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**London Borough of Enfield**

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Provider Application Form Summer 2022

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1. **Application form** 
   1. Please read the guidance in full before completing the application form.
   2. Please type your answers in the boxes provided, expanding as necessary. You should complete all relevant sections. ***Do not delete any sections of the application***.
   3. Supporting policies as outlined in 3.4 must be submitted with your application.
   4. Applications will be evaluated, and successful applicants will be informed by email. You will receive an acknowledgement email when the HAF team receive your application. You will be notified about the outcome of your application within two weeks from the deadline date.

1. **Process Timetable**  
     
   The following documents should be submitted as part of your application:

* Enfield HAF Summer 2022 application form
* Additional venue form (if required)
* Policies and documents (Section 3.4)

These documents should be completed fully and submitted to:   
[haf@enfield.gov.uk](mailto:haf@enfield.gov.uk)**The application deadline is Sunday 29th May 2022 23:59**

1. **Provider details**

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| **3.1 Provider details** | **Answer** |
| Name of organisation / provider |  |
| Legal status of organisation.  (e.g., charitable company limited by guarantee, private limited company) |  |
| Registered company address |  |
| Registered company number / charity number  (if applicable) |  |
| Organisation website |  |

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| **3.2 Contact details** | |
| Provider contact details for enquiries about this application. | |
| Name |  |
| Phone / mobile |  |
| E-mail |  |

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| **3.3 Ofsted registration if applicable (please tick the relevant box)** | | | |
| 3.3.1 | Registration with Ofsted | ▢ Yes  ▢ No  Please provide the registration number and date of registration: | |
| 3.3.2 | Type of Ofsted Registration | Please list registers e.g. Childcare Register, Early Years Register, Voluntary Register | |
| 3.3.3 | Ofsted grade: | ▢ Outstanding  ▢ Good  ▢ Met  ▢ Requires Improvement  ▢ Not Met  ▢ Inadequate  ▢ Not yet inspected | |
| 3.3.4 | Ofsted report | Link to latest Ofsted report where applicable: | |
| **3.4 Policies and Procedures: Please submit all documents to** [**haf@enfield.gov.uk**](mailto:haf@enfield.gov.uk) **along with your application.** | | | | |
| 3.4.1 | Does your organisation have a Health and Safety Policy, including emergency procedures? | | ▢ Yes  ▢ No | |
| 3.4.2 | Does your organisation have a named, qualified first aider on site at all times? | | ▢ Yes (Please provide names)  ▢ No | |
| 3.4.3 | Does your organisation have a child protection / safeguarding policy? | | ▢ Yes  ▢ No | |
| 3.4.4 | Does your organisation have safer recruitment procedures? | | ▢ Yes  ▢ No | |
| 3.4.5 | Does your organisation have an updated risk assessment? | | ▢ Yes  ▢ No | |
| 3.4.6 | Does your organisation have public liability and employer’s insurance? | | ▢ Yes  ▢ No | |
| 3.4.7 | Do you have at least one staff member who currently holds Level 2 Food Safety and Hygiene certificates – please note this person should be on site each day. | | Yes ▢ No ▢  If Yes, please provide their name(s): | |
| 3.4.8 | Do your staff and volunteers have a current DBS (Disclosure and Barring Service)?\*  \*Please note that this information can be sent in after the application deadline but before contract signing takes place | | ▢ Yes  (Please provide date of issue and DBS certificate number for each staff member and volunteer working on the programme in a separate document (Word or Excel)  ▢ No | |

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| **3.5 Venue, dates, target numbers and funding** | | |
| 3.5.1 | Full venue address including postcode  This is the address where your Summer Holiday Provision will run.  (List details of **only one** venue here – please use the additional venue form for further venues if necessary)  Is this venue confirmed? | Yes ▢ No ▢ |
| 3.5.2 | Please select the date/s you propose operating at this venue  Please select a **maximum** of **4 days per week**  You can run the summer programme for a **minimum of 1 day and a maximum of 16 days across the summer**  For dates outside of these options such as weekends please contact [haf@enfield.gov.uk](mailto:haf@enfield.gov.uk) before applying | Week 1  ▢ Monday 25th July 2022  ▢ Tuesday 26th July 2022  ▢ Wednesday 27th July 2022  ▢ Thursday 28th July 2022  ▢ Friday 29th July 2022  Week 2  ▢ Monday 1st August 2022  ▢ Tuesday 2nd August 2022  ▢ Wednesday 3rd August 2022  ▢ Thursday 4th August 2022  ▢ Friday 5th August 2022  Week 3  ▢ Monday 8th August 2022  ▢ Tuesday 9th August 2022  ▢ Wednesday 10th August 2022  ▢ Thursday 11th August 2022  ▢ Friday 12th August 2022  Week 4  ▢ Monday 15th August 2022  ▢ Tuesday 16th August 2022  ▢ Wednesday 17th August 2022  ▢ Thursday 18th August 2022  ▢ Friday 19th August 2022  Week 5  ▢ Monday 22nd August 2022  ▢ Tuesday 23rd August 2022  ▢ Wednesday 24th August 2022  ▢ Thursday 25th August 2022  ▢ Friday 26th August 2022 |
| 3.5.3 | Please state your opening and closing times (please note you must operate for a minimum of 4 hours a day) e.g. 10:00 – 14:00 |  |
| 3.5.4 | Proposed target age range.  The HAF programme covers children in Reception – Year 11 (4 – 16 years). | Please select all that apply: -  ▢ 4 – 11-year-olds (primary school)  ▢ 11 – 16-year-olds (secondary school)  ▢ All ages  ▢ Other age range – please specify |
| 3.5.5 | Number of places you are applying for **per day** for HAF eligible children? | Number of primary places per day:  Number of secondary places per day:  Total number of places per day: |
| 3.5.6 | Do you propose offering any of the following at this venue? | ▢ Free places (not including HAF funded places)  ▢ Paid for places (families pay the full fee to attend)  ▢ Subsidised places (families pay part of the fees with the rest being paid by another source) |
| 3.5.7 | **TOTAL** amount of HAF funding requested (maximum of 4 days per week for 4 weeks)  This should be calculated and entered in the following way:  Number of places x number of days x daily funding rate (maximum of **£28** or **£23** if taking the centralised food offer) = total funding requested  E.g., 35 children x 16 days x £28 = £15,680  \*Please contact us at [haf@enfield.gov.uk](mailto:haf@enfield.gov.uk) if your programme is exclusively for children and young people with SEND |  |
| 3.5.8 | Are you able to support children and young people with Special Educational or additional needs and if so, please list the range of needs you can cater to? |  |
| 3.5.9 | Would you like to register your expression of interest to run a programme for the Winter holidays? | ▢ Yes  ▢ No  ▢ Not sure |

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|  | **4 Food Offer**  In the context of rising living costs access to food is more important than ever. All provision will need to provide at least one meal a day, and where possible this meal should be hot.  All food provided including snacks must meet [school food standards](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/school-food-standards-practical-guide) | |
| 4.1 | The food that you are proposing to provide (please tick all boxes that apply) | ▢ Breakfast  ▢ Snacks  ▢ Water  ▢ Cooked lunch  ▢ Other (please detail) |
| 4.2 | How will the hot lunches be sourced? | ▢ Caterer that you have sourced yourself  ▢ Cooking own food  ▢ Central catering organised by Enfield Council – delivery of meals cannot be guaranteed |
| 4.3 | If using a caterer sourced yourself please give their name, address, website and food hygiene rating | Name:  Address:  Website:  Food hygiene rating: |
| 4.4 | How will you ensure the meals will meet school food standards? Please note school food standards include the portion size and amount of protein, vegetables, carbohydrates, fats and sugar within the daily menu |  |
| 4.5 | How you will meet individual dietary needs? |  |
| 4.6 | Please outline any other support you will provide to ensure families have access to food e.g., Felix project, recipe kits. |  |

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|  | **5 Experience, promotion and programme** | |
| 5.1 | Have you run a HAF programme before? | ▢ Yes in Enfield  ▢ Yes in other areas (please list which areas and answer question 5.2 below)  ▢ No (please answer question below) |
| 5.2 | If you **HAVE NOT** run a HAF programme in Enfield before outline the current links and partnerships that you have in Enfield with schools / community groups / other partners |  |
| 5.3 | How do you plan to promote your HAF programme alongside the central booking system and the brochure that goes to all schools? |  |
| 5.4 | Please list at least two examples of DAILY nutritional education that you will deliver to children and young people |  |
| 5.5 | Please summarise the WEEKLY nutritional education that you will deliver to parents and guardians |  |
| 5.6 | Please list the daily physical activities that you will provide that meet the  [physical activity guidelines](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report) |  |
| 5.7 | Please list the enriching activities that you will provide  DfE requirements are that  Holiday clubs must provide fun and enriching activities that provide children with opportunities to:   * develop new skills or knowledge * consolidate existing skills and knowledge * try out new experiences * have fun and socialise |  |

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| **6.Declaration** | |
| **Declaration to be signed by the applicant** | |
| I confirm that, to the best of my knowledge, the information given in this document (and any supporting information) is correct. I understand that Enfield Council will use the information to assess my service in order to deliver a Summer 2022 HAF programme and that I agree to use the central booking system if requested. | |
| **Signed (applicant)** |  |
| **Date** |  |
| **Email Address** |  |
| **Phone number** |  |