

**Guidance Notes and Criteria**

**Bridgnorth – St Mary’s Bluecoat C of E Primary School Shropshire HAF (Holiday Activities & Food) Core Providers Grant Funding 2023**

**\*\*DEADLINE FOR GRANT APPLICATIONS: 5.00pm Wednesday 28th June 2023\*\***

**If you have any questions** about the Guidance Notes and Criteria or require assistance to complete an Application Form, please contact Shropshire HAF Programme Manager Alexa Pugh, email: [alexa.pugh@shropshire.gov.uk](mailto:alexa.pugh@shropshire.gov.uk) & [HAF.programme@shropshire.gov.uk](mailto:HAF.programme@shropshire.gov.uk)

**If you have not applied for Shropshire HAF funding previously**, please get in contact before making an application, using the email address above.

For more information about St Mary’s Bluecoat C of E Primary, Bridgnorth and to discuss a potential holiday club before making an application, please contact: **Claire Gaskin, Executive Headteacher, The Trinity Federation. Email:** [**admin@stmarysbc.co.uk**](mailto:admin@stmarysbc.co.uk)

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**1.0** **Overview of 2023 HAF Grant Application Process:**

* 1. **What Is HAF?**

Funded by the Department for Education (DfE), HAF offers enriching activities and nutritious meals to children and young people (CYP), aged 4 to 16, who are eligible for benefits-related free school meals (FSM).

There are currently 7,001 school aged children and young people in the county eligible for FSMs, a figure which is continually increasing. Shropshire Council aim to reach as many of these eligible CYP in the county as possible, whilst also ensuring our holiday clubs are easily accessible, safe and welcoming.

The HAF programme provides a fantastic opportunity to unite communities and celebrate the joy of coming together over food, taking part in fun activities, and making friends.

**For more information please see Background Information.**

* 1. **Who Can Apply for Shropshire HAF Funding to run a new HAF programme in Bridgnorth?**

The current Shropshire HAF programme is being delivered by an established core group of specialist, trusted and committed organisations.

**Shropshire Council invite organisations to apply for funding to deliver a NEW face-to-face HAF programmes for eligible children, during Summer and Winter/Christmas school holidays 2023 at St Mary’s Bluecoat C of E Primary, Bridgnorth.**

• Over the summer holidays, the holiday club needs to take place for 8 x days on **22nd to 25th August and 29th August to 1st September**. Any applicant applying for funding would need to deliver the holiday club during these days.

• During the winter/Christmas holidays, the holiday clubs needs to take place for 4 x days. Dates to be confirmed with the school.

The council is not seeking applications from organisations who only wish to offer either enrichment activities or food and are not able to deliver a programme covering all the HAF framework standards. However, organisations may work in partnership to deliver a programme meeting all the HAF standards. In these cases, one organisation is expected to act as the lead.

Please see below for the DfE HAF delivery framework and levels of funding allocated against the Bridgnorth programme.

Applications for new HAF programmes in other geographical areas of the county, aren’t currently being considered.

**This is a competitive grant application process**. Applications will be assessed against the national HAF Standards Framework and Shropshire Council’s HAF priorities outlined in this document. Final recommendations for funding will be made by the Shropshire HAF Steering Group.

* 1. **HAF Criteria Overview**

**All HAF provision must:**

* Meet the DfE HAF Standards Framework, providing all eligible CYP with food, enrichment activities, physical activities, nutritional education and signposting and referrals to support families **(see for full DfE HAF Standards Framework)**
* Provide free places to HAF funded eligible CYP
* Adhere to policies, procedures and safeguarding outlined below
* Only provide free HAF funded places to CYP who live and/or attend school in Shropshire
* Provide face to face activities for CYP (and their families, where appropriate)
* Be fully accessible
* Be delivered in the identified geographical area at St Marys Bluecoat C of E Primary, Bridgnorth, during the specified dates (8 x days on 22nd to 25th August and 29th August to 1st September) and 4 x days over Christmas/winter dates tbc.

**In addition, Shropshire Council is particularly interested in HAF Programmes that:**

* Help ensure there is sufficient and appropriate provision for CYP between the ages of 5 to 11. This particular programme in Bridgnorth is for 5 to 11 year olds.
* Respond to local need and demand, particularly offering a programme of activity for a diverse range of CYP
* Are open to all CYP, not just the HAF funded places (by offering paid places or securing funding from other sources)
* Can be offered within the budget available and demonstrate good value for money
* Have business plans that are regarded by the Council as robust, and which reflect the aims of the HAF Programme
* Provide regular employment opportunities for local educators, sport coaches and practitioners
* Use local businesses to help deliver the HAF activity programme – e.g., local food suppliers, design, print, equipment and venue hire

Successful applicants will be expected to work closely with Shropshire Council’s HAF team, other core providers and partners to ensure the 2023 HAF programme is a success.

**2.0** **Application Timescales**

|  |  |
| --- | --- |
| **Dates & Times** | **Activities** |
| **Wednesday 7th June 2023** | Grant application form live |
| **Thursday 8th to Tuesday 27th June 2023** | Opportunity to speak to HAF Programme Manager |
| **Wednesday 28th June 2023 at 5.00pm** | Deadline grant applications & supporting paperwork |
| **Thursday 29th June 2023** | Grant applications assessed & Final grant application assessment panel meeting (HAF Steering Group) |
| **Friday 30th June 2023** | Notification of application outcomes emailed to organisations. |

**3.0 Target Audience and Eligibility**

Children aged 5 to 11 in receipt of benefits related free school meals (FSMs).

The local authority also has discretion to use up to 15% of their funding to provide free or subsidised holiday club places for CYP who are not in receipt of benefits-related FSM, but who the local authority believe could benefit from HAF.

CYP not eligible for FSM can also be invited to attend provision, where the cost can be covered by their parents or other sources of funding. Welcoming children and young people with paid places (e.g., parents/carers or other grant funding) is the preferred model.

HAF activities must be age appropriate.

**4.0 Delivery Area, Dates, Duration, and Attendance**

Shropshire Council invite applications from organisations who can deliver a new HAF programme to meet the following framework:

|  |  |  |  |
| --- | --- | --- | --- |
| **St Mary’s Bluecoat C of E Primary, Bridgnorth** | | | |
| **Dates** | **Summer** | | **Winter/Christmas** |
| 8 x sessions  Minimum 4 hours a session.  **Holiday club much run on the following days:**   * 22nd to 25th August   and   * 29th August to 1st September | | 4 x sessions  Minimum 4 hours a session, weekdays between Thursday 21st December 2023 to Friday 5th January 2024. *Please note – these exact dates need confirming* |
| **Number of places children and young people** | 20 (aged 5 to 11) | | 20 (aged 5 to 11) |
| **Amount Funding £ can apply for** | £4,000 | | £2,000 |
| **Total Funding Available Bridgnorth, St Mary’s Bluecoat - £6,000** | | | |
| **School Contact Details:** | | For more information about St Mary’s Bluecoat and to discuss a potential holiday club before making an application, please contact:  **Claire Gaskin, Executive Headteacher, The Trinity Federation**  **Email: admin@stmarysbc.co.uk** | |

**Please note** - The maximum funding being provided for any session is **4 hours of delivery with CYP**. Funding will also be provided 1 hour set up and 1 hour clear down for some staff. Total staff time for each delivery day is 6 hours.

**A ‘No Shows’ and Cancellation Policies** are being introduced for 2023. All successful core providers will be expected to adopt these policies and share details with HAF eligible families who are booking onto their holiday clubs.

**5.0** **Funding Available**

The council’s aim is to reach as many benefits-related FSM eligible CYP as possible. The funding from the DfE needs to be stretched to enable this. The Council recognises that different types of provision have different costs.

Organisations applying to run the NEW holiday club at St Mary’s Bluecoat in summer and winter 2023, are being invited to apply for a **specific amount of funding – see above**.

The suggested levels of funding for 2023 are based on previous HAF programmes in 2021 and 2022.

**Please use the relevant figure above on your 2023 application budget table for Bridgnorth.**

The Budget Calculation Table in the application, must include details of your expected expenditure for both the Summer and Winter holiday period, based on the framework outlined above.

**The HAF funding can be used for:**

* Staff Time Delivery (you can apply for a max of 6 hours staff time per day, during the delivery phase of your HAF programme. This is broken down as 4 hours delivery, 1 hour set up and 1 hour take down).
* % of Staff Time for Admin & Programme Management
* Resources and Materials
* Venue Hire
* Food Provision
* Marketing and Publicity
* Parental and Community Engagement Activities e.g. outreach workshops / assemblies
* Enriching Activity

**Note: Shropshire HAF will only cover a percentage, rather than 100% of staffing costs, venue hire, food, materials etc needed to offer free places for CYP eligible for the HAF programme, if the programme is also being opened out to CYP who are not eligible for HAF, which we strongly recommend.**

**5.1 Payment Schedule**

If an application is successful, organisations will receive **four lots of payments** from Shropshire Council. Details of how to invoice will be outlined in grant offer paperwork.

**This will be broken down as:**

**Summer:**

* One payment of 80% - on completion of meeting with HAF Programme Manager and review of grant paperwork
* One payment of 20% - if all the conditions of the grant have been met; you achieved bookings of 70% or more of your overall programme capacity; on completion and return of Monitoring and Evaluation Form

**Winter/Christmas:**

* One payment of 80% - on completion of meeting with HAF Programme Manager and review of grant paperwork
* One payment of 20% - if all the conditions of the grant have been met; you achieved bookings of 70% or more of your overall programme capacity; on completion and return of Monitoring and Evaluation Form

The offer of funding will be regularly reviewed and include the completion of monitoring and evaluation returns after each HAF period and meetings with the HAF team. Both parties have the right to terminate the grant agreement, giving 1 months written notice.

**6.0** **Full HAF Criteria - National HAF Programme Framework of Standards**

The DfE have developed a framework of standards to provide a benchmark of what they expect from those delivering the HAF programme. All successful applicants will need to strongly meet and deliver against the following criteria for Shropshire Council’s 2023 HAF programme.

1. **Food**

Organisations must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday activity (including snacks) must meet [school food standards](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools).

The expectation is that the majority of food served by organisations will be hot. However, it’s acknowledged that there will be occasions when this is not possible, and a cold alternative may be used.

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

**All food provided as part of the programme must:**

- comply with regulations on food preparation

- take into account allergies and dietary requirements (see the [allergy guidance for schools)](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools)

- take into account any religious or cultural requirements for food

Providing food on site can provide an opportunity to engage CYP and families in food preparation and nutrition. Providers have reported that when children are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier food.

**Food Providers**

Organisations should ensure that the providers they work with are, where applicable, registered as a food business. This provides reassurance to those involved that [food safety standards](https://www.food.gov.uk/) are being met.

A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. For further information, visit [Food business registration](https://www.gov.uk/food-business-registration)

**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](https://www.food.gov.uk/) and ensure that all food provision for the HAF programme meets these requirements.

**Additional Links:**

[School food standards - School Food Plan](http://www.schoolfoodplan.com/actions/school-food-standards/)

[Homepage | Food Standards Agency](https://www.food.gov.uk/)

[Allergen guidance for food businesses | Food Standards Agency](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)

[Allergy guidance for schools](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools)

1. **Enrichment Activities**

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

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

**This could include but is not limited to:**

* physical activities, for example, football, swimming, table tennis or cricket
* creative activities, for example, putting on a play, junk modelling or drumming workshops
* experiences, for example, a nature walk or fishing
* inviting an external provider e.g., artist, entertainer to deliver a workshop on site
* free play, for example, fun and freedom to relax and enjoy themselves

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

1. **Physical Activities**

Holiday clubs must provide activities that meet the [physical activity guidelines](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report) on a daily basis.

**In line with those guidelines, we 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
* 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

Meeting the physical activity requirement does not have to be in the form of a structured activity session, but might include active travel, free play and sports.

**Additional Links:**

[Physical activity guidelines for children and young people - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/exercise/exercise-guidelines/physical-activity-guidelines-children-and-young-people/)

1. **Increasing Awareness of Healthy Eating, Healthy Lifestyles, and Positive Behaviours**

We expect organisations delivering a core HAF programme to help children and young people understand more about the benefits of healthy eating and nutrition. These do not need to be formal learning activities.

**This could include:**

* Getting children involved in food preparation and cooking
* Growing fruit and vegetables
* Taste tests
* Discussing food and healthy eating during mealtimes
* Including food and nutrition in other activities

Offering positive learning and development through HAF activities creates stigma-free opportunities to support children and young people in learning about healthy lifestyles and exercise.

**This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including:**

* economic
* social
* personal safety
* exploitation
* criminality

**Additional Links:**

All successful core providers will be sent paper copies of resources (paper and electronic), that have been produced by PhunkyFoods. The nutritious education material has been developed specifically for the HAF programme and contains a range of fun educational activities.

<https://www.dropbox.com/sh/a11uru1r5txduw6/AABZRbrqx5opkqxFoNrUpJbPa?dl=0>

If access via Dropbox is an issue for people then they can also access all of the material via the PhunkyFoods website at <https://www.phunkyfoods.co.uk/haf-sign-up/> - but they will have to give some basic details before they can access it this way.

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

Home | Change4Life (www.nhs.uk) Variety of information and useful resources to support healthy lifestyle with recipes/ activities etc

[Homepage - School Food Plan](http://www.schoolfoodplan.com/) – The School Plan aims to support schools to make cultural change in relation to food.

Eat well - NHS (www.nhs.uk) - Information on how to support healthy eating. Provides healthy-eating advice for the general population.

<https://www.facebook.com/FullTimeMeals> <https://tomkerridge.com/full-time-meals/> <https://www.instagram.com/fulltimemeals/?hl=en-gb>

1. **Signposting and Referrals and Supporting Families**

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

**Other services and support could include:**

* Citizens Advice
* School nurses, dentists, or other healthcare practitioners
* Family support services or children’s services
* Housing support officers
* Jobcentre Plus
* Organisations providing financial education
* Early years and childcare, including help to pay for childcare (for example, [Tax-Free Childcare](https://www.gov.uk/tax-free-childcare) )

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

We know that many HAF providers have worked to provide weekly training and advice sessions for parents, carers or other family members. We encourage providers who want to do so to continue to offer those sessions.

These sessions could provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the increasing awareness and understanding of healthy eating aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together at a HAF session.

There are alternative ways of delivering this, for example, by providing participating children and young people with ingredients and recipes to take away and try at home with their families.

**7.0 Completing Your Application**

Please make sure you read all criteria and guidance before making an application.

The application form will be used to assess organisations capability to deliver against the national HAF standards framework, as well as meeting Shropshire Council’s HAF programme aims.

**Supporting Documentation**  
  
**Please email as attachments to support your Application Form:**

1.  Risk Assessment/s  
2.  COVID Contingency Plan

3. Public Liability Insurance  
4. Employers Liability Insurance  
5. Safeguarding Policy

**Please name your Application Form and attachments clearly**, including name of organisation, so they can be easily identified and logged.

**All Application Forms (in Word format) and supporting documentation should be sent to** [**alexa.pugh@shropshire.gov.uk**](mailto:alexa.pugh@shropshire.gov.uk) **&** [**HAF.programme@shropshire.gov.uk**](mailto:HAF.programme@shropshire.gov.uk) **by 5.00pm Wednesday 28th June 2023, with ‘Bridgnorth HAF 2023 and organisation name’ in the Subject line of the email.**

Please note: Applications without the correct supporting documentation will not be considered.

**8.0 Scoring and Assessment of Applications**

Each application form will be assessed against the **areas below**

Final grant decisions will be agreed by the Shropshire HAF Steering Group.

Applicants should ensure that they answer each question on the application form as part of their submission and send any documents specified ensuring they meet the required standards. Applications that fail to provide all requested information cannot be assessed.

Applications will be scored initially according to the following criteria, based on the information given on the application form.

**The responses will be scored as:**

|  |  |
| --- | --- |
| **Score** | **Assessment Level** |
| 5 | **Excellent** - Demonstrates **clearly and convincingly** how **all** the HAF programme standards are met |
| 3 | **Good** - Demonstrates how **most** of the HAF programme standards are met |
| 1 | **Satisfactory** - Provides only **limited** assurance that the HAF programme standards are met |

**Key HAF Programme Standards which will be Assessed**

**There are 6 key areas of assessment, based on organisations answers to questions in the application form. Each assessment area carries a top score of 5, giving a max score of 30 overall.**

|  |  |  |
| --- | --- | --- |
| **Assessment Criteria** (based on organisations answers to questions in section seven of the application form) | | **Score**  5 = Excellent  3 = Good  1 = Satisfactory |
| 1 | **Food – DfE Criteria (Question 42 to 46)**   * Description of food offer (Hot/Cold or combination) * Do the meals organisations are serving adhere to the School Food Standards? * What measures are in place to capture and adhere to any dietary requirements,   including those associated to allergens?   * What measures are in place to keep the food either hot until serving or   chilled? |  |
| 2 | **Enriching Activities – DfE Criteria (Question 48 to 51)**   * Outline of enriching activities organisations plan to include as part of their HAF programmes * Do they provide opportunities for children and young people to learn new skills or knowledge? * Do they provide opportunities for children and young people to consolidate existing skills and knowledge? * Do they provide opportunities for participants to try out new experiences? * Do they provide opportunities for children and young people to have fun and socialise? |  |
| 3 | **Physical Activities – DfE Criteria (Question 52 to 54)**   * Outline of physical activities organisations plan to include as part of their HAF programmes * How will organisations help participants achieve the recommended 60 minutes of daily physical activity? * Are a variety of types and intensities of physical activity being offered to engage different interests of children and young people? |  |
| 4 | **Increasing Awareness of Healthy Eating, Healthy Lifestyles and Positive Behaviours – DfE Criteria (Question 55 to 57 in Application Form)**   * Outlines activities organisations will incorporate into their programmes to help children and young people and their families to understand more about the benefits of healthy eating and nutrition. * Do the organisations provide opportunities for children and young people to; get involved in food preparation and cooking; growing fruit and vegetables; taste tests; discussing food and healthy eating during mealtimes and including food and nutrition in other activities? * Are their opportunities for the wider family to be involved in activities linked to increasing awareness of healthy eating? |  |
| 5 | **Signposting and Referrals and Supporting Families – DfE Criteria (Question 58 to 60 in Application Form)**   * What services and support are organisations providing families? * Are organisations providing families with information, signposting and/or referrals to other services and support that would benefit them? |  |
| 6 | **Accessibility & Inclusiveness – Shropshire Council Criteria (Question 61 in Application Form)**   * Are organisations experienced in providing holiday, running activity and meeting the needs of children and young people in receipt of FSM? * What structures are being put in place to support FSM children and young people to attend the free activities? * How will the organisation avoid creating any stigma of participants of low-income families accessing free provision? * Does the organisation provide places on their HAF programme for children and young people with SEND? |  |

**Following scoring, award decisions will be made based on a combination of the below considerations:**

* The score achieved by the application
* The value for money offered by each application (based on recommended amounts)
* Children and young people with SEND can access provision
* As many children and young people as possible can access the programme
* Programme/s responds to local need and demand
* Programme/s are accessible, inclusive and break down barriers to engagement

The council reserves the right to use its discretion in awarding funding. There may be instances where lower scoring applications are awarded funding to ensure a mixed offer that meets council priorities.

**9.0. Policies, Procedures and Safeguarding**

**All Organisations applying to run a HAF programme must:**

* Have good organisational structures in place to support the management and administration needed to run of a successful HAF Programme/s. This includes communicating with the HAF Team in a professional and timely manner and providing updates / information on request. Failure to respond to requests for information in a timely fashion may result in the offer of funding being withdrawn.
* Ensure all staff involved in running your HAF programme attend and commit to the training organised by the HAF Team *(dates and times will be sent to all successful core providers)*. Non-attendance at required training may result in the offer of funding being withdrawn.
* Complete and submit monitoring and evaluation forms during and on completion of the holiday period. A monitoring and evaluation proforma will be provided for all successful applicants.

**9.1 Policies and Procedures**

It is paramount that all HAF holiday programmes are supported by policies and procedures and that these are known by all staff members involved in delivering HAF activities.

Organisations will need to induct new staff and provide refresher training for existing staff in policies and procedures at the start of each holiday delivery period, to help ensure all staff operate accordingly. We also expect that organisations will provide or arrange any necessary training to make sure that all staff have suitable skills and experience to look after children and young people.

As part of this application process, you will need to submit evidence of your organisations relevant and appropriate policies and procedures (see Completing Your Application for a full list of policies which need submitting).

**9.2 Safeguarding**

Shropshire Council expects the highest delivery standards in keeping children and young people safe.

Organisations must be able to demonstrate and explain their safeguarding arrangements in relation to the programmes they are delivering. They must have relevant and appropriate safeguarding policies and procedures in place.

**HAF approved projects must have:**

* Safeguarding and child protection policy in place, including procedures for dealing with: safeguarding incidents which are communicated to and understood by all staff members
* Awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation). All staff need to have attended Safeguarding training within the last 2 years
* Clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children
* An appointed designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
* Named individual (such as the DSL) whose details are shared with parents so they can raise safeguarding concerns, or if you are a lone organisation the contact details of your local authority’s children’s services, (FPOC) or the NSPCC helpline number
* Contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children’s social care
* Measures in place to ensure that activities, staff and volunteers comply with local safeguarding children and vulnerable adult protocols; [Shropshire Safeguarding Partnership (SSP) (safeguardingshropshireschildren.org.uk)](http://www.safeguardingshropshireschildren.org.uk/)

**For more information on Safeguarding please email, Shropshire HAF Co-Ordinator**  [sarah.l.morris@shropshire.gov.uk](mailto:sarah.l.morris@shropshire.gov.uk)

**9.3** **Holiday Clubs in School Settings**

We know that schools are safe places and have safeguarding arrangements in place.

Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff the school’s child protection policy will apply.

Where the activities are provided separately in the school but by another body, the governing body or proprietor should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedure in place.

With this programme being in a school, we recommend that anyone involved is familiar with part 1 of [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).

**We also expect organisations awarded funding to run a HAF programme to refer to the Shropshire HAF Safeguarding Policy. This will be sent to all successful applicants prior to the holiday delivery period.**

**Additional Links**

[Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

[Shropshire Council Safeguarding and Welfare requirements](http://shropshire.gov.uk/early-years-and-childcare/childcare-practitioners/safeguarding-and-welfare-requirements/)

**9.5** **Suitability of Staff and Volunteers and DBS Checks**

**Successful organisations running a HAF programme must:**

* Ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if they are a volunteer or self-employed, checked if the organisation contracting their services, can apply for a DBS check on their behalf
* Have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

**If you require DBS checks, please contact** [alexa.pugh@shropshire.gov.uk](mailto:alexa.pugh@shropshire.gov.uk)

DBS checks can be arranged through Shropshire Council.

**Additional links:**

[Shropshire Council Safeguarding and Welfare requirements](http://shropshire.gov.uk/early-years-and-childcare/childcare-practitioners/safeguarding-and-welfare-requirements/)

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

**9.6 Health and Safety**

All HAF holiday clubs must be compliant to all appropriate health and safety regulations for the type of service/activity being delivered. Policies must be in place and all staff and volunteers appropriately inducted in the policies and able to deliver activities in accordance with risk assessments.

**As part of the application process, you will be requested to submit a health and safety policy.**

**The policy should reference:**

* Venue risk assessment – that considers the suitability and safety of the setting and takes steps to reduce any risks identified
* Activity risk assessments – that consider the suitability and safety of the various categories of activity and takes steps to reduce any risks identified
* First aider onsite – a trained first aider and first aid kit to hand as well as awareness of what to do in an emergency
* Fire safety and evacuation plan
* Records of more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies

The council may request copies of your risk assessments as part of their monitoring visits, during the three holiday periods.

**Additional links:**

[Health and Safety Executive - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/health-and-safety-executive)

**9.7 Insurance**

Organisations awarded funding to deliver a HAF holiday club, must provide evidence they have appropriate insurance in place for the activities to be delivered. This will include Public and Employers’ Liability as a minimum (up to the value of 5 million), and may also include Professional Indemnity, and/or Motor insurance cover, depending on service being provided.

If your application is successful, copies of insurance policies and level of cover in place will be requested. All insurance policies need to cover the planned delivery period.

**9.8 Working within COVID Restrictions**

There is the expectation that all successful providers delivering a HAF holiday club will understand and work within the protective measures for holiday and after-school clubs laid out in the following guidance.

Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK ([www.gov.uk](http://www.gov.uk))

COVID-19 needs to be added to your risk assessment. Procedures recommended to follow, should be aligned to current relevant government guidance.

**9.9 Data Protection Policy**

All successful organisations and their staff will be expected to follow GDPR (General Data Protection Regulation) guidelines. <https://gdpr-info.eu/>

Successful organisations will be supplied with a privacy notice from Shropshire Council. This needs to be shared and included in communications with families and will explain the basic data to be shared with Shropshire Council as part of the programme monitoring and evaluation.

**10.** **Additional Information**

**10.1** **Partnership Delivery Working**

Shropshire Council encourage organisations to work in partnership with other local community activity and food providers to meet the HAF DfE Standards and improve the quality of your holiday club. The council must be advised of all delivery partners and the council reserve the right to question the status of these partnerships and activity at any point.

**It is important to understand where accountability falls:**

* It is the responsibility of the lead provider to ensure any delivery partners also align to their own ethos and standards, as well as those laid out in this document
* All staff must be appropriately qualified and/or experienced to carry out their delivery, with clear lines of reporting
* The lead provider is accountable for ensuring each delivery partner either has sufficient policies and procedures or is covered by their own
* The delivery partner will be required to hold an activity risk assessment, which the lead provider should review
* While the council supports providers approaching local commercial partners for further financial and in-kind support, any association with the HAF programme must be approved by Shropshire Council in advance
* Only the lead provider is permitted to use the associated programme brand assets when promoting involvement in the HAF programme, which include the DfE, Shropshire Council and Shropshire HAF logos.

**10.2** **Quality Assurance / Monitoring and Evaluation**

As with previous years, Shropshire Council will ask each core provider to send us accurate information reporting on their HAF programme. Core providers will be given a monitoring and evaluation template for completion after each holiday period. We will ask several core questions in each template; this will include attendance data and will be based on the DfE HAF delivery framework and DfE reporting requirements.

Core providers will also be given an Excel document and are expected to provide the council with the first name, surname, and date of birth of all children and young people booking a HAF programme place. This will be used to confirm eligibility and tracking.

It is expected all successful core providers will also carry out their own quality assurance procedures and keep accurate financial records.

Core providers will be invited to engage in Council lead development and feedback workshops.

The council will also undertake quality assurance monitoring reviews and visits during and after the holiday delivery period.

A no shows policy will be introduced for 2023, successful core providers will be expected to share this policy online and with families at the time of booking HAF activity.

**10.3 Marketing and Promotion**

Successful core providers will be sent a communications toolkit and marketing and publicity guidelines, which they are expected to use. The toolkit will include Shropshire HAF branding which must be used on marketing and publicity.

All core providers are required to undertake their own marketing and promotional activities for their programmes. This includes social media campaigns, promoting in their local schools, including offering taster sessions or assemblies, posters, flyers, banners, local press etc. Some additional support where needed can be provided by Shropshire Council Communications Team and HAF Co-Ordinators, if additional publicity is needed in some areas.

**Shropshire Council will produce for each holiday period, a What’s On Guide, Information Leaflet and Timetable of Activity.**

**10.4** **SEND (Special Educational Needs & Disabilities)**

26.4% of children and young people in the county eligible for free school meals are registered as SEND.

We strongly encourage organisations who specialise in providing SEND provision to where possible offer places for SEND children and young people on their HAF holiday clubs.

We appreciate flexibility is needed in how programmes can be delivered for children and young people with SEND.

**Some key points to consider when designing and implementing provision for children and young people with SEND or additional needs include:**

* Identifying the most vulnerable children, young people and families
* Speaking to families regularly to understand how their needs may have changed and may have continued to change
* Being flexible in supporting families
* Ensuring staff receive the right level of training, are supported and provided with appropriate equipment in order to provide flexible and responsive care in line with government guidance
* Maintaining positive, professional and trusting relationships between staff and parents.

Risk assessments are an important part of this provision and should be used as an enabler to provide support rather than a barrier. A good risk assessment which supports effective risk management and creative thinking will lead to different approaches to face-to-face support rather than support being withdrawn particularly for children, young people and families who are particularly vulnerable or at high risk.

A toolkit of resources to support SEND provision for children and young people is currently being developed in Shropshire. This will be shared with all core providers once available.

**SEND Funding**

If a child or young person requires 1:1 support at school (mainstream or specialist) or in any other educational setting, they will also need 1:1 support to access the HAF holiday clubs offering SEND places. Currently, the HAF programme is unfortunately unable to fund 1:1 support - any child needing 1:1 support to access the programme would need to have 1:1 funding and support in place before attending.

For children and young people who need additional support to access holiday provision, applications may be made to ‘**The Shropshire Participation Fund’**. Individuals and groups are invited to apply for funding. More information can be found [here](https://www.shropshire.gov.uk/the-send-local-offer/social-care/childrens-social-care/short-breaks-for-disabled-children/the-participation-fund/)

Shropshire HAF are working in partnership with the Actio Consortium. Actio are responsible for commissioning, promoting, and monitoring Shropshire Councils **‘All In Short Breaks’** – a menu of accessible and unique activities for children and young people with SEND.

To find out more about Actio and applying to ‘All In’ for grant funding to support SEND provision, please visit their website at [www.actio.org.uk](http://www.actio.org.uk)

**10.5 Transport**

The HAF programme is unfortunately unable to fund transport for individuals to access holiday provision. Organisations are asked to be innovative in approaches to accessibility when planning their HAF holiday clubs.

Subject to Covid safety rules, holiday club sites should be accessible by public transport, or active travel, such as walking and cycling (we appreciate this isn’t always possible).

Organisations should look at local community transport providers / networks or how they may partner with other project transport arrangements to support families.

Transport arrangements need to take regard to covid safety requirements and safeguarding practices and any other regulatory requirements.

In exceptional circumstances contribution to transport costs may be considered for a HAF grant. This would be where there is demonstrated need and no alternative solutions for child/young person/family.

**10.6 Environment and Sustainability**

Shropshire Council is committed to sustainable development practices and believes it is important for core providers to consider sustainable practices and their impact on the environment. We strongly encourage core providers to make their own judgements on how sustainable development can be reflected in their ethos, day-to-day operations and throughout the delivery of their HAF programme.

**Some practices that core providers may wish to consider are (this is not an exhaustive list and core providers are encouraged to reflect on their own settings):**

* Minimising the use of single use plastics
* Where possible using locally sourced food and ingredients
* Making use of food surplus organisations
* Ensuring there is a wide range of recycling and compost facilities for waste
* Growing fruit and vegetables and showing how they can be used and cooked
* Encouraging uniform banks and exchange schemes

**10.7** **Ofsted Registration and Keeping Children Safe During Community Activities**

Holiday clubs may need to legally register with Ofsted depending on the provision you offer. You may also be eligible to register with Ofsted on the voluntary register or you may be [exempt from registration](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions) entirely. Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the HAF programme.

To support the raising of quality and to better meet the safeguarding needs of children and young people, certain providers can choose to [register with Ofsted](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/the-ofsted-registers) even if they do not have to.

One of the direct benefits to children and families of providers being Ofsted registered is that families may be eligible for tax free childcare or the childcare costs element of Universal Credit. Through this families may be able to [claim back up to 85% of their childcare costs](https://www.gov.uk/help-with-childcare-costs/universal-credit) if they are attending and paying for extra childcare at Ofsted registered settings.

It is the responsibility of individual HAF providers to understand whether they are required by law to be Ofsted registered and to continue to review their status as and when the provision they are offering changes.

**11. Accessibility and Inclusiveness**

In partnership, Shropshire Council delivers an accessible and inclusive HAF programme, which offers a diverse variety of activities across the county, appealing to a range of children and young people.

During 2023, the aim is to continue to grow and develop Shropshire’s HAF programme, working with organisations who can offer high quality, accessible and inclusive holiday clubs, that respond to the needs of our children and young people and their families.

Successful applicants must comply with the Equality Act 2010 which simplifies and strengthens the law around tackling discrimination and inequality. The application process requires organisations to submit a policy covering accessibility and inclusiveness, potentially also referred to as an equality and inclusion policy. Your policy should state how you will meet the needs of diverse groups including children and young people with special educational needs and disabilities.

**What is Equality for a Shropshire HAF project?**

**Equality** means recognising and responding fairly to the individual needs and identities of all others. It provides everyone with an opportunity to reach their full potential and have an equal chance to live their life as they choose.

All HAF holiday clubs need to provide equality of access and demonstrate excellent practice in inclusive provision. Shropshire Council expects organisations to train staff and volunteers to deliver activity and create an environment where children/young people feel respected and valued.

You will need to think about how you will get to know the needs of a HAF child and family before and during their attendance. Please consider how you will you use this information to support a child’s experience at your provision.

**Additional Link:**

[UN Convention on the Rights of the Child (UNCRC) - Unicef UK](https://www.unicef.org.uk/what-we-do/un-convention-child-rights/)

**12.** **HAF Background Information**

Funded by the Department for Education (DfE), HAF offers enriching activities and nutritious meals to children and young people, aged 4 to 16, who are eligible for benefits-related free school meals (FSM).

Local authorities have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for children and young people who are not in receipt of benefits-related FSM, but who the local authority believe could benefit from HAF. The eligibility criteria for these children and young people are released prior to each holiday period.

School holidays are recognised as a pressure point 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

**The purpose of HAF is for children and young people who attend provision to:**

* receive healthy and nutritious meals
* maintain a healthy level of physical activity
* being happy, having fun and meeting new friends
* developing a greater understanding of food, nutrition and other health-related issues
* taking part in fun and engaging activities that support their development
* feeling safe and secure
* getting access to the right services
* returning to school feeling engaged and ready to learn

**Families can also benefit, when HAF providers include their needs in planning and delivering their programme. This could be through:**

* providing opportunities to get involved in cookery classes
* ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities

**DfE guidance can be found** [**here**](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023)

**13. Shropshire’s Approach to HAF**

Since 2021, Shropshire Council has worked in partnership with local schools, voluntary and community organisations and childcare providers from across the county, to run exciting, accessible, and high-quality holiday clubs for children and young people who live and/or attend school in Shropshire.

Activities include sports, music, arts, cooking, gardening, forest schools, child led play and trips to cultural venues. Free nutritious meals are provided at each session, with many children and young people also having the opportunity to grow and cook their own food.

By working in partnership to deliver the HAF programme, Shropshire Council aim to reach as many eligible children and young people as possible as possible, whilst ensuring participants can easily access appropriate, safe, and welcoming holiday clubs in their local community.

The current Shropshire HAF programme is being delivered by an established core group of 28 specialist, trusted and committed organisations. Shropshire Council are inviting these organisations, who are currently contracted to deliver a core face to face HAF programme/s in Shropshire (who delivered holiday clubs during either the summer and/or winter holidays 2022) to submit applications and apply for funding to continue to deliver core HAF holiday clubs in the county during 2023.

The Shropshire HAF Steering Group have identified six geographical areas of the county where there is an opportunity to set up new HAF programmes. These areas currently have no or limited HAF provision and high to medium numbers of children and young people eligible for FSM.

The Shropshire HAF programme is a collective effort between numerous organisations, including a number who work in partnership. Awarding funding to a range of organisations allows the Shropshire HAF programme to reach more eligible children and young people, provides a diverse accessible programme of activity catering for children and young people with different interests and of different ages.

**For more information about the Shropshire HAF Programme and to see the impact of the programme over the last two years, please visit this** [**website**](https://www.shropshire.gov.uk/schools-and-education/holiday-activities-and-food-programme-haf/)

**14. Information about Shropshire Council**

For more information about Shropshire Council please visit this [website](https://www.shropshire.gov.uk/)

**15. Support and Contact Details**

Advice and support in completing an application is available to applicants via the Shropshire HAF Co-Ordinators, Alexa Pugh and Sarah Morris.

Please email [alexa.pugh@shropshire.gov.uk](mailto:alexa.pugh@shropshire.gov.uk) & [sarah.l.morris@shropshire.gov.uk](mailto:sarah.l.morris@shropshire.gov.uk) & [HAF.programme@shropshire.gov.uk](mailto:HAF.programme@shropshire.gov.uk)