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**London Borough of Enfield**

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Provider Application Form Easter 2023

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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 Easter 2023 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 12th February 2023 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 up to date risk assessment (not the policy)? | | ▢ Yes  ▢ No | |
| 3.4.6 | Does your organisation have in date 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, funding, experience and promotion** | | |
| 3.5.1 | Full venue address including postcode  This is the address where your Easter 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?  **If you do not have a secured venue, please indicate your plans to secure one and which ward you wish to target)** | Yes ▢ No ▢ |
| 3.5.2 | Please select the date/s you propose operating at this venue  Please select a **maximum** of **4 days**  You can run the Easter programme for a **minimum of 1 day and a maximum of 4 days across the available dates**  For dates outside of these options such as weekends or bank holidays please contact [haf@enfield.gov.uk](mailto:haf@enfield.gov.uk) before applying | Week 1  ▢ Monday 3rd April 2023  ▢ Tuesday 4th April 2023  ▢ Wednesday 5th April 2023  ▢ Thursday 6th April 2023  Week 2  ▢ Tuesday 11th April 2023  ▢ Wednesday 12th April 2023  ▢ Thursday 13th April 2023  ▢ Friday 14th April 2023 |
| 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)  This should be calculated and entered in the following way:  Number of places per day x number of days x daily funding rate (maximum of **£28** or **£23** if requesting the centralised food offer) = total funding requested  E.g., 35 children per day x 4 days x £28 = £3,920  \*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 | Number of spaces available for children with Special Educational Needs and Disabilities (SEND) – this number should be part of the proposed number per day stated in 3.5.5 |  |
| 3.5.9 | Have you run a HAF programme before? | ▢ Yes in Enfield  ▢ Yes in other areas (please list which areas and answer question 3.5.10 below)  ▢ No (please answer question below) |
| 3.5.10 | 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 particularly targeting children and young people in receipt of free school meals |  |
| 3.5.11 | How do you plan to promote your HAF programme |  |

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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 hot meal a day.  Please also consider that children may arrive without having eaten breakfast and therefore snacks and water are an important element of your programme.  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 | Please detail 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. |  |

**5. Proposed activity sessions**

Please provide information about the sessions that you plan to provide to children, young people and their families. The activities should be in line with the mandatory [DfE requirements for HAF](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021). Programmes should have clear, structured activities and applicants should maximise their resources, partnerships and expertise to benefit the children and young people attending their programme.

* Please provide planned activities for each day of provision
* Please provide a description of how and what you will deliver for each mandatory requirement in the table below
* You may wish to include other value-added activities such as trips to museums, city farms, day trips etc
* For Easter 2023, you must provide a minimum of 4 hours per day for a minimum of 1 day and a maximum of 4 days
* An example has been given in grey – please do not copy this example in your answer

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| **Easter provision max 4 days** | **Day 1** | **Day 2** | **Day 3** | **Day 4** |
| **Enriching activities:** | ***A nature themed treasure hunt at the local park where children have a list of items to find / draw*** |  |  |  |
| **Physical activities:** | ***1 hour of football facilitated by staff in our outdoor space / at the park, 1 hour of free play using various sports equipment (balls, hula hoops etc) Staff will set up obstacle courses using the equipment.*** |  |  |  |
| **Nutritional education:** | ***Sugar calculator activity using the Change4Life resources.*** |  |  |  |
| **Food education for parents and families:** | ***30-minute session on how to reduce sugar in snacks for children. We will inform parents of the session at the beginning of the week so they can plan to come.*** | | | |
| **Other** | ***We will hire a bubbleologist to come and perform a bubble show*** |  |  |  |

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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 an Easter 2023 HAF programme and that I agree to use the central booking system if requested. | |
| **Signed (applicant)** |  |
| **Date** |  |
| **Email Address** |  |
| **Phone number** |  |

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