**Coventry Holiday Activities and Food (HAF) 2023 – Provider Guide**

## Background and context

Thank you for starting to read this provider guide. It has all the information that you’ll need, as an organisation, to apply for Coventry HAF funding for delivery for the Easter 2023, Summer 2023 and Christmas 2023 school holidays. It also sets out the full end-to-end process from applying through to arrangements post-delivery. The first key piece of information is that the **deadline for expressions of interest is 23rd January 2023.** This deadline is early to enable as much lead-time as possible for delivery. To find out more background information about Coventry HAF please go to the [Coventry HAF webpages.](https://www.coventry.gov.uk/haf) To find out more about the national HAF programme please go to [DfE HAF guidance.](https://www.gov.uk/government/publications/holiday-activities-and-food-programme) **Appendix 1** also sets out the national HAF objectives.

***In summary:***

* HAF is a national Department for Education (DfE) funded programme aimed at addressing holiday inequalities and holiday hunger, particularly in the context of the cost-of-living crisis.
* Funding is for eligible children within the Easter, Summer and Christmas school holidays through to Christmas 2024.
* HAF activities, clubs and experiences must include: positive (enriching/physical) activities, a nutritional meal/food (normally hot), nutritional education for pupils and families and signposting/information for families to wider services and support.1
* Coventry City Council receives funding from the DfE to co-ordinate HAF on behalf of the city of Coventry. This is managed through a small core team within the Education and Skills division of Coventry City Council.
* In Summer 2022, Coventry HAF benefitted approximately 4,000 children (plus family members) and provided an estimated 17,000 meals.
* Coventry children eligible for the programme are of school age (reception to year 11 inclusive) and must meet *one or more* of the following criteria: benefits-related free school meals, child in need, child protection plan, looked after, assessed (through an early help assessment) to be in financial hardship or part of the Ukrainian Family Scheme.

## Some key points about the application process

* As with Festive Fun 2022, there is a two-stage application process, comprising of Expressions of Interest (EOI) and full application process. What is different for this application process is that, for providers who have previously delivered Coventry HAF, EOIs can be received for up to 3 holiday cycles at once (i.e. delivery for 2023 across Easter, Summer and Christmas school holidays). Please note that providers do not have to express an interest in delivery for all 3 holidays (e.g. providers could express interest in delivery for Easter 2023 and Summer 2023, but not for Christmas 2023 and share details of Christmas 2023 interest at a later date). **Appendix 2** sets out the step-by-step timeline and process for Coventry HAF.

1 Nutritional education for pupils and families and signposting/information for families to wider services and support. This is ideally delivered face-to-face, if not it can be through leaflets and/or on-line information.

* The first step for organisations who have previously received Coventry HAF funding is to send an email using the template at **Appendix 3.** The first step for organisations who have not previously received Coventry HAF funding is to complete the on-line EOI (Available at the following link from 16 Jan 2022 https://myaccount.coventry.gov.uk/en/service/HAF\_Expression\_of\_interest)
* Coventry HAF is committed to funding organisations fairly and enabling our HAF funding to reach as many eligible children as possible. Our guide prices are £5/hour/eligible child for multi-activity clubs and £8- £10/hour/eligible child for one-off experiences. **Appendix 4** provides for more information about eligible costs.

## Factors that are considered when assessing applications

When applications are assessed, the following factors are taken into account - as part of our HAF quality standards. For more information, please see **Appendix 5**.

* Organisational track record with Coventry HAF (for organisations who have previously delivered Coventry HAF). This includes: attendance levels, actual cost per place, accessibility/inclusion activities (enriching and physical), food (provision, education for children, education for families), signposting to families and safety (safeguarding, health and safety and insurance), the extent of on-going relationship with local communities and the working relationship with the HAF team.
* The EOI/application - based on similar factors as above (excluding attendance levels and planned cost per place - rather than actual cost per place).
* The broader context of applications received and what the whole HAF programme offer could be in relation to age range, geographical spread and range of activities.

Please note that the HAF team can facilitate and help providers to enable standards to be met. Some organisations may tend to not be as focussed on food education for families or signposting/information support for families. **This is not a barrier to funding, providing support offered from the HAF team to enable this is taken up and implemented to meet the expected standards.**

## Steps following on from agreement for funding

Where organisations receive confirmation of funding, there are a series of steps that lead up to delivery, delivery itself and post-delivery arrangements. Please see **Appendix 2 – HAF timeline** for these details, along with other appendices.

Thank you again for your interest in Coventry HAF. We look forward to receiving your expression of interest for delivery in 2023. Please read through the appendices (as shown below) for more details.

Please email hafprogramme@coventry.gov.uk if you have any questions about the 2023 HAF processes. To find out more background information about Coventry HAF please go to the [Coventry HAF webpages.](https://www.coventry.gov.uk/haf)

# Appendix 1 – DfE guidance

[The DfE HAF guidance](https://www.gov.uk/government/publications/holiday-activities-and-food-programme) includes the nationally-set **objectives for children** participating as being:

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

The guidance includes **objectives for families** who participate in this programme as being:

* to develop their understanding of nutrition and food budgeting and
* for them to be signposted towards other information and support, for example, health, employment, and education.

# Appendix 2 – HAF timeline

|  |  |
| --- | --- |
| **Date** | **Action** |
| *By 13/1* | *Email attendance data to the HAF team\** |
| *By 13/1* | *Complete provider feedback survey\** |
| *By 20/1* | *Submit expenditure report\** |
| 6/1 to 23/1 | Email on-line expression of interest (EOI) for Spring Fun 2023, Summer Fun 2023 and Festive Fun 2023 to hafprogramme@coventry.gov.uk. EOI is considered by HAF team in relation to criteria. |
| 23/1 to 3/2 | Attend on-line meeting with HAF programme representative(s) to discuss your EOI for Spring Fun 2023, Summer Fun 2023 and Festive Fun 2023 delivery. Feedbackwill include whether there is in-principle support and an invitation to submit full on-line application and any changes proposed. \* |
| 6/2 to 9/2 | Complete your full on-line applications for Spring Fun 2023, Summer Fun 2023 and Festive Fun 2023. Applications are then assessed, building on the EOI assessment. |
| By 13/2 | Receive final decision for Spring Fun 2023 and in principle decisions for Summer Fun 2023 and Festive Fun 2023, leading to Grant Aid Agreement, a Purchase Order to add to all invoices and your submission of invoice for initial payment (85% of grant amount). This will be paid as quickly as possible (and no more than 35 days of receipt). |
| By 20/2 | Confirm your final details needed to enable marketing brochures and letters to be printed and distributed and booking system and webpages to be updated |
|  | Attend the following training:* One of the provider welcome sessions on either 22 Feb (PM) or 23 Feb (AM)
* (For new providers), attend a 1:1 induction meeting with a member of the HAF team
* Attend free Coventry HAF training (e.g. Safeguarding Training, Managing Challenging Behaviour, Cost of Living)
 |
| 6/3 | Bookings go live on HAF webpages |
| 20/3 | Submit your delivery plan and risk assessment |
| 31/3 to 16/4 | Spring Fun Delivery |
|  | Submit/complete:* Final accurate attendance data by 28 April 2023
* Provider feedback form by 28 April 2023
* Statement of grant expenditure and final invoice by 5 May 2023
 |
| 9/5 | Attend provider celebration event (9.45am – 12pm) at One Friargate |
|  | End of Spring Fun holiday cycle with organisations paid and all information complete |

*\*Meetings will be earlier in this time-frame, where providers submit information earlier.*

# Appendix 3 – Expression of Interest – template information

4 | P a g e

* 1. Please write a brief outline of your planned ideas and activities for Spring Fun 2023, and if you wish, Summer Fun 2023 and/or Festive Fun 2023 also.
	2. Please include details of how you will offer food each day
	3. Please include details of nutritional education each day for children (please be as specific in your answers as you can)
	4. Please include details of at least one food education for families offer per holiday period if you are offering less than 4 sessions per holiday or one per 4 sessions if you are offering 4 or more sessions.
	5. Please populate the table below with a row for each session you would like to offer including dates for Easter, Summer and Christmas 2023.

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| --- | --- | --- | --- | --- | --- | --- |
| Club name | Venue | Session date | Session start time | Session end time | No of hours (session length) | Capacity (HAFchildren only) |
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* 1. Your total costs and planned cost per hour (please try to ensure these are within 25% of what you will actually seek when completing your full application), separated out by holiday period.

# Appendix 4 – Eligible costs and grant payments

**Eligible costs**

* Costs can include anything related to delivery expenditure of your programme for example, resources, staffing, venue, food, insurance costs.
* If your programme is open to a wider group of children, we expect the request for HAF funding to only reflect the costs associated with what the programme would cost if it was only provided for the number of HAF eligible children you are providing places for.
* You will be expected to secure funding for non-eligible children through providing paid places or other sources of funding.

## Grant payments

* Following confirmation of funding and your signed grant aid agreement, providers can submit your invoice for your first payment.
* For Spring Fun 2023, this amount will be 85% of your grant (for previous holidays this has been 80% of your grant).
* Following delivery, providers can submit an invoice for the outstanding amount (i.e. up to 15%). If you have an underspend, your outstanding amount may be less than 15%.
* The grant is offered on a cost-recovery basis only. Any monies not spent in line with the grant aid agreement are therefore returned.
* Payment of the second (up to) 15%, will be made where providers have demonstrated delivery and partnership working. This includes the following:
* the delivery plan has been completed as per the template and has been received no less than 1 week prior to delivery
* risk assessments have been completed and submitted on time
* attendance at provider orientation and celebration event
* accurate attendance data has been submitted
* an accurate expenditure report has been submitted
* completion of provider survey and
* the provider has made every effort to maximise attendance.

It is not the expectation of the HAF team that grant will be held back or clawed back. If any of the above conditions have not been met, then the 15% (or a proportion of this) may not be able to be paid. If conditions in the grant aid agreement are not met, components of the first 85% may need to be clawed back. If this were the case proper dialogue will take place between the HAF team and provider and then the HAF team will decide on the appropriate and reasonable level of grant being held back or clawed back.

# Appendix 5: HAF assessment factors and quality standards

The HAF assessment factors and quality standards were mentioned earlier in this provider guide. Below these are described in more detail, along with support that organisations can receive. As part of the EOI process, organisations need to confirm that the statements described in the boxes below can be met. If they cannot be met, then please indicate reasons why and what additional support would be needed to enable them to be met. These statements can be used as good practice self-checklists for HAF delivery.

## Safety arrangements

Safety including robust safeguarding, health and safety and insurance arrangements are a foundation for all HAF delivery.

**Standards**

* Our staff and volunteers will have a satisfactory enhanced Disclosure and Barring Service (DBS) check with barred list information.
* All our staff and volunteers involved in delivery will have completed safeguarding training including what safeguarding is, the types of abuse and neglect and how to report concerns.
* Our staff and volunteers with responsibility for first aid will have appropriate training and certification.
* We will always have a Qualified Designated Safeguard Lead/clear representative on site.
* We have up to date certificates of Products and Public Liability insurance up to £10m
* We have Employers’ liability up to £5m
* We have an up-to-date version our organisation’s safeguarding/child protection
* We have an up-to-date version of our organisation’s health and safety policies (over 5 employees)
* We have an up-to-date version of our organisation's risk assessment
* We have a risk assessment for all planned activities and will send this to the HAF team no later than 2 weeks prior to the start of delivery
* We will liaise with the HAF team about any safeguarding, health and safety issues or complaints
* We are registered with Ofsted (including registration number) – and if not, reasons why your organisation is exempt

**Support**

* Free on-line expert training for the provider staff and volunteers (all providers can send unlimited numbers of delegates)

## Inclusion, accessibility and Special Educational Needs and Disabilities (SEND)

HAF Activities, clubs and experiences should be warm and inviting environments for all children and providers should make every effort to include all children.

**Standards**

* Our staff will have received training and awareness raising for inclusion and SEND.
* Our staff will consider the delivery environment from a sensory perspective and make changes as appropriate.
* We will contact parents who have indicated that their child has additional needs and use

the “All About Me” approach to record information about their child.

* Our activities will be inclusive and enable SEND children to participate. If there are situations where this is not possible, we will explain the rationale clearly to parents/carers and notify the HAF programme team.

**Support**

* Free inclusion, accessibility and SEND awareness training
* Access to [HAF Inclusion and SEND awareness resources.](https://www.coventry.gov.uk/downloads/download/7360/inclusion-and-send-awareness-resources)

## Positive activities

There are a broad range of activities that providers can offer that are enriching and physical. The [**physical activity guidelines: the Chief Medical Officers' report**](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report)sets out that children and young people should engage in moderate to vigorous physical activity (MVPA) for an average of at least 60 minutes per day across the week.

**Standards**

* Our activities will provide children with opportunities to develop new skills or knowledge
* Our activities will enable children the opportunities to try out new experiences
* Our activities will enable children to have fun and socialise
* Our activities will enable children to engage in moderate-to-vigorous physical activities for an average of 60 minutes (based on a full day activity) – in line with Chief Medical Officer guidelines

**Support**

* We can put you in touch with providers who have offered a HAF Holiday Club in the past and who can offer peer-support in developing your delivery plan
* Upon request, we can put you in touch with activity providers who have worked on HAF clubs in the past and who would be happy to help with your provision.

## Food provision and preparation

An important part of HAF is to address holiday hunger and the provision of healthy meals, snacks and drinks is at the core of this.

## Standards

* We will provide at least one hot meal every day (ideally cooked on-site, if not, cooked off-site and brought in)
* Our food will be substantial portions, [visit this link for details of acceptable portion sizes](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/portion-sizes-and-food-groups)
* We will provide a dessert as part of our meal
* We will provide healthy snacks, avoiding ultra -processed foods and serving no cakes, biscuits, confectionary, savoury crackers or breadsticks.
* Our staff and volunteers, supervising the preparation of food, will have Food Hygiene Certificates Level 2 and all regulations for food preparation will be complied with
* We will take into account allergies and dietary requirements. (See: [allergy guidance for](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools) [schools](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools)).
* We will take into account any religious or cultural requirements for food
* We will minimise food wastage and use re-usable plates and cutlery wherever possible
* If our session starts before 9.30am, we will provide a breakfast for children
* We will provide food in line with the school food standards
	+ We will only provide appropriate drinks (water, lower fat milk, fruit juice (up to 150 mls))
	+ We will provide a different protein every day (with meat or poultry on at least 3 days out of 5 days)
	+ We will provide a portion of fruit and a portion of vegetables every day
	+ We will provide a wholewheat starchy food every day, with at least 3 different starchy foods out of 5 days)
	+ We will provide fruit-based dessert (50% fruit) on at least 2 days out of 5 days
	+ We will provide a portion of dairy and lower fat milk every session
* If we are running a trip (or in exceptional circumstances where a hot meal is not possible) we will provide the following (or equivalent):
	+ Sandwiches/wrap with filling (e.g. vegetarian, meat or tuna)
	+ A vegetable snack pack (e.g. carrots, cucumber sticks)
	+ A healthy snack (e.g. flap jack, banana cake) and/or dairy snack (e.g. babybel, frube etc.),
	+ A bottle of water.

*Note: crisps, confectionary/chocolate bars etc. should not be provided as part of a pack lunch.*

**Support**

* Access to a list of Coventry HAF recommended caterers and food providers
* Access to the support of a School Food Catering professional, who can review your planned menu and recipes to check they are compliant.
* Access to the [HAF provider nutritional education toolkit](https://www.coventry.gov.uk/coventry-holiday-activities-food-programme-providers/coventry-haf-providers/2) and the following links:
	+ <http://whatworkswell.schoolfoodplan.com/>
	+ <https://www.legislation.gov.uk/uksi/2014/1603/pdfs/uksi_20141603_en.pdf>
	+ <http://whatworkswell.schoolfoodplan.com/articles/view/517>

## Daily nutritional education

The DfE state that children should have “a greater knowledge of health and nutrition”. Providers must include an element of nutritional education every day aimed at improving the knowledge and awareness of healthy eating for children/young people. These do not need to be formal learning activities. Lighter touch options include crosswords, puzzles and quizzes themed around healthy eating which work across age groups. More comprehensive activities include getting children involved in food preparation and cooking, growing fruit and vegetables and taste tests.

**Standards**

* We will involve children in setting up and clearing down meal-times
* Our staff will eat with children to positively model eating and support and encourage children to eat and try new foods
* We will provide an element of engaging nutritional education every day
* We will enable children to be able to get involved in food preparation
* We will enable children to cook something enabling them to shop cook and eat confidently and healthily and on a budget in the future

**Support**

* Access to the [HAF provider nutritional education toolkit](https://www.coventry.gov.uk/coventry-holiday-activities-food-programme-providers/coventry-haf-providers/2)

## Food education for parents/carers and families

Our standards are that every activity must include one or more element of training and advice for parents/carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. A range of support is available. This includes production of leaflets for families, access to on-line support.

**Standards**

* We will provide food education materials for parents/carers and families
* Families will be able to participate in family cooking activities

**Support**

* Access to the [HAF provider nutritional education toolkit](https://www.coventry.gov.uk/coventry-holiday-activities-food-programme-providers/coventry-haf-providers/2)

## Wider support to families

Positive HAF activities for children can provide an opportunity to engage with parents/carers of these children, making them aware of wider support to families.

**Standards**

* We will give parents/carers leaflets about services
* We will become aware of local support and services that will benefit children and their families
* We will provide links to cost-of-living information in our email correspondence
* We will host sessions for children and parents to find out about other services

**Support**

* Leaflets highlighting wider support to families will be printed and distributed to all families
* Facilitating awareness-raising sessions for providers about support to families –

particularly in the context of the cost-of-living crisis.

## Marketing

HAF is promoted through a wide range of ways including: letters and brochures sent directly to every eligible household (with translated versions available on the HAF webpages, electronic copies to every school, direct text and messages to parents/carers, HAF promo-video, briefing to a wider range of professionals working with families, social media, HAF web-pages, schools). Alongside this, providers should maximise marketing including existing relationships with children and young people.

**Standards**

* We will maximise the use of HAF programme marketing
* We will do pro-active marketing of our clubs and activities
* We will pro-actively engage with local schools
* We will do good image and video capture of activities and send these to the HAF team to use for wider HAF marketing and promotion

**Support**

* The HAF Team will promote HAF extensively through programme marketing in the way outlined above

## Bookings and attendance

HAF bookings, whether made directly by parents/carers or through supported bookings (by professionals) are managed through a centralised on-line booking system.

**Standards**

* We will submit all the information need for the on-line bookings
* We will help families with supported bookings
* We will regularly check bookings
* We will liaise with the HAF team about the % of over-booking required for our activity
* We will prompt those due to attend prior to attendance (e.g. texts/messages/whatsapps/phone calls).
* We will follow-up on non-attenders in a positive way (e.g. texts/messages/whatsapps/phone calls).
* We will mark attendance in the HAF booking system

**Support**

* The HAF team are available for support for provider queries with bookings and attendance.

## Reporting

**Standards**

* We will complete the delivery plan template, as part of our activity planning, and email to the HAF team at least one week prior to the start of delivery
* We will submit weekly attendance records for eligible children within an on-line system
* We will submit final accurate attendance data by 28 April 2023
* We will submit our provider feedback form by 28 April 2023
* We will submit our statement of grant expenditure by 5 May 2023
* We will attend the provider induction session (two options) on 22 Feb (PM) or 23 Feb (AM)
* We will attend the provider celebration session on 9 May (AM)

**Support**

* Every provider has a designated HAF team member to link with for reporting arrangements.

**Appendix 6 – Coventry HAF priorities & principles of delivery**

The Coventry HAF **priorities** are:

* To increase the number of eligible children attending and booking each holiday (year- on-year basis)
* To increase the quality and impact of HAF activities and experiences
* To improve the VFM of holiday activities and experiences
* To develop people in the process of the delivery the above priorities
* To put a smile on the faces of Coventry children and young people

Coventry HAF **principles** of delivery are:

* Positive, memorable & happy holiday experiences that demonstrate the value of every person
* Impacts that last beyond the holidays
* Experiences that reach parents and families through children and young people
* Building on, and enabling, trusted relationships and Coventry strengths
* Collaboration, partnership and “blend” across a wide range of organisations and

engaging with children, young people and families throughout

* Joined-up locality offer - particularly in areas of higher deprivation
* Tailored approaches for primary and secondary ages with a key focus on SEND
* Joining-up with school holiday and education recovery programmes
* Learning from others - across Coventry, West Midlands and nationally

A range of **support** is available to achieve these standards. Example weekly lunch menus are shown in useful documents. Recipe ideas are show at whatworkswell.schoolfoodplan.com. The HAF team can provide access to a School Food Catering professional who can review your planned menu and recipes to check they are compliant with our standards. If your organisation is unable to ensure meals to the above standards, this needs to be raised with the HAF team and HAF has a list of recommended caterers.

# Appendix 7 – Schools

Every Coventry primary and secondary school has a designated HAF champion. Below is the guidance provided to these representatives.

* Increase your own awareness of the Festive Fun HAF offer (google Coventry HAF including: which activities may be best suited to your school/your pupils, how to book, eligibility etc. being aware of which pupils in your school are eligible for HAF (names to be sent via data-locker)
* Talk to staff colleagues about the Festive Fun HAF offer with staff colleagues so they can have conversations with pupils about HAF. Encourage them to watch the promo video and to look on the Coventry HAF website.
* Promotion to parents/carers and pupils:
* Send letters (electronic) to all parents/carers
* Promote HAF in your school newsletters
* Promote HAF on your school website
* Invite local providers into your school to show-case activities (e.g. sample sessions, family drop-in session, season specific fetes/fairs etc.)
* Conversations with pupils and parents
* Use any other opportunities to promote HAF with pupils and parents/carers
* Support parents/carers with bookings or signpost them to Family Hubs, libraries and Council helpline