet and changing spaces, trained staff in peg feeding, Makaton, sign language, flexible to support individual needs) (200-word limit)</b>
<b>Question 3.11</b>	<b>Tell us how you will enable signposting or referrals to other services that would benefit children and young people who attend your provision. (200-word limit)</b> You can consider the following: <ul style="list-style-type: none"> <li>• Citizen's Advice</li> <li>• School Nurses, dentists, or other healthcare practitioners</li> <li>• Children's Services and other local authority services</li> <li>• Housing Support Officers</li> <li>• Job Centre Plus</li> <li>• Organisations providing financial education</li> <li>• Foodbanks</li> </ul> You may also consider exploring the following links to provide guidance and support for families: <ul style="list-style-type: none"> <li>• <a href="#">Resilient Residents</a></li> <li>• <a href="#">Settling in Sandwell</a></li> <li>• <a href="#">Route2Wellbeing</a></li> <li>• <a href="#">Sandwell Family Life</a></li> <li>• <a href="#">Let's Go Sandwell</a></li> <li>• <a href="#">SCVO</a></li> <li>• <a href="#">Cost of Living Advice - WhatsApp</a></li> <li>• <a href="#">Learn SAFL</a></li> </ul>
<b>Question 3.12</b>	<b>Tell us how your project will contribute to at least one of Sandwell's six strategic outcomes listed in the Corporate Plan 2021-25. The full version of the Corporate Plan can be found <a href="#">here</a> (200-word limit)</b>

## SECTION 4: FOOD OFFER



<b>Question 4.1</b>	<b>Will you be outsourcing your food offer to a local caterer?</b>
<b>Question 4.2</b>	<b>If you've answered yes, please provide details below</b>
<b>Question 4.3</b>	<b>Do you or the catering provider have a food hygiene rating of at least 4 out of 5?</b> Both in-house and outsourced catering providers are required to have a Food Standards Agency (FSA) rating of at least 4 out of 5.
<b>Question 4.4</b>	<b>Please tell us about your food offer and how you will evidence that it meets the expected standards required by HAF. (incl. snacks, hot and cold meals)</b> You must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet <a href="#">school food standards</a> . All food provided as part of the programme must: <ul style="list-style-type: none"> <li>• Comply with regulations on food preparation</li> <li>• Consider allergies and dietary requirements (<a href="#">see the allergy guidance for schools</a>)</li> <li>• Consider any religious or cultural requirements for food</li> </ul>
<b>Question 4.5</b>	<b>Tell us the food cost per head per session (e.g., £5 per child, per session)</b> You must provide a sample menu in this section. Ensure this is accurate and reflects what you will be providing during delivery. Failure to submit this will delay your application.
<b>Question 4.6</b>	<b>Nutritional education for children and young people</b> Tell us how you plan to include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children <b>(200-word limit)</b> This can include food preparation, growing food, taste testing different foods, including food in other activities, or contracting a provider to come in and deliver cookery workshops. If you are contracting another provider for this element of delivery you need to clearly outline this in your finance breakdown. Food education for parents and families can be combined with the nutritional education element, this could be a take home activity for families to do together. If you need support, you can reach out to Healthy Sandwell, which is a part of Sandwell Council's Public Health team. They offer a range of services aimed at supporting local communities and individuals in making positive lifestyle changes. Healthy Sandwell serves as a convenient hub for various health and wellbeing services. To find out more about their services and the available support, please visit their website at <a href="https://www.healthysandwell.co.uk/">https://www.healthysandwell.co.uk/</a> .

## SECTION 5: MARKETING AND PROMOTION

**Information provided here will be displayed on the HAF Website**

<b>Question 5.1</b>	<b>Tell us how you will promote the HAF programme to reach your target audience and encourage booking conversion to attendance (200-word limit)</b> To effectively promote the HAF programme and encourage attendance: Define your target audience demographics. Utilise tailored communication channels like social media, local groups, and schools etc. Develop compelling messaging emphasising HAF's unique benefits, including free nutritious meals and engaging activities. Collaborate with local partners to broaden outreach. Support families with digital access, language, and other barriers to sign up. Utilise testimonials and success stories to encourage new sign-ups.
<b>Question 5.2</b>	<b>Could the planned activities be unsuitable for certain individuals? if yes, please provide details.</b>



<b>Question 5.3</b>	<p><b>Booking Instructions</b> Please provide clear booking instructions, use this section to outline any specific requirements. For example, children are required to wear certain clothing or footwear. Parents/carers should complete an additional booking form by a specified deadline (please include a link if applicable). Furthermore, specify any requirements, such as age limits or eligibility (e.g., Children with HAF codes only).</p> <ul style="list-style-type: none"> <li>• Booking Contact Phone Number: This will be used for any inquiries parents may have regarding activity bookings.</li> <li>• Email: This will be used for any inquiries parents may have regarding activity bookings.</li> <li>• Website: This link will be added to your page.</li> <li>• Facebook (if applicable): This link will be added to your page.</li> <li>• Twitter (if applicable): This link will be added to your page.</li> <li>• Instagram (if applicable): This link will be added to your page.</li> </ul>
<b>Question 5.4</b>	<p><b>Please submit three testimonials from parents or children.</b> If there's a pre-existing page on the HAF website with testimonials, enter "N/A". Please complete if you wish to update or replace the testimonials on your HAF page</p>
<b>Question 5.5</b>	<p><b>We may add or change information to help make your page consistent, and appeal to parents. please let us know if you agree to this</b></p>

### SECTION 6: FINANCE

<b>Question 6.1</b>	<p><b>Target Audience</b> <b>Please note: New applicants (who have not previously delivered SMBC funded HAF) will be funded for a maximum of 40 places per day.</b></p>				
<p><b>What is the <u>overall</u> anticipated number of unique eligible children and young people you expect to reach? Please ensure to count each child only once.</b></p>					
<b>Please provide a breakdown based on your figure above</b>		<b>5-7 Years</b>	<b>8-11 Years</b>	<b>12-16 Years</b>	<b>Total</b>
Benefits related free school meals (FSM)					
Education health care plan (EHCP) (SEND)					
Looked after children and young people (LACE)					
No recourse to public funding (NRPF)					
<b>Total</b>					
<p>NRPF applies to non-UK nationals legally residing in the UK, like those on work, student, or family visas, who are not entitled to most social welfare benefits available to UK citizens. This includes Child Benefit, Universal Credit, Child Tax Credit, Housing Benefit, and Free School Meals. Consequently, British children with parents subject to NRPF are denied entitled benefits. Schools are expected to provide vouchers to children in receipt of benefits-related free school meals, and to those who do not receive them but are in the care of the local authorities, have special educational needs, or are subject to NRPF.</p>					
<b>Question 6.2</b>	<p><b>To be completed by ALL providers.</b> <b>In Rows A, B, C, and D of Column 2, tell us the number of eligible children expected to attend your provision daily. Include the number of delivery days in Column 3 (maximum 16) and the total cost in Column 4 against each row.</b> <b>Please note that the day rate, including food costs (Column 1), represents the maximum funding offer per eligible child.</b></p> <p>Funding at a fixed daily rate, inclusive of food costs, is available at £25 (per child per day) for children who are eligible for free school meals, looked after children, and those with no recourse to public funds (NRPF). The available funding for children with special educational needs and disabilities (SEND) is provided at a daily rate of £35, inclusive of food costs.</p>				



For providers who have previously delivered SMBC funded HAF, the maximum number of places will be cross-referenced against the previous performance and the number of eligible beneficiaries reached.

The funding for new applicants (who have not previously delivered SMBC funded HAF) will be capped at 40 places per day. For example:

- 40 x £25 inclusive of food costs per day for children in receipt of benefits-related free school meals, children with no recourse to public funding, and looked after children in education.
- 40 x £35 inclusive of food costs per day for children with special educational needs and disabilities (SEND).

Please ensure:

- Your figures are achievable, as your Winter grant offer will be contingent upon your actual performance for Summer, and payments will be adjusted accordingly.
- The figures in Column 2 correspond with your responses in Section 3, Question 3.4.

Please complete the HAF Grant Application S24 Finance spreadsheet, specifying how the total cost in Column 4 will be allocated.

### SECTION 7: HAF 24 WINTER DELIVERY EXPRESSION OF INTEREST

Question 7.1

Select to express interest for Winter HAF 24 Delivery (16 hours)

### SECTION 8: DATA PROTECTION

This section explains how we will use, share, and store your data.

The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200. The Data Protection Officer can be contacted at the above address and through email at: [dataprotection\\_officer@sandwell.gov.uk](mailto:dataprotection_officer@sandwell.gov.uk).

Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.

Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g., police, etc.). You have the right to withdraw your consent at any time, should you wish to do so please contact: [VSST\\_play@sandwell.gov.uk](mailto:VSST_play@sandwell.gov.uk).

### SECTION 9: CONDITIONS OF FUNDING

This section lists the Conditions of Funding. These are developed to ensure you comply with the requirements of the grant programme.



### **SECTION 10: Independent Referee (*schools excluded*)**

If this section is left blank, it will delay your application. Therefore, please ensure all signatures and dates are added before submitting this application form. We are happy to accept electronic signatures. Schools are exempted from completing the Independent Referee section.

#### **Independent Referee**

If you are a not for profit, voluntary or community sector organisation, private/independent organisation, you must provide us with details of an independent referee. Your referee must be a person with a professional or public position whose status we can check.

They must be completely independent of your organisation but know your organisation well and know about the project for which you are requesting funds. The referee must provide their full name, employer details, occupation, email, and contact number. All information provided will be kept in accordance with our guidance in the data protection section.

We will contact your referee for additional information, so they must be willing to complete a short report during our assessment of your application if required. Please make sure that your referee will be available during our assessment period, we will be unable to award you a grant if we do not receive a report from them if we request one.

Examples of suitable referees include:

- Member of Parliament (or elected members of devolved legislatures)
- Local Councillor
- Justice of the Peace
- Solicitor
- Senior bank official
- Chartered accountant
- Senior local authority officer, civil servant, or another public sector employee
- Local authority arts development, sport development, museums, or lottery officer
- Senior officer from a development agency, for example, a Rural Community Councils, or a Council for Voluntary Service
- Healthcare professional
- School teacher
- Social worker
- Youth worker
- Police officer

**Please note the referee examples above are for guidance only.**  
**This is not applicable to schools.**





Your referee must not be:

- Someone who will, directly benefit if you get a grant or related to anyone who will benefit.
- A current member of your organisation, a trustee, or a member of your organisation’s staff.
- Related to someone in one of these positions.
- Previously worked for your organisation.

**SECTION 11: DECLARATION OF RELATIONS**

Please note: Should you provide any information under this section; it will only be used for the sole purpose of grant administration for this programme only.

Please include the name and details of any:

- Sandwell Council officer
- Councillor
- Relative
- Close associate of any Sandwell Council officer or Councillor who:
  - Is a member of your managing body or paid staff.
  - Is (to your knowledge) a relative or close associate of any of your management members or senior staff.
  - Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding.

**Declaration** – Please ensure you select one option.

<b>I confirm that to the best of my knowledge and belief (select one):</b>	
<input type="checkbox"/>	I have listed above the names of Sandwell Council Officers or Councillors with an involvement in this project or grant application
<input type="checkbox"/>	No Sandwell Council Officers, or elected members have any involvement in this project or application

**SECTION 12: DECLARATION OF SIGNATORY (LEAD)**

If this section is left blank, it will delay your application. Therefore, please ensure all signatures and dates are added before submitting this application form. We will accept an electronic signature for the Lead, but the application should be submitted by the same individual.

**SECTION 13: DECLARATION OF SIGNATORY (PARTNER)**

If this section is left blank, it will delay your application. Therefore, please ensure all signatures and dates are added before submitting this application form. We are happy to accept electronic signatures as we will be contacting the referee listed.



## SECTION 14: APPENDIX 1 SCHOOL FOOD STANDARDS CHECKLIST

This checklist covers the most important parts of the school food standards. All food provided as part of the HAF programme must meet these standards. Use the checklist to plan or assess your menus. If you are contracting with an external food provider, it is your responsibility to review the agreed menu with your provider against this checklist and make any changes necessary. For more detailed information you can consult [the nutrition criteria of the Government Buying Standards for Food and Catering Services](#), which you will receive along with this document.

### **Food safety and nutritional standards guidance for HAF providers**

Holiday clubs are required to offer at least one meal a day (breakfast, lunch, or tea) that adheres to school food standards, inclusive of snacks. The majority of meals should be hot, and when this is not possible, cold alternatives should be the exception rather than the rule. All food provided must comply with food preparation regulations and account for allergies, dietary preferences, and religious or cultural requirements. Both the grant applicant and the food provider are responsible for reviewing and understanding the school food standards, as well as completing and returning the School Food Standards checklist appended to the application form. Safety and hygiene in food preparation are also essential. Use the questions below to check that you or your food provider are appropriately qualified to deliver food as part of the HAF programme. If you or your external provider need to access food hygiene training to safely deliver the food element of HAF provision, please contact [HAF\\_sandwell@sandwell.gov.uk](mailto:HAF_sandwell@sandwell.gov.uk).

#### **School Food Standards questions:**

Are you/your provider aware of the School Food Standards?

If you are using an external provider, does their quote take the standards into account?

Will the main meal typically be served hot in most circumstances?

Are you or your provider able to provide food that meets the standards?

#### **Food safety and hygiene questions:**

Do the relevant staff, either in your organisation or at your external provider, have Food Safety/Hygiene Certificates?

If yes, what level?

Will the food be cooked on site at the holiday club?

If no, how will it be transported?

If the answer is yes, is the site equipped with a food hygiene rating and registered as a food business?



## **SECTION 15: APPENDIX 2 HAF Application Checklist**

### **What to submit with your application?**

In addition to the application form, it is mandatory to submit all the listed documents below along with your signed application. Failure to do so will result in the rejection of your application. Please take note of the following:

- All supporting documents must bear the same name as the applicant organisation, including your governing document, policies, risk assessments, financial accounts, and bank account (if requested). Any discrepancies may hinder the processing of your application.
- For joint applications, each organisation should submit their respective supporting documents.
- Please submit copies of the requested documents in the specified order and save them in a zip folder.
- When saving your documents, please number and title them using the names provided below, followed by your organisation's name.

#### **1. HAF 2024 - Constitution/Governance Document – Organisation Name**

This could include your Constitution, Terms of Reference, set of rules or other Governing documents. Private Sector organisations are required to submit their Companies House Registration Certificate. Schools applying for HAF Funding and partner organisations are exempt from submitting this document.

#### **2. HAF 2024 - Latest Annual Accounts – Organisation Name**

This could include your latest Annual Accounts or Statement of Income and Expenditure, dated no earlier than 2023-2024. Schools applying for HAF Funding and partner organisations are exempt from submitting this document.

#### **3. HAF 2024 - Public Liability Insurance – Organisation Name**

Public Liability Insurance or other insurance must cover the delivery period in full. Schools applying for HAF Funding are exempt from submitting this document.

#### **4. HAF 2024 - Child Protection and Safeguarding Policy – Organisation Name**

To ensure that your policy meets the required standard for HAF delivery, please refer to the checklist provided below:

- Policy must cover the delivery period.
- Begin with an introduction that includes the organisation's name and a brief overview of the services offered to children and young people.
- Include a statement of intent that outlines the organisation's commitment to ensuring the safety of all employees, volunteers, trustees, and children and young people receiving services. This commitment should extend to the children of adults accessing the services.
- Clearly state who the designated safeguarding lead is and outline their role and responsibilities. Additionally, identify a deputy or contact person who will assume responsibilities in the absence of the designated safeguarding lead.



- Specify the organisation's commitment to ensuring that all staff and volunteers working with children undergo safeguarding training. Describe how this training will be provided and its frequency.
- Provide a comprehensive description of different types of abuse, including sexual, emotional, neglect, physical abuse, as well as bullying, domestic abuse, emotional mental health, and wellbeing. Depending on the service user group, consider addressing exploitation, contextual safeguarding, and child-on-child abuse.
- Explain how concerns regarding a child's safety may come to light and provide links to Sandwell Multiagency Thresholds for reference.
- Detail what actions should be taken if there are concerns about a child's safety. Clearly outline pathways such as Early Help, Strengthening Families, Children's Social Care, and the processes for accessing these services.
- Describe how allegations against a member of staff or volunteer will be managed, including references to Sandwell Lado (Local Authority Designated Officer) and whistle-blowing procedures.
- Provide guidance on what information should be recorded, how it should be managed confidentially, and any relevant data protection considerations.
- Explain information sharing protocols between organisations and ensure that arrangements are in place to clearly define processes and principles for sharing information.
- Outline a clear process for recruiting staff and volunteers, including application, interview, recruitment, and induction procedures.
- Specify the role and responsibilities of Trustees/committee members within the policy.
- Describe the systems in place for distributing, displaying, and regularly reviewing the policies and procedures.
- Include the date when the policy was agreed upon, when it will be reviewed, and ensure it is signed by an appropriate senior member of staff.
- The contact details for Child Protection at SMBC are included in the Application Pack.

## **5. HAF 2024 - Health & Safety Policy – Organisation Name**

To ensure that your policy meets the required standard for HAF delivery, please refer to the checklist provided below:

- Policy must cover the delivery period.
- Begin with an introduction that includes the organisation's name and a brief overview of the services offered to children and young people.
- Include a statement of intent that outlines the organisation's commitment to ensuring the safety of all employees, volunteers, trustees, and children and young people receiving services. This commitment should extend to the children of adults accessing the services.
- Policy should include procedures for: The Environment; Risk Assessment; Security, Arrivals and Departures; Fire safety and equipment; Hygiene; Food Safety & Hygiene; Curriculum/activities; Accidents and Incidents; Evacuation and fire drill; First Aid; Outdoor play, Outings, and trips.



- Include Roles and responsibilities and the date when the policy was agreed upon, when it will be reviewed, and ensure it is signed by an appropriate senior member of staff.

## **6. HAF 2024 - Risk Assessment – Organisation Name**

When creating your risk assessment document, it is essential to include all delivery venues, including their capacity, as well as all project activities. This comprehensive approach ensures that potential risks are thoroughly evaluated, and appropriate mitigation measures are implemented.

For each delivery venue, consider its capacity and any specific hazards or safety considerations associated with the space. Assess factors such as layout, emergency exits, accessibility, and any potential risks related to the venue's capacity limitations.

In addition to the venues, carefully evaluate all project activities. This includes transportation logistics, equipment usage, participant interactions, and any other relevant aspects of the project. Identify potential risks associated with each activity and develop strategies to mitigate them effectively.

By including all delivery venues along with their capacity information and considering all project activities, you can create a robust risk assessment document that addresses potential hazards comprehensively. This will help ensure the safety and success of your project implementation.

## **7. HAF 2024 - Online Safety/Digital Media/GDPR/Data Protection Policy – Organisation Name**

To ensure that your policy meets the required standard for HAF delivery, please refer to the checklist provided below:

- Policy must cover the delivery period.
- Access and Use of Technology: Define the acceptable use of technology by both staff and children, including guidelines on appropriate websites, apps, and online activities. Set boundaries for personal device usage and establish designated areas for technology access.
- Data Protection and Privacy: Outline measures to ensure the protection of children's personal information, including guidelines for storing and handling data, obtaining parental consent for online activities, and compliance with data protection regulations.
- Online Safety Education: Implement a comprehensive online safety education programme, including age-appropriate training on internet safety, recognising, and avoiding potential online risks.
- Internet Filtering and Monitoring: Implement effective internet filtering and monitoring tools to safeguard children from accessing inappropriate content and to monitor their online activities. Ensure that staff members are trained to recognise concerning online behaviours and respond accordingly.
- Incident Reporting and Response: Establish clear procedures for reporting any instances of cyberbullying, inappropriate online interactions, or exposure to harmful



content, and define a structured response plan to address such incidents promptly and effectively.

- **Staff Training and Supervision:** Ensure that all staff members receive thorough training on online safety practices and are equipped to effectively supervise children's online activities. Establish clear guidelines for staff behaviour online and define their roles and responsibilities in maintaining a safe digital environment.
- **Parental Involvement:** Communicate the organisation's online safety policies and practices to parents and involve them in promoting online safety at home. Provide resources and guidance for parents to support their children in using technology responsibly and safely.
- Include the date when the policy was agreed upon, when it will be reviewed, and ensure it is signed by an appropriate senior member of staff.

#### **8. HAF 2024 - Data Sharing Consent Form – Organisation Name**

The form should be designed to allow you to obtain parental consent for sharing children's information (including pictures/statements/videos etc) with Sandwell Council on behalf of HAF.

#### **9. HAF 2024 - Equality & Diversity Policy – Organisation Name**

To ensure that your policy meets the required standard for HAF delivery, please refer to the checklist provided below:

- **Policy must cover the delivery period.**
- **Anti-Discrimination Commitment:** A clear statement opposing all forms of discrimination, including direct and indirect discrimination, harassment, victimisation, and any other unjust treatment based on protected characteristics.
- **Legal Compliance:** Detail how the organisation will adhere to the Equality Act 2010 and other relevant anti-discrimination legislation, as well as any other relevant regulations and codes of practice.
- **Protected Characteristics:** Explicitly outline the protected characteristics under the Equality Act 2010, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- **Inclusion and Welcoming Environment:** Affirm the organisation's commitment to creating an inclusive and welcoming environment for all children, families, and staff, regardless of their background, abilities, or protected characteristics.
- **Equal Access to Services:** Ensure that all children have equal access to the provision, regardless of their race, ethnicity, religion, gender, disability, or any other protected characteristic, and outline measures to prevent any form of discrimination in accessing the services.
- **Staff Training and Awareness:** Commit to providing staff members with training and resources to raise awareness of equality and diversity issues.



- Inclusive Curriculum and Activities: Promote the development and delivery of an inclusive curriculum and activities that reflect and celebrate the diversity of the children and communities accessing your provision.
- Support for Children with Additional Needs: Outline the organisation's commitment to providing support and reasonable adjustments to ensure that children with disabilities or additional needs can fully participate and benefit from the HAF offer.
- Anti-Bullying and Inclusion Policies: Clearly establish the organisations stance against bullying, discrimination, and exclusion, and provide mechanisms for children to report incidents of bullying or discrimination based on any protected characteristic.
- Parental and Community Engagement: Detail how the organisation will actively engage parents, caregivers, and the wider community to promote and support the principles of equality and diversity.
- Monitoring and Review: Establish processes for monitoring and reviewing the implementation of the equality and diversity policy, including collecting feedback from children, families, and staff, and taking proactive steps to address any identified issues.
- Include the date when the policy was agreed upon, when it will be reviewed, and ensure it is signed by an appropriate senior member of staff.

#### 10. HAF 2024 - HAF Grant Application Form – Organisation Name

Before submitting, please check you have answered **ALL** questions and relevant sections have been signed and dated. Partner organisations are exempted from submitting this document.

#### 11. HAF 2024 - Appendix 3 Delivery Staff Details– Organisation Name

Projects must ensure that there is always at least one staff member present who holds:

- A level 2 qualification in Food Safety/hygiene, obtained within the last 2 years.
- A First Aid qualification obtained within the last 2 years.
- Furthermore, it is mandatory for all staff and volunteers to have received recent (within the last 2 years) safeguarding/child protection training (minimum Level 1)
- Additionally, the Designated Safeguarding Lead (DSL) must hold a Level Three Designated Safeguarding Lead Training qualification.

You are required to provide the following details for each HAF delivery staff member:

**Staff Member Name:**

**Job Role:**

**Employment Type** (please select from dropdown):

**DBS Number:**

**Issue Date:** - (DBS must be carried out within the last 3 years)

**Safeguarding Training Level** (please select from dropdown):

**Certificate Number (if issued by the awarding body):**

**Completion Date:**

**Awarding Body:**

**First Aid Training Level** (please select from dropdown):

**Certificate Number (if issued by the awarding body):**

**Completion Date:**



Awarding Body:

**Food Safety/Hygiene Training Level** (please select from dropdown):

Certificate Number (if issued by the awarding body):

Completion Date:

Awarding Body:

If you are delivering your HAF provision with a partner, please update the Partner tab accordingly.

The information you provide here will undergo verification by monitoring staff during their monitoring visit.

Partner organisations are exempt from submitting this document.

## 12. HAF 2024 - HAF Grant Application S24 Finance Spreadsheet – Organisation Name

You are required to provide a comprehensive breakdown of costings, specifying how the total cost in Column 4 (Question 6.2 of your Application) will be allocated. These costings should be appropriate, realistic, demonstrate value for money, and showcase efficient use of funds.

Funding at a fixed daily rate, inclusive of food costs, is available at £25 (per child per day) for children who are eligible for free school meals, looked after children, and those with no recourse to public funds (NRPF).

The available funding for children with special educational needs and disabilities (SEND) is provided at a daily rate of £35, inclusive of food costs.

**For providers who have previously delivered SMBC funded HAF, the maximum number of places will be cross-referenced against the previous performance and the number of eligible beneficiaries reached.**

**The funding for new applicants (who have not previously delivered SMBC funded HAF) will be capped at 40 places per day. For example:**

- 40 x £25 inclusive of food costs per day for children in receipt of benefits-related free school meals, children with no recourse to public funding, and looked after children in education.
- 40 x £35 inclusive of food costs per day for children with special educational needs and disabilities (SEND).

Please ensure:

- Your figures are achievable, as your Winter grant offer will be contingent upon your actual performance for Summer, and payments will be adjusted accordingly.
- The figures in Column 2 (Question 6.2 of your Application) correspond with your responses in Section 3, Question 3.4 of your Application.

It is important to note that funding for program administration and management costs will be provided, covering a maximum of 15% of the total expenses.

Partner organisations are exempt from submitting this document.





**13. HAF 2024 - OFSTED Registration – Organisation Name** (if applicable)

If you are not OFSTED registered, you will need to explain how you intend to deliver the activities within the 4-hour timeframe specified by this programme while adhering to OFSTED rules.

**14. HAF 2024 - Food Registration Certificate – Organisation Name**

You are required to submit a food business registration certificate for yourself if you are a registered food business, or for your catering provider if you are outsourcing catering for your provision.

**15. HAF 2024 - Partner Delivery Agreement – Organisation Name** (if applicable)

The partnership delivery agreement should only be submitted if you are delivering the HAF programme with a partner. The agreement should include the names of both the lead and partner organisations and outline the delivery relationship in accordance with the information provided in your HAF Application Form, specifically Questions 1.1, 1.5, and 2.2.

**16. Minimum of 3 photographs for Marketing purposes**

Please make sure to save pictures in JPEG format within a folder named "Pictures". Please include a minimum of three pictures and ensure that the total number does not exceed three. By submitting these pictures, you are affirming that you have obtained consent from all individuals including children featured in the pictures to share them with HAF and on all our marketing channels.

Partner organisations are exempt from submitting photographs.



### **Application, Assessment and Scoring**

As you are submitting your application electronically, please ensure that the signature pages are signed and the application, along with the requested supporting documents, is emailed by the deadline date. Please refrain from sending your application unless you are certain that it is complete, and all questions have been answered.

If you have any queries regarding the application, eligibility to apply or capacity to deliver, please contact **HAF\_sandwell@sandwell.gov.uk** for clarification. For any questions relating to finances and documentation please contact the Voluntary Sector Support team on **VSST\_play@sandwell.gov.uk**.

We will send an email confirmation upon the receipt of your application. Your application will be assessed as it is submitted. We will not contact you regarding missing documents or information.

We assess and score your application against a set of local criteria and programme outcomes. The outcomes are the changes that we want you to achieve with the funding. They are based on the outcomes stipulated by the Department for Education.

#### **Completed applications will undergo assessment to identify:**

- Whether your application is fully completed (all questions answered), signed by relevant persons, and includes copies of **all** requested supporting documents.
- The organisation and planning of the project.
- Whether your application aligns with **two** or more of the Programme outcomes.
- The appropriateness and realism of the budget for your project, as well as whether the project represents an efficient use of funds.
- Your organisation's contribution to the activity. We expect most organisations to contribute to the project, whether in cash, 'in kind', or both.
- Whether you have robust policies and procedures in place to deliver HAF.
- Whether your staff meet the training requirements for HAF delivery.
- Whether your project beneficiaries meet the HAF eligibility requirements.
- As part of the assessment, we may contact you for more information about your organisation or activities.

#### **When it has been assessed, your application will then be scored against the following criteria:**

- Your approach and capacity to deliver the project in terms of enriching activities and nutritional food in line with the programme criteria.
- Your organisation's annual income.
- Geographical location of your activity base is within close proximity for benefits-related Free School Meal families to access.
- Demonstrate added value.
- Proven track record of experience working with children and young people and experience of delivering similar projects.



- Quality of enrichment activities offered (e.g., music, dance, drama, creative arts, physical activities, outdoor activities, digital, wellbeing, etc).
- Quality of healthy hot food provision in line with School Food Standards.
- Quality of delivery of nutritional education to children and families.

We will inform you of the outcome of your application no later than **Friday 7<sup>th</sup> June 2024**. If successful we will inform you of the amount awarded and when it will be paid. If you are awarded a grant, we will expect you to notify us of any changes to your delivery. To do this, email: **VSST\_play@sandwell.gov.uk**.

### **Withdrawing an Application**

If for any reason you need to withdraw your application, you may do in writing to the contact person listed below. The request must be made by a senior member of your organisation. You have the right to withdraw your consent at any time. To do this, email: **VSST\_play@sandwell.gov.uk**.

### **Data Protection**

The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at **dataprotection\_officer@sandwell.gov.uk**.

Any personal information on the attached form/section where you have given us consent to use, will **ONLY** be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.

Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g., police, etc).

**Email completed application form with requested supporting documents to:  
VSST\_play@sandwell.gov.uk**

**Closing date: Friday 10<sup>th</sup> May 2024 by 5:00pm**



## **APPENDIX 4**

### **Frequently asked questions**

#### **1. Who will be deciding whether we receive our grant payments?**

Members of the HAF steering group will continue to make decisions regarding the payment of grants and decisions which will then be ratified by both the Director for Children and Education.

#### **2. Can we apply our own branding to our local programme?**

We are asking that any communications or publicity material for your provision indicates that the HAF programme is funded by Sandwell MBC as part of the Department for Education (DfE).

#### **3. What reporting, monitoring information and data will we be asked for?**

The grant determination letter and programme guidance set out the requirements for the data that we are required to collect. It is vital that the data we collect is robust and covers all the work we deliver as we need to demonstrate that the programme works, as well as ensuring there are financial controls in place, to support the effective management of the grant funding.

We have learned a lot about data collection over the last 3 years of operating the HAF programme. Our aim will be to make this as simple and easy as we can while at the same time, making sure we get the data that demonstrates the success of the programme. Through using Holiday Activities (E- vouchers) platform we are putting systems in place to record relevant information, ensuring we are operating in line with GDPR requirements.

#### **4. Will there be an evaluation of the programme?**

An evaluation is being undertaken this year by our independent evaluators, Abigail D'Amore Associates. We require full cooperation with the evaluation from grant funded partners of the HAF programme, as the responses gathered will not only help us tailor the support that we provide to you over the forthcoming months but will also be used to help us improve the programme for the future.

#### **5. Do providers need to be OFSTED registered?**

Holidays clubs may need to register with OFSTED and there are associated benefits of doing so. We know that not all will need or want to do that.

Guidance on the exemptions to Ofsted registration are set out here: [Registration exemptions](#) - Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK.



## **6. How much funding will each organisation receive and when will payments be made?**

The maximum allocations you will be awarded are set out in your grant determination letter which will be sent on successful acceptance of grant.

Funding at a fixed daily rate, inclusive of food costs, is available at £25 (per child per day) for children who are eligible for free school meals, looked after children, and those with no recourse to public funds (NRPF).

The available funding for children with special educational needs and disabilities (SEND) is provided at a daily rate of £35, inclusive of food costs.

**For providers who have previously delivered SMBC funded HAF, the maximum number of places will be cross-referenced against the previous performance and the number of eligible beneficiaries reached.**

**The funding for new applicants (who have not previously delivered SMBC funded HAF) will be capped at 40 places per day. For example:**

- **40 x £25 inclusive of food costs per day for children in receipt of benefits-related free school meals, children with no recourse to public funding, and looked after children in education.**
- **40 x £35 inclusive of food costs per day for children with special educational needs and disabilities (SEND).**

We will provide funding for programme administration and management costs, covering up to a maximum of 15% of the total expenses.

Providers will have an opportunity to apply for HAF funding for the three holiday periods.

The grant will be directly deposited into the designated bank or building society account, and this information will be requested at a later stage from successful new applicants. Payment will be made in one instalment and will be released prior to the commencement of delivery upon receipt of your signed grant agreement.

Funding for the Winter HAF holiday period will be contingent upon Easter and Summer performance. If there is any shortfall from Easter or Summer, it will be carried forward, and subsequent payments for the Winter period will be adjusted accordingly. For example, if funding was allocated for 20 places per day over 16 days and the actual performance falls short, the payment will be adjusted accordingly for the Winter 2024 Holiday Periods. Performance assessment will be based on the data provided via Holiday Activities (E-Vouchers).



## **7. Can HAF funding be used to pay for transport costs to enable children to access the provision?**

We want provision to be accessible for all FSM-eligible children who want to attend. If you identify children who would like to attend and do not have provision within easy reach, you can fund transport costs for them to access the provision. These transport costs will be treated as programme expenditure.

## **8. Is there a limit to capital expenditure within the grant?**

Funding can be used to purchase equipment for the programme, for example, to improve the catering or sports equipment at an individual club. However, where this expenditure meets our criteria for classification as capital expenditure, the amount you spend on this should be limited to 2% of your overall programme expenditure and must be accounted for.

Capital expenditure is classed as:

- Individual assets worth over £2,500
- Grouped assets, that is assets of a similar nature that are purchased at the same time, which cost £2,500 or more overall.
- Bulked assets, for example a bulk purchase of equipment where the value of the individual item is below the set value, which cost £2,500 or more overall.

We would not see the contents of activity packs form part of a bulk purchase of equipment, therefore that would count towards your programme expenditure.

## **9. Can the funding be used to subsidise schemes that offer FSM and non-FSM places? Is it acceptable to support their overheads?**

Where an existing childcare/activity provider with a charging policy applies for a HAF grant they will receive place payment for the number of additional free places for eligible children, e.g., a holiday camp place per child for paying families costs £25 per day. We can cover this cost per number of additional places that you can provide for HAF children.

Funding at a fixed daily rate, including food costs, is available at £25 (per child per day) for children who are eligible for free school meals, looked after children, and those with no recourse to public funds (NRPF).

The available funding for children with special educational needs and disabilities (SEND) is provided at a daily rate of £35, inclusive of food costs.

## **10. Can the funds be used for residential provision?**

It is open to providers to consider the use of residential provision, but they should bear in mind that it attracts higher costs, so this would have to be carefully planned and justified looking at the level of demand across the FSM cohort.



**11. Can the funding be used for delivery of provision outside of Easter, Summer, and Winter?**

No, HAF funding is for the provision of free holiday clubs (including food) during the 2024 Easter, Summer, and Winter holidays.

The DfE have made clear that we are still required to deliver the 4x4x4 model (e.g., 4 days, 4 hours over 4 weeks)

**12. Can the funding be used to support other initiatives alongside food and activities that provide support to families to help raise them out of poverty (e.g., welfare rights and money advice in venues)?**

Part of the role of HAF involves working with other local services and agencies to ensure a joined-up approach, including asking clubs to signpost families to support, help and resources. In the past, some HAF clubs have also run sessions for families including work on budgeting, offered volunteering opportunities for family members, worked with local support networks, signposted to citizens advice, engaged with Jobcentre Plus, etc.

**13. How much funding should be allocated to meals, and will there be any funding restrictions in terms of the split between paying for food versus activities?**

There is no fixed amount. For reference, the DfE allocate around £2.41 per pupil per meal for free school meals during term time. There are also no restrictions in terms of how much you spend on food versus activities. Previous HAF providers have provided food through a variety of arrangements, for example, using school or community kitchens, food delivered and prepped at the club, use of food intervention charities, the approach will often depend on the set up of the individual provider.

**14. Is provision only funded for FSM children aged 4-16 (so not Early Years or post 16s)?**

Yes, the funding is for eligible school-aged children only. This would include 4-year-olds who have already started in reception. However, we can accept young people up to the age of 19 if they require additional support due to SEND.

**15. Can siblings under the age of 5 attend with parents?**

The primary beneficiaries of the programme are intended to be children eligible for and receiving benefits-related FSM. However, if a parent turns up with younger children who are not eligible, we will not require them to be turned away or asked to pay. Clubs should be able to use their discretion in these circumstances.

**16. Can this funding be used to cover parents/carers attending sessions?**

In previous years, we have seen clubs work successfully with parents, sometimes inviting them in to attend sessions etc., so we are happy for this to be included in 2024.



We know that this will not work in all situations and will very much depend on the type of provision, activity, or club.

**17. Does this funding cover children with no recourse to public funds (NRPF)?**

We have temporarily extended free school meal eligibility to include some children of groups who have no recourse to public funds (NRPF).

**18. Can we support eligible children in the summer who are transitioning from nursery to reception (so who have not yet technically started school)?**

For this year, we are focussing on school-age FSM eligible children only.

**19. Is there flexibility on eligibility criteria – e.g., offering free places for non-FSM children, such as those accessing alternative provision or working families on low incomes?**

The funding is strictly for children eligible for and receiving benefits-related free school meals. We encourage clubs to make paid-for places available to other families. If you feel there are other disadvantaged groups who would benefit from free places, and you can show that you have used your allocated funding to provide fully for the target FSM group, you can seek approval to use up to 5% of your funding to provide free or subsidised places for children who are not eligible but who are considered by you as in need of this provision. This request must be made and agreed in advance of any holiday period and you should demonstrate that you are reaching eligible children who would like to participate.

**20. How will this cover children not in mainstream schools but meet FSM criteria – can they attend?**

The funding is for children who receive benefits-related free school meals.

**21. What about children who are not in mainstream education, for example, some children in the home-school community?**

The funding is primarily for children eligible for and receiving benefits-related free school meals. However, we recognise that there may be some cases where we will have to use a degree of flexibility to ensure that those of greatest need, who do not meet the FSM criteria, benefit from support during the holidays. This request must be made and agreed with the HAF team.

**22. Can we set up cross border working protocols to support children from surrounding Local Authorities?**

Yes, we recommend discussing this with your neighbouring partners as a first step, but you would need to clearly evidence the spend associated to Sandwell eligible children and the funding source associated to neighbouring authority's eligible children.





**23. Is there an expectation that families will need ‘proof’ of entitlement to FSM to access the provision? Where schemes are being delivered in areas of high deprivation with a considerable proportion of families in receipt of FSM – is that sufficient or is further identification of FSM status required?**

All Sandwell children in receipt of benefit related free school meals will receive a HAF voucher detailing a 16-digit unique code prior to each HAF holiday distributed via the school. If a parent is unable to provide a 16-digit code at the time of booking, please contact the HAF team on [HAF\\_sandwell@sandwell.gov.uk](mailto:HAF_sandwell@sandwell.gov.uk) to assess their eligibility. Voucher is pre-populated with credits (4 credits for Easter, 16 credits for Summer and 4 credits for Winter HAF holiday periods). Parents use the link on the voucher to make a booking enquiry to a provider. To enable parents to log in with ease, we recommend that they use Facebook or Gmail login options.

Providers have their own log in to the Holiday Activities (E-vouchers) platform to allow management of their own activity status. FSM reporting is generated automatically through this platform.

**24. What support are we expected to provide at Winter?**

You should aim to provide four days of face-to-face provision.

**25. Can we buy Christmas presents for participating children with our HAF money?**

You cannot use HAF funding to buy presents. If you have an alternative source of funding, it is open to providers to supplement the food hampers and activity packs with other resources, including, if appropriate, presents, but these could not be funded by the HAF programme. The funding you receive for the HAF programme should only be used for the food and activity packs.

**26. What about vouchers for food or fuel?**

You cannot use HAF funding to provide families with vouchers. If you have an alternative source of funding, it is open to providers to supplement the food hampers and activity packs with other resources, including, if appropriate, vouchers for food or fuel, but these could not be funded by the HAF programme. The funding you receive for the HAF programme should only be used for the food and activity packs – and should not be used to provide vouchers.

**27. What if children and families are unable to attend face to face provision at all?**

We expect these instances to be minimal and we are encouraging face-to-face support where possible. If a small number of children and families are unable to attend face to face provision.



## **28. What is meant by the additional support that will run alongside face-to-face provision?**

At Easter 2021, because of the COVID-19 situation, Sandwell opted to provide blended support in lieu of a universal face-to-face HAF programme. At Christmas, this involved children receiving:

- High quality and seasonal recipe boxes or food parcels that provide healthy meals
- Activity packs
- Access to online support

The additional support can continue alongside face-to-face provision, but it must be only in circumstances whereby access to face to face provision is not possible.

## **29. What are the requirements around safeguarding?**

It is essential that all providers have robust safeguarding arrangements in place. The DfE have published expanded guidance for this programme, including more detailed guidance on responsibilities, procedures and DBS checking arrangements.

Please review the updated guidance and ensure that safeguarding arrangements are applied in full.

## **30. Why don't free places cover the whole school holidays?**

We know that families face the greatest challenges in the longer holidays, particularly during the summer. The programme is designed to work in conjunction with the existing childcare offers across government. This includes the Universal Credit childcare scheme and Tax-Free Childcare. Eligible parents can top up their free hours using these other, existing childcare offers.

For those who claim Universal Credit but do not claim FSM, they can access holiday or wraparound childcare provision and potentially claim back up to 85% of the cost through the Universal Credit childcare element – the ability to claim will depend on the provision itself.

Providers will have flexibility about how they deliver this provision to best serve the needs of families in their area. For example, in the Christmas and Easter holidays, local areas could spread a week's worth of provision across a two-week period.

**PLEASE NOTE:** There is flexibility within this offer for example, you could run shorter sessions over a longer period within each specific holiday, the delivery days do not have to run consecutively and can be split across the week. Funding is calculated based on the offer of 4 days at Easter, 16 days in the Summer and 4 days in Winter.

## **31. What are the expectations around the provision of food?**

We expect that the food will meet the school food standards, ensuring all children receive a healthy, balanced meal. There is a requirement that most meals will be hot, however, it may be tricky to provide a good variety of hot food if undertaking certain



activities from certain venues. In these instances, we would allow an occasional cold food offer as long as it adheres to the school food standards.

**32. Is there any additional support to help deliver hot food if organisations do not have the facilities to do so?**

Yes, even though there is no longer a centralised food offer we will be providing all partners with a list of food businesses that have been used by previous HAF delivery partners that you can utilise. Please be aware that it is still your responsibility to ensure they meet the School Food Standards prior to any agreements.

**33. How do the changes to the 2014 Food Information Regulations affect us?**

Changes to the Food Information Regulations 2014 mean there are new labelling requirements for food that is pre-packed for direct sale (PPDS). Full information is available on the Food Standards Agency website at: <https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-schools-colleges-and-nurseries>.

We expect all providers to continue to take robust steps to ensure that special dietary needs can be met, and that any allergen ingredients are not introduced where substitution of food products has taken place. Providers should also maintain processes to demonstrate due diligence over the handling of substituted ingredients or products.

This can be done, for example, by seeking full advice from suppliers over product changes, scrutinising labelling and product information and ensuring the allergen matrix is reviewed to maintain accuracy.

Allergen guidance for institutional caterers, including schools, can be found at: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-institutional-caterers>

Further sources of advice on allergens can be found on the school food resources page of gov.uk.

**34. What are the nutritional education requirements?**

Clubs can include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could, for example, include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.

Clubs can also include training and advice sessions for parents, carers, or other family members, which provides advice on how to source, prepare and cook nutritious and low-cost food.



**35. Will the funding allow children to only access the food aspects of the programme without the activities should they choose to do so?**

The HAF programme aims to address issues which go beyond food provision. Access to enriching activities are a crucial element of HAF and we do not want providers to focus on food provision alone.

**36. What are the expectations of providing support for lunch if the child is unable to attend the holiday activity provision?**

This provision is in place for children to access enriching activities and to have a healthy meal. Attendance is voluntary, therefore there is no expectation to provide food provision through HAF funding to those children not attending the provision.

**37. Will there be any specific requirements on the types of activities provided or will this be flexible for each programme to decide what works best for their children and families?**

No, there are no specific requirements on the type of provision, beyond the standards that we have set out. Provision should be accessible, and you should consider what support is available to children with SEND. You will need to consider the range of provision available, with consideration to age, location and accessibility.

**38. Will there be any limitations for provision in venues and outdoor spaces that are accessible to the public during the hours of activities being provided?**

It will be for individual providers to select the venues they want to use and to ensure they are safe and can deliver the programme in the intended way.

**39. Is there scope within the programme to focus on areas other than just physical activity and food, e.g., mental health and wellbeing?**

Yes, you will have the flexibility to adapt the programme to suit the needs of the community you serve.

**40. How is the funding distributed?**

Funding will be allocated across Easter, Summer and Winter holiday periods, pre-payment per holiday period. Conditions of payment will be provided in the Grant Agreement.

**41. Do staff within organisations have to have specific SEND training to deliver the HAF programme?**

No, provision is inclusive across the whole HAF programme. We would not stop an organisation accessing grant funding because they have not got the specific requirements. There will be a training programme that will be free to HAF providers. Any organisation that applies and requires additional support to be able to support children with additional requirements will receive this by request.



**42. If I participated in HAF 2023 will I need to submit all my supporting documents again?**

Yes, you will be expected to provide up to date documentation.

**43. How should we adjust our services during Fasting periods?**

To support children during Fasting periods, physical activities should be adapted, and regular breaks should be incorporated. For outdoor activities in hot weather, ensure the availability of shade and a safe space for all children to take breaks. Additionally, provide pre-packed food packs for fasting children to take home.

**44. Do we need to submit an expression of interest form if we only intend to deliver during the Winter Holiday periods?**

During the Winter, there will not be an application round. However, providers who are interested in operating solely during this period can send an email to [VSST\\_play@sandwell.gov.uk](mailto:VSST_play@sandwell.gov.uk) to request an Expression of Interest form. Please inform us of your delivery plans and the reasons for being unable to operate during other HAF holiday periods. Your request will be reviewed by the HAF Coordinator, and if approved, you will be required to complete an application closer to the delivery period.

**45. How do I complete the Application form in PDF Format?**

The HAF Application Form is in PDF format and should be completed and submitted electronically. Printed or scanned copies will not be accepted.

To fill out the form, select the Fill & Sign option from the Tools menu and choose the box where you need to type. To select or tick a box, use the Fill & Sign option from the Tools menu, double-click, select more options, then choose the tick option. Please make sure to place the tick in the correct box and adjust its size if necessary.

**Please select more option**



**Select the tick option, place the tick in the box and adjust the size if needed.**



If you need help with completing the form, please contact [sulma\\_begum@sandwell.gov.uk](mailto:sulma_begum@sandwell.gov.uk).