



London Borough of Enfield

HAF Easter 2023 Guidance

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About the Holiday Activities and Food (HAF) Programme

Since 2018, the holiday activities and food programme has provided support to children in receipt of free school meals through holiday periods. Following successful pilots between 2018 and 2020, the programme was rolled out to all upper tier local authorities in 2021.

On 27 October 2021, the government announced a further investment of over £200m per year over the next 3 financial years for the holiday activities and food programme (HAF) which follows the successful roll out of the programme across England in 2021.

Research has shown that the school holidays can be pressure points for some families. For some children that can lead to a holiday experience gap, with children from low-income households being:

- 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 programme will cover the Easter (Spring), Summer, and Christmas (Winter) holidays in 2023. The Department for Education (DfE) will be providing grant funding to all local authorities across England to coordinate free holiday provision - including healthy food and enriching activities - for children who receive benefits-related free school meals.

It will be optional for eligible children to attend this provision. No minimum reach or attendance specification has been provided by the DfE.

The aim of the programme is to make free places available to children eligible for benefits-related free school meals for the equivalent of at least four hours a day, four days a week and for six weeks a year. This would cover four weeks in the summer and a week's worth of provision in each of the Easter (Spring) and Christmas (Winter) holidays in 2023.

Who is the programme for?

This holiday provision is for school aged children from Reception to Year 11 (inclusive) who receive benefits-related free school meals. Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their school or local authority.

The DfE are also keen to make the holiday clubs available to any children not receiving free school meals, who can pay to attend. This might be through operating:

- bespoke provision
- as part of already existing holiday provision in the area
- a mixed arrangement depending on the local supply and demand for provision

Universal infant free school meals

All children in reception, year 1 and year 2 in England's state-funded schools receive a free meal under the Department for Education's universal infant free school meal (UIFSM) policy. Infant pupils who receive a free meal under UIFSM must also be eligible for benefits-related FSM to be able to access a place on the HAF programme.

For more information on how to apply for benefit related free school meals in Enfield please visit the following webpage

<https://www.enfield.gov.uk/services/children-and-education/school-welfare-and-information/school-meals>

Other children and families

Local authorities have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who the local authority believe could benefit from HAF provision. This may include, for example:

- children assessed by the local authority as being in need, at risk or vulnerable
- young carers
- looked-after children or previously looked after children
- children with an EHC plan (education, health and care)
- children who have low attendance rates at school or who are at risk of exclusion
- children living in areas of high deprivation or from low-income households who are not in receipt of free school meals
- children in transition phases between nursery and primary school or primary and secondary school

These places will be allocated via a **referral system for professionals**.

Aims of HAF for children attending provision

- To eat more healthily over the school holidays.
- To be more active during the school holidays.
- To take part in engaging and enriching activities which support the development of resilience, character, and well-being along with their wider education attainment.
- To be safe and not to be socially isolated.
- To have greater knowledge of health nutrition.
- To be more engaged with school and other local services.

Aims for the families who participate in this programme:

- develop their understanding of nutrition and food budgeting
- are signposted towards other information and support, for example, health, employment, and education

The Core Offer

Eligible children should be offered provision in total for:

- 4 hours per day minimum
- 4 days per week
- 6 weeks in total (1 wk. Easter & Christmas and 4 wks. Summer)

Delivery Standards

1. Food provision
 - a. Food providers
 - b. Food information regulations - Natasha's Law
2. Enrichment activities
3. Physical activities
4. Nutritional education
5. Food education for families and carers
6. Signposting and referrals

7. Policies and procedures
8. Safeguarding
 - a. Holiday clubs in school settings
 - b. Holiday clubs in out of school settings
 - c. Volunteers and DBS Checking
 - d. Other workers
9. Ofsted registration

1. Food provision

Providers must provide **at least** one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet school food standards.

Our expectation is that the majority of food served by providers should be hot. However, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate.

We know that this aspect of the programme, which overlaps with nutritional education and food education, can be challenging and we encourage local authorities to adequately plan and prepare for this, including engaging with experts and partners as appropriate.

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)
- take into account any religious or cultural requirements for food

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

While there can be benefits to using a central food service to provide meals to HAF clubs, we expect local authorities to carefully consider whether using a central food service is the right approach for providing high quality, attractive and tailored meals for those attending the HAF programme.

Providing food on site can provide an opportunity to engage children 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. We recommend that local authorities consider the provision of the food element of the HAF programme, in particular in making sure that providers and children are involved in the planning and preparation of food. Such a developmental approach is key to effecting long-term change in engagement with food and nutrition.

There are also environmental factors to consider when planning the food provision and local authorities should consider whether clubs preparing food on their own premises would produce less food and packaging waste and result in fewer food-miles than off-site, centralised provision.

1a. Food providers

Providers, where applicable, must be registered as a food business. This provides reassurance to those involved that food safety standards 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 - GOV.UK (www.gov.uk).

1b. 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).

Local authorities should take the time to read the [guidance on the Food Standards Agency website](#) and ensure that all food provision for the HAF programme meets these requirements.

2. Enrichment activities

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

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 visiting a city farm
- free play, for example, fun and freedom to relax and enjoy themselves

3. Physical activities

Holiday clubs must provide activities that meet the [government's physical activity guidelines](#) 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. It should be noted that this does not have to be in the form of a structured activity session, but can include active travel, free play and sports.
- 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.

4. Nutritional education

Providers must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as:

- getting children involved in food preparation and cooking
- growing fruit and vegetables
- taste tests
- discussing food and nutrition
- including food and nutrition in other activities

5. Food education for families and carers

We expect HAF providers to make available weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together.

6. Signposting and referrals

HAF providers should 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. This could include sessions provided by:

- Citizen's 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 (e.g. Tax Free Childcare)

7. Policies and procedures

There are a wide variety of organisations and individuals involved in the delivery of the holiday, activities and food programme including but not limited to:

- schools
- colleges
- nurseries
- private providers
- charities
- youth clubs
- community groups

All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety
- relevant insurance policies
- accessibility and inclusiveness

8. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. We want every HAF club to be a safe and happy place for children to be and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

Local authorities are statutorily responsible for safeguarding in relation to children in need, under s.17 of the Children Act 1989, and looked after children under s.20 of the Children Act 1989.

We encourage all local authorities to work closely with their local safeguarding children partnership to make them aware of the HAF programme, and what it can offer, and to ensure that they can support the programme to ensure robust safeguarding arrangements are in place.

As set out in working together to safeguard children, safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action if you identify children to be at risk of harm

Providers are expected to demonstrate that they are competent and have received adequate safeguarding training.

Local authorities should ensure that their local safeguarding partners understand the holiday activities and food programme and those working on the delivery of the programme are familiar with the working together to safeguard children guidance.

There are a number of accredited organisations who can provide safeguarding and child protection training courses for those involved in working with children. We expect local authorities to be able to demonstrate that those involved in the delivery of the holiday activities and food programme in their area are competent and have received adequate training and support.

We expect every local authority to produce and maintain a central register of all of the providers they fund through their HAF programme, and to put in place a robust system for inspecting each provider and ensuring all adhere to the standards set out in this guidance.

8a. Holiday clubs in school settings

We know that schools are safe places and have robust 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.

We recommend that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of keeping children safe in education.

8b. Holiday clubs in out of school settings

By out-of-school settings we mean organisations or individuals that provide tuition, training, instruction or activities to children in England without their parents’ or carers’ supervision, but are not:

- schools
- colleges
- education settings providing alternative provision
- 16 to 19 academies
- providers caring for children that are registered with Ofsted or a childminder agency

These settings generally provide tuition, training, instruction or activities outside normal school hours (for example, evenings, weekends, school holidays), although some settings are run part-time during school hours to help meet the needs of those in home education.

The guidance for providers running out-of-school settings on keeping children safe during community activities, after-school clubs and tuition covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

8c. Volunteers and DBS Checking

We know that in some settings, volunteers can play an important role in the delivery of holiday clubs.

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For some of the voluntary staff involved in the delivery of the holiday, activities and food programme in holiday clubs, this work will be done regularly and considered to be regulated activity. This means they will be subject to an enhanced Disclosure and Barring Service (DBS) check with barred list information.

There may be a very small number of volunteers who do not regularly carry out this role, and so it may not be considered as regulated activity. This means they may not be required to have an enhanced DBS check.

The guidance on regulated activity in relation to children contains definitions of what we mean by regular and regulated activity.

Example

A guest speaker or presenter visits a holiday, activities and food programme club to deliver a talk on nature.

The guest is escorted by staff at the club (who are DBS checked) while on the premises and is not left unsupervised with children at any time. In these circumstances, we would not expect a DBS check to be carried out.

To provide reassurance to parents, families and carers, we strongly recommend that **all** volunteers who are involved in the delivery of the holiday, activities and food programme in holiday clubs should have an enhanced DBS check (which, where applicable, should include children's barred list information).

We do not recommend holiday clubs using volunteers who are not DBS checked but, if this occurs, it is the responsibility of the local authority to ensure that volunteers are not at any point left alone and unsupervised with children in holiday clubs.

8d. Other workers

All staff who are employed by holiday club providers funded through the holiday, activities and food programme should be subject to an enhanced DBS check with barred list information.

Part 3 of keeping children safe in education sets out a clear process for safe recruitment. We recommend local authorities and holiday clubs providers follow this best practice when recruiting volunteers

9. Ofsted registration

Holiday clubs may need to register with Ofsted or they may be exempt from registration. Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the holiday, activities and food programme.

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 if they are attending and paying for extra childcare at Ofsted registered settings.

Additional Considerations from the DfE

Working with children with SEND/Additional needs

There is flexibility in how the programme can be delivered to children with SEND or additional needs who are in receipt of FSM.

Working with the secondary school age range

There should be flexibility in the programme you offer to older children with careful consideration being given to a different model of food and activity provision, for example, considering the location of provision, such as, pop up parks or urban areas. Some areas have reported a reduction in anti-social behaviour around those areas with a focussed HAF provision. Others have reported increases to the levels of assurance among parents and families that their children and young people safe and secure when attending a HAF programme. You might also consider the role that older children can have in supporting, designing and leading sessions for their peers or for younger children – to help them to socialise and develop leadership skills which can be crucial for those in year 9-11.

Environment and sustainability

The Department for Education is committed to sustainable development practices and believes it is important for HAF Programmes to consider sustainable practices and their impact on the environment. Some practices providers may wish to consider are:

- 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/exchange schemes

This list is not exhaustive, and providers are encouraged to reflect on their settings and consider ways that their HAF programmes can be more environmentally friendly and sustainable.

Paid Places

We also encourage the holiday clubs to be available to any children not receiving free school meals, who can pay to attend. This might be through operating:

- bespoke provision

- as part of already existing holiday provision in the area
- a mixed arrangement depending on the local supply and demand for provision.

About Enfield's HAF Programme

We are seeking to fund a diverse range of projects and enrichment activities which are attractive and engaging for all ages and abilities of school children and include nutritious food. Spaces for children in receipt of benefits-related free school meals will be made available at no cost to the family.

This fund is open to the voluntary and community sector, schools and private providers who can meet the objectives of the programme.

Eligibility - Who can Apply?

- Voluntary or community groups
- Charities
- Schools
- Private providers whose activities align with the objectives of the programme

Eligible costs

- Staff costs for planning and delivery
- Volunteer expenses
- Venue costs
- Food and preparation costs
- Delivery – materials, activities

Exclusions that cannot be funded

- Activity scheme based outside of Enfield
- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding
- Double funding or top up of a place from another funding stream

Applicants must be able to provide the following:

- Staff team all have enhanced DBS checks
- DBS information for all staff and volunteers stored on a single central record
- Safeguarding policy and procedures
- Public liability insurance
- Employers liability insurance
- Health and Safety policy and procedures
- Emergency procedures and a named, qualified first aider
- Risk assessment
- Suitable staff to child ratios based on age and type of organisation
- Where appropriate provision is compliant with Ofsted requirements
- Data protection policy with references to UK General Data Protection Regulation (GDPR)

HAF Eligibility and identifying children

Children should be:

- a resident of the **London Borough of Enfield and /or** attend an **Enfield school**
- eligible for benefits-related free school meals
- aged between 4 – 16 years (reception to year 11).

The HAF team will promote all successful HAF provisions on the HAF central booking system, HAF webpage, social media and through schools.

Organisations may wish to contact their local schools to see if they are able to support with directly promoting the programme to eligible children.

There has been a sharp increase in the numbers of children who are eligible for benefits related free school meals and the HAF programme over the past couple of years and we anticipate this number being in the region of 16,000 eligible children in 2023.

The HAF team are looking for organisations who can target the areas with the highest numbers of children eligible for benefits related FSM.

Food offer

The Enfield HAF programme is looking to further develop the food element of the HAF programme. We are seeking innovative applications which do more than just provide food for the children. For example, by offering tasting sessions, looking at the origin of the food on offer, understanding nutrition in a fun engaging way and involving children in growing, sourcing and preparing of food etc.

There is an expectation that mealtimes will be sociable times with staff and children sitting together to enjoy meals where staff are positive role models. For some children the HAF programme will be introducing healthy nutritious meals which may be new to the children. Providers should be mindful of portion sizes and develop ways to support and encourage children to try new foods.

The HAF team have identified organisations who can produce and deliver hot meals (lunch only) in bulk that meet school food standards (delivery cannot be guaranteed). Enfield Council will pay centrally for the food included in this offer.

Ofsted registration

Organisations **may** need to register with Ofsted and there are benefits associated with doing so, but it is not a requirement for clubs and providers participating in the HAF programme and we know that not all will need or want to do that. Guidance on the exemptions to Ofsted registration are set out here <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

Families may be eligible for tax free childcare or the childcare costs element of Universal Credit, through which families may be able to claim back up to 85% of their childcare costs if they are attending and paying for extra childcare at Ofsted registered settings. Further information is available via this link: <https://www.gov.uk/help-with-childcare-costs/universal-credit>

Finance

Funding Rates

Organisations should calculate the costs per child per day to run this provision. The **maximum** amount that can be applied for per child per day is **£28**.

Providers who request the **centralised food offer**, can apply for a **maximum** of **£23** per child per day. Enfield Council will pay directly for the meals (delivery of the meals cannot at this point be guaranteed).

Specialist SEND Providers who will be caring for children with high needs and may need a higher funding rate should discuss their funding requirements with the HAF team before applying. haf@enfield.gov.uk

Bookings/Attendance and Funding

We are using Playwaze which is a centralised booking system that providers will need to use. Each provider will have access to their own activity page and access to booking data. Providers who have less than 80% of places booked in the lead up to commencement of the programme will have a funding review with the HAF coordinators.

The data used to determine the number of bookings will be taken from the centralised booking system, therefore it is imperative that children are booked onto the system in advance. There may be incidents where children turn up for sessions on the day, in this situation children must be added to the centralised booking system within 24 hours.

Payments

80% of allocated funding will be paid in advance and the final 20% will be paid on receipt of satisfactorily completed monitoring and evaluation returns.

Families of eligible children must not be asked for any payment towards the HAF programme. All successful organisations will need to be added onto the council vendor system if they are not already.

Booking System

Enfield HAF is using Playwaze which is a centralised booking system in place for all Enfield HAF bookings.

Providers will be given training on the central booking system. Providers will also be able to access their registers through the system.

Parents will be able to search for, book and manage their HAF provision bookings from one central point on the system.

All successful HAF providers will be requested to use this booking system.

Key Dates

2023 Dates

Easter HAF

Monday 3rd April – Thursday 6th April

Tuesday 11th April – Friday 14th April

Providers can apply for funding for a **minimum of 1 day and a maximum of 4 days** for the Easter holiday period. Each day should be a **minimum of 4 hours**.

How to apply

Organisations can apply using the HAF application form word document

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

Email these to HAF@Enfield.gov.uk with a clear indication of the application they are related to.

The application deadline is Sunday 12th February 2023 23:59

Organisations will be notified if they are successful by **Friday 24th February 2023**

All required documents (application form and supporting information) must be received by the deadline in order for the application to be considered.

Successful applicants will be notified by email. The HAF Team may contact organisations by phone or email for further information.

Monitoring

All participants who book a HAF place must be recorded on the central booking system. All registers / attendances must be marked on the booking system to enable monitoring of attendance and demographics.

The monitoring form for HAF standards and additional information will need to be completed online by the deadline to complete the monitoring process.

Monitoring information is required to evaluate the HAF programme and to support planning for future HAF programmes. Monitoring is also used by the HAF team as part of the required returns to the Department for Education who fund and oversee the HAF programme.

Organisations will not receive their final payments until the HAF Team have receipt of satisfactorily completed monitoring by the deadline.

Training

There will be a mandatory training requirement for the Enfield's HAF programme to support the use of the centralised booking system. Organisations must ensure a representative who will be setting up the booking system from their provision attends this mandatory training. Additional, relevant training that becomes available will be shared with providers.

Contacting the HAF Team

Email: haf@enfield.gov.uk

Call: 07890 044340 or 0208 132 2619