

London Borough of Hounslow Holiday Activities and Food Programme Application Guidance, Christmas 2021

Application closing date: 22nd October 2021

1. OUR VISION

We are a borough committed to tackling inequity and inequality for children, young people and their families. We want to provide the opportunity for children and young people in Hounslow to grow up happy, healthy and fulfil their potential – no matter what their background or family circumstances. To support this, they need access to healthy food, enjoyable learning activities, physical exercise, and opportunities which promote their mental wellbeing.

Our ambition is to develop a co-ordinated holiday provision offer in Hounslow which delivers these outcomes to a high standard, is diverse and attractive in the range of activities it offers, and provides equality of access for those who are vulnerable or may not be in a position to pay.

We would like to work together with local providers to progress this vision during Christmas 2021.

2. NATIONAL HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2021

LB Hounslow has been awarded funding by the Department for Education (DfE) to fund and co-ordinate local delivery of the national [Holiday Activities and Food Programme 2021](#). The aim is to support children and young people aged between 5-16, who are eligible for benefits-related Free School Meals, to access high quality activities and food free of charge over Easter, Summer and Christmas holiday periods.

The HAF Programme aims to provide access to activities for the equivalent of 4 hours for 4 days (total of 16 hours) for each participating child during Christmas 2021, with a healthy meal for each child at each session.

The DfE outcomes of the programme, which will be measured, are:

- Eat more healthily over the school holidays
- Be more active over the school holidays
- Take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with wider educational attainment;
- Be safe and not to be socially isolated;
- Have greater knowledge of health nutrition; and
- Be more engaged with school and other local services.

The programme consists of four elements:

- **Element 1: Enriching activities:** fun and enriching activities, on a daily basis, that provide children with opportunities to develop or consolidate skills or knowledge.
- **Element 2: Physical activities:** activities, on a daily basis, that meet [Physical Activity Guidelines](#).
- **Element 3: Healthy meals:** at least one healthy meal a day, meeting the [School Food Standards](#). Ideally food will be hot, however cold food which meets the standards will be acceptable.
- **Element 4: Nutritional education:** improve children's knowledge and awareness of healthy eating by offering one nutritional activity per day. **Please note that we do not require providers to deliver advice and training to parents on how to source, prepare and cook nutritious and low-cost food at Christmas– LB Hounslow will provide workshops centrally to cover this requirement.**

In addition, there are the following general principles which apply across all elements:

1) Signposting and referrals: holiday 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.

2) **Policies and procedures:** holiday clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, holiday clubs must also be compliant with the Ofsted requirements for working with children. Evidence must be in place that quality of provision meets the requirements of the DfE and of our own high expectations for services to children and young people locally.

3. WHO CAN APPLY FOR FUNDING FOR CHRISTMAS HAF?

We are keen to work in partnership with any provider/organisation who believes they can make a contribution to the elements of the HAF programme listed in section 2: for example local schools, voluntary and community organisations and faith groups, as well as existing holiday and sport club providers who wish to extend their offer to include funded places for children eligible for Free School Meals.

Bids can be from individual organisations or from a provider consortium (with a named lead organisation). We are also inviting applications specifically for sports taster days this Christmas, allowing children and young people to access local sports clubs they might not have the opportunity to engage with otherwise.

4. HOW DOES THE APPLICATION PROCESS WORK?

If you are interested in being part of the Hounslow HAF Programme, please outline your proposal by completing the [application form](#). Applications for Christmas HAF will be open until 22nd October 2021.

Each organisation has a choice of 3 options to apply for:

- **Option 1:** apply to deliver activities (elements 1 and/or 2, and/or 4 as described in section 2), with or without food (this includes sports taster days applications)
- **Option 2:** apply to deliver a ‘complete provision’ (all elements 1-4 as described in section 2)
- **Option 3:** apply to provide food only (element 3 as described in section 2)

Option 1 – apply to deliver ACTIVITIES for the programme	Option 2 – apply to deliver all elements of the programme as a COMPLETE PROVISION	Option 3 – FOOD only
<div data-bbox="234 1400 568 1480">Element 1: enriching activities</div> <div data-bbox="373 1503 437 1525">AND/OR</div> <div data-bbox="234 1538 568 1619">Element 2: physical activities</div> <div data-bbox="373 1637 437 1659">AND/OR</div> <div data-bbox="234 1677 568 1760">Element 4: nutritional education</div>	<div data-bbox="708 1413 943 1435">Element 1: enriching activities</div> <div data-bbox="807 1460 842 1482">AND</div> <div data-bbox="713 1507 938 1529">Element 2: physical activities</div> <div data-bbox="807 1554 842 1576">AND</div> <div data-bbox="727 1601 924 1624">Element 3: healthy meals</div> <div data-bbox="807 1648 842 1671">AND</div> <div data-bbox="700 1695 951 1718">Element 4: nutritional education</div>	<div data-bbox="1098 1563 1441 1778">Apply to provide healthy meals for the programme (element 3). You may have premises to offer from which to serve food or you may be able to deliver food to other locations where children are attending activities.</div>
<div data-bbox="234 1794 577 1883">WITH or WITHOUT Food</div> <div data-bbox="234 1890 577 1971">WITH or WITHOUT PREMISES</div>	<div data-bbox="620 1794 1032 1883">WITH or WITHOUT PREMISES</div>	

Examples:

Scenario 1: you are a voluntary/community sector provider and would like to apply for funding for an activity group. You are not able to provide lunch and you do not have premises. You would apply for option 1 and tell us in your application which activity you can deliver and what help you need from us with food and premises. We will then review our other applications to see whether we can match you with premises and food providers.

Scenario 2: you are an organisation which specialises in cooking and delivering food. You are not able to support with providing activities and you do not have premises to serve food. You would apply for option 3 and we will then review our other applications to see whether we can match you up with children attending activities who are in need of lunch.

Scenario 3: you are an established holiday club in the borough and wish to provide the full HAF programme to children, including food. You already have premises arranged, for example your own building or a school you go back to year after year. You would apply for option 2 and tell us you are offering a complete provision.

Scenario 4: you are a local sports club interested in offering sports taster days. You may or may not be able to provide food. You would apply for option 1 and tell us in your application about the taster day you could deliver and where you might need help from us, for example to arrange food delivery.

5. DO YOU HAVE ANY PREFERRED CRITERIA FOR SUCCESSFUL APPLICATIONS?

We will consider all applications received. However, we are likely to be most interested in applications which will help us to create a high quality, sustainable holiday offer within the borough, fill our current gaps in provision, and be viable within our budget constraints. Therefore, we are particularly looking for applicants who:

- Can offer best value for money
- Have evidence of match funding and a commitment to making provision available to those who cannot afford to pay
- Are well engaged within the community and have a strategy in place to recruit and retain attendance
- Can deliver in high need areas such as Bedfont, Hanworth Park, Feltham, Heston, Hounslow Heath Syon and Brentford (see Hounslow HAF information pack on Hounslow HAF webpage)
- Can offer attractive, engaging provision to young people aged 12-16 years old
- Are offering a provision where children and young people eligible for HAF attend the same provision as paying families, in an integrated model rather than a separate HAF provision
- Are a local organisation either based geographically in the borough or with evidence of existing successful delivery arrangements within the borough.

6. WE ARE NOT ABLE TO DELIVER THE FULL 4 DAYS WITH 4 HOURS OF ACTIVITIES PER DAY. CAN WE STILL APPLY?

We will consider all applications which meet one or more of the HAF elements, so please apply and tell us what is possible for you to deliver.

We will consider shorter delivery periods, e.g. one, two or three days with four hours of activities on each day.

We will also consider applications which deliver the equivalent of the full 16 hours but spread over a different number of days. e.g. 8 hours over 2 days.

7. THE NATIONAL PROGRAMME LISTS A WEEKLY FAMILY NUTRITION SESSION AS A HAF REQUIREMENT, AND WE WERE REQUIRED TO DELIVER THIS AT EASTER/SUMMER IN HOUNSLOW. WHY THE CHANGE FOR CHRISTMAS?

We have found that the weekly family nutrition session can be challenging for providers to deliver. This time round we would like to try something different. We will be organising a central team of staff who can come to

your venue and deliver a family nutrition session and bring along some resources to give to families. The exact arrangements for this will be discussed individually with each successful applicant. Therefore, there is no requirement at Christmas for providers to deliver this element themselves.

7. HOW MUCH FUNDING CAN WE APPLY FOR?

Funding for HAF is limited and we wish to ensure that:

- a) As many of our 9,200+ eligible children and young people as possible have access to the programme
- b) We distribute funding across a wide range of local providers, both to support the local market and to deliver an offer which is varied and attractive to all our children and young people
- c) We establish an ethos in the borough where we all work together to enable equality of opportunity during the holidays for children and young people who may not be able to pay

We ask all applicants to consider how they will be able to bring an element of match-funding to their application, for example contributions from other funding pots, use of volunteers, subsidising HAF places from other income generated by the organisation, or offers of premises or resources free of charge. We welcome creative ideas and will ask you to evidence on your application how you have considered match funding.

We are also less likely to be able to consider applications for Christmas which require a contribution from us of in excess of £12k to a single provider. It is likely that most applications will be for less than this amount, and we would stress that we are looking for good value for money in applications. We ask you to keep your application within this parameter in the first instance. If we feel we can consider a different arrangement from you, for example a higher number of funded places, then we will contact you to discuss further.

8. WHAT HAPPENS NEXT?

We will review all the applications we have received and assess how these might best fit together to form a borough-wide holiday offer. We will use the information you provide on the application form to award the grant funding in a transparent way according to the DfE HAF programme standards, aims, objectives and stipulated funding criteria.

Where providers have taken the option to deliver one or more elements of the programme rather than a complete provision, we will look at how we can partner them with other providers so that children receive a complete provision overall.

Where organisations have offered food only, we will look at which applicants are in need of food and partner up accordingly.

We cannot guarantee at this stage that all applicants will be approved for funding.

We will let you know if your application for funding has been successful during the week commencing 1st November 2021. We may be in touch with you before this date to discuss your application.

9. IS THERE HELP AND GUIDANCE AVAILABLE WITH THE APPLICATION PROCESS/DELIVERY OF THE PROGRAMME?

Please read the pre application information below before submitting your application form. If you have any questions, or difficulties completing or submitting the form, please email Hounslow HAF co-ordinator Claire Bridge on Claire.bridge@hounslow.gov.uk.

We are holding a 'virtual' Q&A session at 2pm on Monday 11th October should you wish to join us. [Click here to join the meeting](#)

You can find more information about the HAF on the DfE website: [Holiday Activities and Food \(HAF\) Programme](#)

Pre-application information

- The Christmas delivery period is from 20th December 2021 to 3rd January 2022.
- Hounslow HAF information pack will be presented at the Q&A session but also available on the [Hounslow HAF webpage](#)
- Applicants must meet the mandatory minimum standards as set out in the application form; we may be able to support you in some ways to meet the mandatory minimum standards so please continue to apply if unsure.
- Applicants must have a COVID contingency plan should government guidelines change.
- Grants can be awarded to enhance existing provision e.g. to provide elements not currently/previously funded, for example food, family cooking or additional days.
- Eligibility - children must be eligible for **benefits-related** free school meals, and will be aged 5-16. We will work with schools and professionals who work closely with children and young people to refer eligible children to the HAF programmes. However, to increase uptake, HAF providers will be required to promote their HAF programme to families in the borough.
- HAF providers can also be open to children not eligible for free school meals, but we will not be able to fund places for non-eligible children with the HAF grant. Places for children not eligible for benefits-related Free School Meals will need to be funded by the provider via another route.
- If your application is successful, a risk assessment including COVID risk assessment must be submitted.
- In order to report on participation to the DfE and to analyse the effectiveness of our offer, HAF providers will be required to gather and submit a set of information from attendees and record ALL daily attendance. A template to record attendance and data will be provided on successful award of a grant.
- HAF providers will be required to seek feedback from the child/young person or parent/carer on their experience of provision.

Hounslow HAF application form questions

Please [click here](#) to complete and submit your application. We recommend that you check each section before submitting, as you cannot amend a section once submitted. If, once you have submitted the form, you wish to amend, please either contact Claire.bridge@hounslow.gov.uk or submit a fresh form.

If you are offering food only, or if you have delivered HAF for Hounslow previously, you will be guided through a shortened version of the full application form: sections 1, 5, 6 and 7 for Food only; sections 1 (shortened), 2, 3, 6 and 7 for those who have delivered Hounslow HAF previously.

1. Organisation details
2. Overview of your grant application
3. Locations of delivery
4. Mandatory minimum standards
5. Food only
6. Costs
7. End of application form

Section 1- ORGANISATION DETAILS

1. Name of your organisation
2. Have you delivered HAF in Hounslow previously?
3. Type of organisation
4. Address of organisation
5. Name of your main contact

6. Email address of your main contact
7. Telephone number of your main contact
8. What type of application is this?
 - Option 1- apply to deliver activities for the programme, with or without food (enriching activities and/or physical activities and/or nutritional education)
 - Option 2- apply to deliver all elements of the programme as a complete provision (enriching activities/physical activities/ healthy meals/ nutritional education)
 - Option 3- apply to deliver food only

Section 2- OVERVIEW OF YOUR GRANT APPLICATION

9. What elements of the programme are you able to offer (please tick all that apply)?
10. Do you have premises arranged or do you need support in finding premises?
11. If the premises are open to members of the public, can the activities take place in a safe self-contained area which safeguards children?
12. Who is the target audience of your programme? (multiple choice, please tick all that apply)
13. Please provide an overview of your HAF programme (what do you wish to deliver, what type of activities, how many hours per day, how many days you can deliver and if your provision is exclusively for free school meals children and young people only).
14. How many 'unique' children per day can you offer your provision to? (each child/young person must receive a minimum of 4 hours per day. If you are delivering from more than one location then please break numbers down by location.)
15. Please give an overview if you can on how will you recruit and manage attendance? (What's your strategy to promote your provision and how will you ensure children are engaged to attend for the full time period.)
16. Please give an overview of what your COVID contingency plan is (for example if government guidelines change and face to face provision is not possible).
17. If applicable, please give further information on how you can support children with additional needs and SEND group?
18. The Council HAF team is looking at whether it is possible to arrange days out to a cultural venue, e.g. pantomime, museum, Christmas fayre etc. for children and young people participating in HAF. This will depend on interest of applicants in taking up this offer, and on interest from cultural partners. Would you be interested, in principle, in taking your group on an outing to a cultural venue for one day of your programme? Please note that the Council HAF team would take on the organisation of the trip for you, including transport and food, and would pay the costs directly to the transport provider, food provider and cultural venue. You would need to provide an appropriate ratio of staff to children to supervise the children on the journey to and from the cultural venue, and while at the cultural venue. We would pay you for the staff time required. This would be counted as a 1 day, 4-hour session.
19. If interested, what would be the total cost of staff time to provide an appropriate staff to children ratio to accompany children on transport to and from a cultural venue, and to supervise children while at the venue? This would be a 1 day, 4-hour session. This cost should be provided as additional to the costs given for your programme outlined above, as a possible extra subject to confirmation, rather than included in your core programme costs.

Section 3- LOCATIONS OF DELIVERY

Please ensure the address and postcode of all premises you will be delivering from are correct and included. (If you are delivering from more than one location, please include all as this information will be included in the marketing flyer).

If you do not have premises, please indicate in which geographical areas you can deliver your provision?

20. Name and address of delivery location (location 1)
21. Post code of delivery location (location 1)
22. Name and address of delivery location (location 2)
23. Post code of delivery location (location 2)
24. If you are delivering from more than 2 locations please list below

Section 4- MANDATORY MINIMUM STANDARDS

25. We confirm we have in place safeguarding policies and procedures in line with the London Child Protection procedures and enhanced DBS check for staff delivering activities to children and young people. We do not allow use of corporal punishment. Staff have good enough English to ensure children's wellbeing and safety.
26. We confirm we have a risk assessment in place for our Christmas holiday provision (you will be required to share a copy of your risk-assessment if application is successful)
27. We confirm we are providing activities in line with the latest government advice and guidance for holiday and out of school settings during the Coronavirus outbreak and follow the venue specific guidance for the type of venue used to deliver our activities to children and young people (you will be required to share a copy of your COVID risk-assessment if application is successful)
28. We confirm we have in place appropriate insurance to deliver activities to children and young people, including public liability insurance appropriate to the level of risk of our activities (min. £5m non- aggregated).
29. We confirm our organisation is financially sustainable with suitable governance and complaints arrangements in place.
30. Children, young people and families are at the heart of our service provision and we ensure their voice is heard and impacts our service delivery.
31. We confirm we are a responsible employer committed to recruiting and retaining a high quality and diverse workforce, free from discrimination, with appropriate skills and experience to deliver holiday activities to children.
32. If applicable, please confirm your food provision is in line with School Food Standards and any promotion of food or snacks will promote healthy eating messages.
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](#) , including Natasha's law
 - take into account any religious or cultural requirements for food
33. We confirm that we have appropriate Ofsted registration in place if [Ofsted registration](#) is a requirement for our activities and age-group.
34. if without Ofsted registration/exempt from Ofsted registration ([Registration exemptions - Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK \(www.gov.uk\)](#)) we confirm we comply with the following:
 - *any relevant legislation regarding health and safety
 - *any relevant legislation regarding disability discrimination
 - *any relevant legislation regarding food hygiene
 - *at least one member of staff has an appropriate first aid qualification
 - *any relevant legislation regarding fire and planning requirements
 - *appropriate staffing ratios to ensure the safety and wellbeing of children
 - *ensuring that no-one smokes on the premises or is under the influence of drugs or alcohol while looking after children or just before they arrive – this also includes medication that might affect their ability to look after children.
 - *at least one member of staff has an appropriate first aid qualification
 - *we do not refuse to provide activities or treat any child less well than another because of their race, religion, home language, family background, gender, disability and/or special educational needs
 - *we ensure that no one who is unsuitable to be around children has unsupervised access to the children we look after
 - *children will have access to drinking water and enough suitable hand-washing facilities

*we can provide access to a secure outdoor space, or if this isn't possible, make suitable arrangements for outdoor activities

We confirm that if we provide food it will be in line with [School Food Standards](#) and any promotion of food or snacks will promote healthy eating messages.

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](#), including Natasha's law.
- take into account any religious or cultural requirements for food

Additional information of expectations for safeguarding and covid-19 secure delivery for self-declaration 35.

1. Safeguarding

[The Council is committed to safeguarding children](#) and expects the same commitment from Providers. We expect providers to have:

- An understanding of the [London Child Protection](#) procedures and safeguarding protocols, with policies, procedures that reflect this.
- Policies and procedures that outline the steps will take if you are made aware of any Child Protection and/or Safeguarding issues?
- Enhanced DBS check staff delivering activities to children and young people this includes the delivery of online activities.
- Policy for the safe delivery of online sessions

2. Covid secure delivery

The council expect providers to keep up to date with the latest guidance on protective measures for holiday and out of school settings during the coronavirus outbreak. We expect providers to

- Follow venue specific guidance depending on the setting used for activities
- Guidance for providers and grassroots sport and leisure facilities where relevant for the activities being provided
- Have undertaken a risk assessment to ensure they are taking reasonable steps to protect staff, children and others attending your setting from coronavirus
- Consider group sizes based on activities and latest guidance on mixing groups and use of bubbles
- Infection protection and control measures, including prevention measures and response to infection

Please confirm you have read the above Yes/No

Section 5- FOOD ONLY

36. If applicable, please confirm your food provision is in line with [School Food Standards](#) and any promotion of food or snacks will promote healthy eating messages.

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](#), including Natasha's law
- take into account any religious or cultural requirements for food

37. Please share details of what food provision you have (e.g. food menu, where can you deliver to, for how many children/young people and how many days)?

38. Please share details of premises/facilities you are able to offer (e.g. location, capacity, number of hours available per day and per week)

39. Are the premises open to members of the public, can the activities take place in a safe self-contained area which safeguards children?

Section 6- COSTS

40. Are you able to offer match funding (please provide us with any additional information that will assist your bid e.g. cost per child, per day to attend your provision and then what the cost is once you have deducted match funding, what is the match funding, volunteers, premises etc.)
41. Please tell us the total amount in £ you wish to apply for the Christmas Holiday Period? (including break down of each aspect e.g. resources/materials, food provided, premises costs)
42. Based on the total grant amount you are applying for, what is the cost per child, per placement for your Christmas HAF provision? (e.g Total amount of grant claimed ÷ total number of children ÷ total number of days provision)
43. Is this a fixed cost or are you open to negotiation? (e.g. open to variation of your offer, if we can provide premises or find a food provider to support you which would reduce your overall costs)

Section 7- END OF APPLICATION FORM

44. We would like to support our HAF providers in the best way possible, if you have not yet mentioned it above please state what kind of support or training you would like to receive or would find useful in order to best support our children and young people in the borough?
45. Please confirm, everything you have stated in this application form is accurate to the best of your knowledge