

Application form guidance

Thank you for your interest in providing a programme for the Department for Education (DfE) funded Holiday Activities and Food Programme. (HAF). Our aim for the programme is to engage with as many children and young people in receipt of benefits related free school meals in Enfield as possible and provide them with a rich and colourful programme of activities and at least one nutritious meal per day during the Easter holidays.

Background

The DfE has identified that school holidays can be particular 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 and are more likely to experience social isolation.

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people. It also shows they work best when they provide **consistent** and **easily accessible enrichment activities**, when they offer more than just breakfast or lunch, and when they **involve children (and parents) in food preparation**. The focus of the programme is on children and young people in receipt of and eligible for free school meals (FSM) from Reception to Year 11. In order to bridge this gap and improve the wellbeing of children the DfE launched the [Holiday Activities and Food Programme \(HAF\)](#)

As part of HAF, Enfield Council are sourcing providers to run Easter programmes of 1-4 days between the 2-18 April 2022 inclusive.

Programme Objectives

During the programme our aim is that children and young people will

- Be provided with a daily nutritious meal
- Be physically active
- Take part in engaging and enriching activities
- Be safe and not to be socially isolated
- Gain greater knowledge of health and nutrition alongside parents and guardians
- Be more engaged with school and other services within Enfield.

BEFORE completing the application form please ensure you have read the guidance outlined below.

If you have any questions concerning your application, please email HAF@enfield.gov.uk before the deadline submission date of **Monday 14th February 2022 at 23:59**

We have drop-in sessions on Microsoft teams planned as below

Friday 28th January – midday – 1.30pm - [Click here to join the meeting](#)

1st February – 10am – 11.30am - [Click here to join the meeting](#)

3rd February – 3pm – 4.30pm - [Click here to join the meeting](#)

7th February 10am – 11.30am - [Click here to join the meeting](#)

All applications will be assessed on their ability to deliver **ALL** of the programme objectives.

Please note we may be able to support you with finding suppliers and caterers to provide your programme with food that meets the [School Food Standards](#). We can also advise with signposting and engaging parents and guardians.

All bids must meet the criteria below to be eligible.

Prerequisites

- Your programme should run for a minimum of 1 day with a maximum of 4 days
- Each day should include a minimum of 4 hours of activities
- Each day should include activities that meet the governments [Physical Activity Guidelines](#)
- Each day should include a minimum of 1 nutritious meal (preferably hot) that meets the [School Food Standards](#)
- You **MUST** have and submit a robust safeguarding policy
- You **MUST** have and submit a valid public liability insurance certificate
- You **MUST** have and submit a valid employers liability insurance certificate
- You **MUST** have and submit a robust risk assessment
- All staff who are employed by holiday club providers funded through the HAF programme **MUST** be subject to an enhanced DBS check with barred list information and the reference on the checks are kept on file by you, the provider.

The Application Form

1. Provide the full company name.
2. Provide the full name of the company contact who will be overseeing the programme.
3. Provide the email address of the person responsible for the bid.
4. Provide the phone number of the person responsible for the bid.
5. Provide the full postal address of where the HAF programme will take place. If you have multiple locations, please add the additional location(s) in the additional information section. Please include all of your CONFIRMED locations only.
6. We would like to know how many primary aged children (reception age to year 6) in receipt of benefits related free school meals your programme can accept per day. These children should be either living in and / or studying in Enfield.
7. We would like to know how many secondary aged children (years 7 - 11) in receipt of benefits related free school meals your programme can accept per day. These children should be either living in and / or studying in Enfield.
8. Please answer no if children and young people **WHO DO NOT** receive benefits related free school meals will be attending your programme E.g., you may have spaces that can be paid for
 - a. If you answered no to question 8 please stipulate the number of children (who are not in receipt of benefits related free school meals) per day who will attend you programme.
9. Please give details of current partnerships with schools and / or community groups in Enfield.
10. We would like to know how families can book places on your programme.

Please list ALL methods including face to face, telephone, webform, apps, postal services, the school and third parties and any other applicable method.

We advise displaying clear and prominent adverts on the homepage of your website and minimising the number of clicks or pages a parent or guardian will need to view before they can complete their booking. It is important to limit any barriers to booking onto your programme as some families within the borough may not have frequent access to the internet. We encourage you to offer telephone and face to face options where possible.

11. Please give the dates that your programme will run between 2 – 18 April 2022. Funding for the programme is restricted to a maximum of 4 days. Weekends and bank holidays are permitted, and days do not have to be consecutive.
12. Each day should include a minimum of 4 hours. Please state your opening hours.
13. We would like to encourage children and young people with Special Educational Needs (SEND) and additional needs to participate in the programme. If you are currently unable to support children and young people with SEND please tick “No, we will need support”

14. Please list all the activities that you plan to deliver during your HAF programme including daily physical activities and enriching and engaging activities. List all of your activities for each day. The range of your activities should meet the governments [physical activity guidelines](#) and increase children and young people's sense of wellbeing. You can also include day trips.
15. A central objective of the HAF programme is to provide nutritional education, nurture healthy relationships with children and young people and food and cooking. It is **ESSENTIAL** that each day of your programme includes an element of nutritional education for children and young people. Please use this box to list at least two examples of how your programme will meet this objective.
16. It is a requirement of the grant to provide nutritional education to the guardians and parents of the children and young people who attend your programme. Please summarise how you will deliver nutritional education to adults. We advise making interaction as engaging as possible and using face to face activities such as cooking, taste testing, quizzes or sending home food bags with recipe cards.
17. State yes if you would like to use caterers that Enfield Council has sourced to deliver hot lunches. Please note that you will need to provide healthy snacks and drinks yourselves as the caterers will not provide these.
 - a. If you answered no to question 17 and have sourced your own caterer or are providing food yourself please state the name of the caterer or write 'provide own food.'
 - b. All food supplied within your programme should meet the governments [school food standards](#). It is important that your chosen supplier is aware of these standards and agrees to meet them **BEFORE** your programme commences.

18. Expenditure – what about capital expenditure – available as guidance on DfE site that all can see

Please give a FULL breakdown of your expenditure. This should be broken down into venue, staff, activities, marketing, food (hot meals) and food (snacks and drinks) costs.

Venue costs – give the venue cost per hour x the number of hours per day x the number of days

Staff – give staff costs listed by job role, cost per hour x number of hours per day x the number of days

Activities – give the breakdown of costs of materials, resources, nutritional education, days trips, experiences (e.g., bouncy castles, golf classes, swimming lessons) etc.

Marketing – central marketing will be provided by Enfield Council in the form of a brochure sent to all schools, all relevant council departments and voluntary and community groups. Additional low-cost marketing carried out by providers such as social media, leaflets and posters can be included in this section.

Food (hot meals) – the cost per head per day x the number of days

Food (snacks and drinks) – the cost per head per day x the number of days

Any funding that we award should **ONLY** cover the attendance of HAF children and **NO OTHER** element(s) of your programme. Funding **CANNOT** be used for any capital items.

19. How much funding in total are you applying for? NOTE: this funding is exclusively for the delivery of activities, food and nutritional education for children, young people and families in receipt of benefits related free school meals. These families **MUST** live and / OR study in Enfield.
20. Upload your insurance policies including public liability insurance and employer's liability insurance. Please ensure that these are in date and cover the Easter holidays.
21. Upload your risk assessments including a general risk assessment covering all activities that you will be providing for the Easter programme AND a COVID risk assessment (we do understand that COVID guidance is subject to change).
22. Please upload your safeguarding policy. Please ensure that this is up to date, signed and is relevant to delivering a programme in Enfield. This policy should also include the recruitment of staff and volunteers.
23. Organisations will be expected to provide information on attendance, monitoring and evaluation. This is to ensure compliance with the Department of Education funding. A template will be provided for this. Please confirm that you agree to comply with returning completed forms.
24. Please outline any other relevant additional information beneficial to your bid. This should include additional locations if applicable.