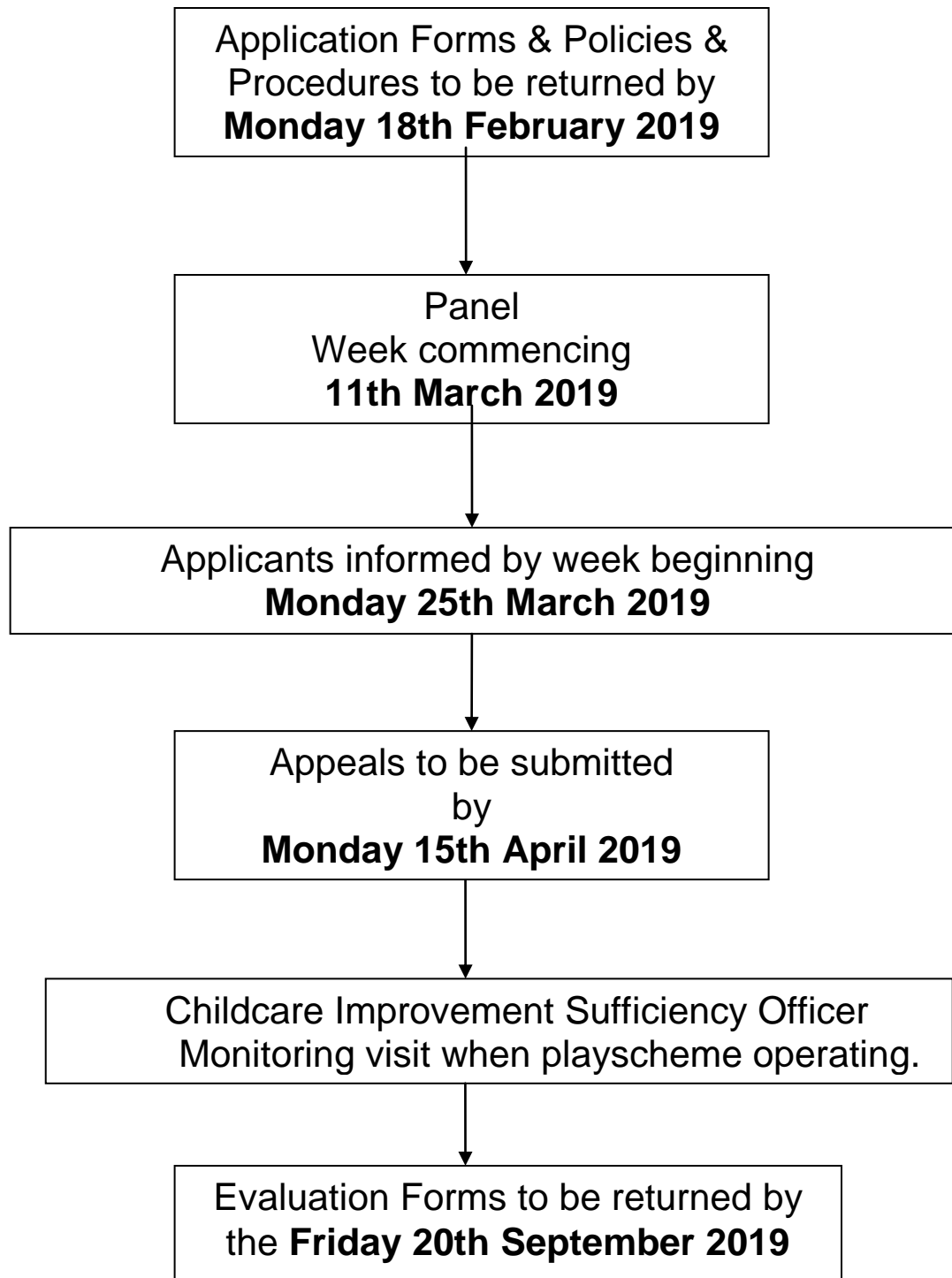


# **HOLIDAY PLAYScheme 2019 SUPPORTING GUIDANCE**

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# Playscheme Funding Flow Chart



## SUMMARY OF PROCESS

Please complete and email your application forms to:

[laura.anderton@leics.gov.uk](mailto:laura.anderton@leics.gov.uk)

### **PLEASE ENSURE THAT YOU SAVE THE DOCUMENT WHEN SENDING IT TO US ONLINE**

Closing date for applications Policies & Procedures is Monday 18th February 2019

Panel will meet	week beginning Monday 11th March 2019
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Applicants will be informed by	week beginning Monday 25th March 2019
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Appeal panel will meet	week beginning Monday 15th April 2019
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**Applications received after the closing date of Monday 18th February 2019 will not be accepted.**

### **Successful applicants**

If your application is successful you will be notified in writing via email.

When the scheme is in operation, the Childcare Improvement Sufficiency team will monitor a percentage and schemes will be contacted to arrange a visit. Please can you ensure that you have your documentation accessible, including copies of all your policies and procedures, and Disclosing and Barring Scheme (DBS) evidence.

# SUPPORTING GUIDANCE

## SECTION 1 to 9 – BASIC INFORMATION

**Please complete fully** as we will be looking at numbers of children attending last year against places applied for. For each scheme we are able to fund **up to 5 hours contact time plus up to 1 hour non-contact time for up to 50% of your staff per day and for a maximum of 3 weeks, running consecutively.**

## SECTION 10 – CONTACT DETAILS

**Please complete fully** including all contact details as we will need to contact you regarding your application.

## SECTION 11 – LEGAL ENTITY

The Legal Entity is the make-up of the business i.e.; charity, association, committee run, corporation or voluntary managed committee or individual who is **legally** responsible for the running of the playscheme.

## SECTION 12 – INTEGRATED PLACES

You should ensure that the playscheme you are organising promotes and facilitates the inclusion of children and young people with additional needs. You should therefore demonstrate how you intend to do this. Support and advice is available by contacting your Childcare Improvement Sufficiency Officer (CISO). Please refer to page 14 of this guidance for contact details.

Follow the link to **KIDS: All of Us – The Framework for Quality Inclusion** from the Out of School resource page:

<https://resources.leicestershire.gov.uk/education-and-children/early-learning-and-childcare/out-of-school-providers-oos/oos-resources>

## SECTION 13 – MEETING THE NEEDS OF THE LOCAL COMMUNITY

When answering this question please consider why you are providing the playscheme and the benefits that it will bring to your local community, and the social and emotional well-being of local children. Applicants should consider all families and young people within the playscheme area, as research has shown that children with disabilities/older children have fewer opportunities to access playschemes and childcare during the school holidays. You will also need to engage with the children and young people to ascertain their views. Examples of this and 'How to' guides, can be found on the Participation Works website, [www.participationworks.org.uk](http://www.participationworks.org.uk) or contact your CISO.

You will need to give an outline of the activities you will offer during the playscheme that support children's personal, social and emotional development (PSED), and develop attachment to peers and adults, communication, language and literacy (CLL) skills and physical play.

## SECTION 14 - OFSTED

Ofsted should be notified in writing if you intend to provide an unregistered playscheme provision. The Exemption Notification form can be accessed from [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Please contact your CISO if you require further advice. Contact details are listed on page 14 of this guidance.

## SECTION 15 -18 – STAFFING REQUIREMENTS AND ADMINISTRATION

Your application must show how many staff you are planning to employ, rate of pay, how many hours a week and how many weeks a year they will be paid for.

The staffing budget may include on-costs (employer's National Insurance, pensions, a contribution to cover costs and holiday pay) and you must specify the percentage that has been allowed for this purpose which could be between 13% - 22% of the sub-total.

Each organisation **must** ensure that appropriate procedures are in place to deduct tax and National Insurance. For more information contact your local HM Revenue and Customs. Contact details are listed on page 14 of this guidance.

Training you should consider is first aid, safeguarding children and basic food hygiene. Some of these costs may be claimed for within the grant application. Please remember that these courses are usually valid for a 3 year period. The Early Learning and Childcare Service's spring training is available on line at:

<https://resources.leicestershire.gov.uk/education-and-children/early-learning-and-childcare/training-and-professional-development>

This training application should be realistic and for the playscheme staff/volunteers only.

**All** staff and volunteers must be checked by the Disclosing and Barring Scheme before the playscheme commences. If visited by the CISO team they will be asking for evidence that this has been done. It is expected that at least one member of staff has accessed recent Safeguarding training (within the last 3 years) and that this has been cascaded to staff. See page 12 of this booklet for further information.

If applying for an administration budget please give details of how this will be spent.

## SECTION 19 – PARENTAL CONSULTATION

It is an integral part of the application process that you can demonstrate the playscheme is needed within the area, and that there is no detrimental effect on other provisions already existing in the area, or that you are working with other local playschemes to provide a continuation of play opportunities and childcare for working parents.

You should demonstrate in this section how you have carried out market research, for example, questionnaires to show that there is a need, and to understand what parents/carers can afford to pay. However fees charged have to be realistic with meeting the running costs of the scheme.

<https://resources.leicestershire.gov.uk/education-and-children/early-learning-andchildcare/out-of-school-providers-oos/playschemes>

**Playscheme grants will not fund 100% of provision's costs.**

## SECTION 20 -TAX CREDITS

You are expected to answer this question if you are registered or are intending to become registered with Ofsted. Parents and carers maybe entitled to apply for tax credits to support them with the cost of the playscheme.

Information regarding tax credits is available to parents by contacting The Childcare Tax Credit helpline. Please refer to page 14 of this guidance for contact details.

We would want you to advertise to parents in your pre-publicity, that you registered with Ofsted and those parents may be able to claim for the childcare tax element.

## SECTION 21 - OTHER FUNDING CONTRIBUTIONS AND SPONSORSHIP

Please indicate if you are planning to apply for any other grants for example from your parish or district council, or Voluntary Action, Leicester. Greater consideration will be given to those schemes who have investigated other sources of funding.

## SECTION 22 - INSURANCE

All schemes must be adequately insured and funding will not be released if this question is not answered. The claim should reflect the duration of the playscheme. You may be asked for evidence of the policy schedule.

## SECTION 23 - RECORDS

Records such as registers, accident and incident reports should be kept for a minimum of 6 years and in a secure place. Accounting records should be kept for 6 years for Private Companies and 6 years for Public Limited Companies. Further information can be obtained from [www.gov.uk](http://www.gov.uk)

## SECTION 24 – SIGNATURE

In signing this sheet you are confirming that you agree with and understand the criteria for the playscheme funding.

Please note, as part of our services monitoring and auditing processes, you may be visited by a CISO during your playscheme to check you are adhering to the criteria and the parameters of the playscheme as outlined in your application.

## POLICIES

In order to be considered for and receive funding you will need to send in the following policies with your application from:

- Inclusion
- Equal opportunities policy
- Safeguarding children policy including mobile phone and internet safety policies
- Staff recruitment policy

Information, advice and support on the policies and how to formulate them and update them can be obtained from the LCC website Out of School resource page.

<https://resources.leicestershire.gov.uk/education-and-children/early-learning-and-childcare/out-of-school-providers-oos/oos-resources>

**If the policies are not included with your application form it will not be submitted to the funding panel.**

You must make sure that policies are applicable to your scheme and that they are up dated, relevant and read by ALL staff and volunteers. Policies should also be available to parents.

You must confirm that you understand issues relating to child protection and demonstrate how you will ensure that the staff and volunteers you recruit are aware of your safeguarding children policy and child protection procedure e.g. training before the playscheme commences/ cascading of information to staff and volunteers.

If you have a monitoring visit from the Childcare Improvement Sufficiency Officer (CISO), they will ask to see other policies you have in place, whether you are registered or not.

## **Completing the Financial Statement**

### **EXPENDITURE**

**Please retain copies of all receipts and proof of expenditure as the CISO may ask to see them when carrying out your monitoring visit.**

**Staffing costs** should be taken from section 15, of the application form.

**Advertising costs** the cost of advertising for staff and to potential users.

**Training costs** can include contributions towards initial continuous professional development or good practice training for playscheme staff only. A breakdown of your training costs is required in Section 16 of the application form.

**Insurance costs** is the amount you expect to pay to ensure that you are adequately insured including public liability, employer liability, property, and contents insurance.

A breakdown of costs will be required in Section 22 of the application form.

If the playscheme is part of a larger childcare, educational provision or an organisation, please calculate a percentage of the overall insurance premium consistent with the length of time the playscheme is operational.

**Volunteer costs** include the reimbursement of expenses claimed by volunteers for example travel to and from the playscheme or lunch for which receipts or proof of purchase must be provided to the provider. For more information regarding payments to volunteers please refer to pages 10 of this guidance.

**Caretaking and cleaning costs** can include staff as well as materials.

**Rent and/or rates costs** can include rent, donations or a realistic percentage of your mortgage payments.

**Catering costs** can include food, snacks, and drinks. It is important that you pay regard to the healthy eating agenda for children and young people when providing snacks.

**Administration costs** a breakdown of your staff administration costs is required in Section 15 of the application form.

**Equipment and Resources costs** includes any consumable items for use with the children. If this budget is large, you will be asked for a breakdown of costs.

**DBS costs** are costs for the DBS for staff of the playscheme only.

**Please be aware that this funding is not available to fund trips.**

## **INCOME**

**Fee income** is the income you realistically expect to receive from parents and carers for the playscheme places.

**Holiday Playscheme grant income** is the amount of grant you are applying for. This should not include the amount you may have applied for under integrated places to provide additional staff for children and young people with additional needs.

**Other contributions** are any other income you are expecting to generate in relation to the playscheme places. A breakdown of this is required in Section 21 of the application form.

## **VOLUNTEER EXPENSES AND TAX**



It is good practice for organisations to reimburse volunteers' out of pocket expenses, including travel to the place of volunteering and meals while volunteering. The reimbursement should be straightforward but there are a number of best practice and legal issues to be aware of.

This information sheet explains:

- Reimbursing actual expenses can result in no tax liability
- Paying more than actual expenses results in individual volunteer becoming liable to pay tax
- Paying taxable expenses to a volunteer who is an employee results in the organisation's obligation to deduct tax through PAYE.

This information was reproduced using Volunteering England and HM Revenue and Customs (HMRC), formerly the Inland Revenue, websites.

### **For all volunteers**

If your organisation refunds no more than a volunteer's actual out-of-pocket expenses there is no tax liability. For example:

*A volunteer pays up to £3.50 on public transport to get to their volunteering and up to £3.50 on lunch. They are refunded their exact out-of-pocket expenses (£7.00) so there is no tax liability. The volunteer does not need to declare the expenses to the Inland Revenue. The organisation should keep a record of payments and the receipts.*

Out-of-pocket expenses include:

- Travel to and from place of volunteering
- Meals taken while volunteering (\*)
- Care of dependants, including children, during volunteering
- Postage, phone calls, stationery etc.
- Travel in the course of volunteering
- Cost of protective clothing

(\*) During the summer of 2006 there was some controversy over volunteers in receipt of state benefits and whether they were allowed to have their meal expenses reimbursed. On 9<sup>th</sup> October 2006, the Department of Work and Pensions (DWP) announced that they will allow all volunteers to be reimbursed for their meal expenses. Guidance has been sent to benefit staff to highlight this fact.

It is good practice for the organisation to have upper limits on lunch and dependent care costs. Where an organisation rewards its volunteers by paying more than the actual expenditure, the volunteer moves from being a non-tax-payer to a tax-payer. Tax may be payable as an employee, or as someone who is self-employed, or under the miscellaneous sweep-up provision of Case VI of Schedule D. In general such a volunteer has to pay tax on all personal expenses.

The organisation should keep a record of payments and receipts. It is not the responsibility of the organisation to pay any tax on these payments or to complete IR forms P46 and P15, unless the volunteer is an employee (see below).

### **Additional points for volunteers who are employees**

In exceptional circumstances, organisations may engage volunteers on terms, which amount to their status being that of an employee. Any organisation which is unsure of the status of its volunteers should seek advice from its local HMRC or from Volunteering England.

All the points made above regarding where an organisation rewards its volunteers apply. In addition, if tax is due on expenses paid to an employed 'volunteer' the organisation must deduct tax (and possibly National Insurance) through the PAYE system.

Employers can agree with their local HMRC reasonable, tax free, fixed rate payments for reimbursing employees. This has the advantage that organisations do not have to operate PAYE and the employee volunteer does not have to include the payments in their tax return.

### **Further Information**

**Volunteer drivers and tax:** a free 2 page information sheet from the Information Service at the National Centre for Volunteering listing the tax-free mileage rates published by the Inland Revenue, explains what records volunteers and organisations need to keep.

**Volunteer drivers (IR122):** a free 13 page leaflet from the Inland Revenue written for volunteer drivers. Includes detailed guidance on how to work out if tax is due on expenses. Available free from Tax Enquiry Centres and Tax Offices or the Inland Revenue Information Centre, Ground Floor, South West Wing, Bush House, Strand, London WC2B 4RD. Tel: 020 7438 6420/6425,

**Volunteer expenses:** a free 2 page summary of the good practice issues involved in reimbursing volunteer expenses extracted from The Good Practice Guide Available from the Information Service at the National Centre for Volunteering.

Information sheets are available at: [www.volunteering.org.uk/sheets.htm](http://www.volunteering.org.uk/sheets.htm)

If you need any additional information you can contact general enquiries at Volunteering England on 0845 305 6979. Opening times are 9am until 5pm weekdays only or email [volunteering@volunteeringengland.org](mailto:volunteering@volunteeringengland.org)

### **DISCLOSING AND BARRING SERVICE**

All staff and volunteers working within early years and childcare settings require a Disclosing and Barring Service (DBS) including those working within holiday playschemes.

All new staff and volunteers recruited will need to be DBS checked. DBS checks from other or previous employment should not be accepted unless the applicant has signed up to the

online update service and robust recruitment procedures are in place. DBS checks should be made before the appointment of staff is confirmed and staff must not work unsupervised with children until the DBS check has been completed.

We have provided a list of companies that Ofsted currently use that can process DBS checks; however others can be sourced through [www.gov.uk](http://www.gov.uk) as can other information on DBS's

<p>MRC Community Action  Marlene Reid Centre  85 Belvoir Road  COALVILLE  LE67 3PH  Tel: 01530 510515  <a href="mailto:info@mrc.uk.net">info@mrc.uk.net</a></p>	<p>Capita Education Resourcing  Walsh Court  10 Bell's Square  Trippet Lane  Sheffield  S1 2FY  Tel: 08708 502516  <a href="mailto:dbs.enquiries@capita.co.uk">dbs.enquiries@capita.co.uk</a></p>
<p>Atlantic Data    Tel: 08719 774600  <a href="http://www.disclosurescrb.co.uk/earlyyears">www.disclosurescrb.co.uk/earlyyears</a>  <a href="http://www.atlanticdata.co.uk">www.atlanticdata.co.uk</a>  <a href="mailto:earlyyears@disclosuresdbs.co.uk">mailto:earlyyears@disclosuresdbs.co.uk</a></p>	<p>TMG  1 Wilford Business Park  Ruddington Lane  Nottingham  Nottinghamshire  NG11 7EP  Tel: 0115 9694609  <a href="mailto:enquiries@tmgcrb.co.uk">enquiries@tmgcrb.co.uk</a></p>

# **CONTACT SHEET**

## **Early Years Inclusion and Childcare Service**

<https://resources.leicestershire.gov.uk/education-and-children/early-learning-and-childcare>

### **Childcare Improvement Sufficiency Officer**

Telephone: 0116 305 7136

Childcare Improvement Sufficiency Officers support early years, childcare and playscheme providers to create, sustain and improve their provision in all seven districts.

### **Management Information Team**

Telephone: 0116 305 7136

The team helps providers promote their business to parents/carers by collating and updating details on their comprehensive database. Please make sure the details we hold are correct.

### **Business Development**

Telephone: 0116 305 7136

The Business Development Advisors work with providers and offer confidential advice on marketing and business planning.

### **Workforce Development**

Telephone: 0116 305 7136

The Workforce Development team provides free core and subsidised development training packages, financial support for professional training. Information is also available from the Early Learning and Childcare section of the Leicestershire County Council website.

<http://www.leicestershiretradedservices.org.uk/Article/25254>

### **Family Information Directory (FID)**

Telephone 0116 305 6545

FIS provides free, impartial information and advice on childcare and a range of children's services for parents/carers.

<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/family-information-directory>

### **Ofsted**

Piccadilly Gate  
Store Street  
Manchester, M1 2WD

Telephone: 0300 123 1231

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Web address: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

You should write or complete a notification form online, to notify Ofsted of your intention to run a playscheme.

**HM Revenue and Customs:**  
([www.hmrc.gov.uk](http://www.hmrc.gov.uk))

Telephone: 0845 010 9000

Child Tax Credit Helpline for Parents

Telephone: 0845 300 3900

**Voluntary Action Leicester. (VAL)**

[www.valonline.org.uk](http://www.valonline.org.uk)

[helpline@valonline.org.uk](mailto:helpline@valonline.org.uk)

Helpline Phone Number

Telephone: 0116 2575050

**Local Safeguarding Children Board**

[www.lrsb.org.uk](http://www.lrsb.org.uk)

Safer recruitment guidance (Under Practice Guidance)

**NSPCC Safeguarding Standards and Guidance**

<https://learning.nspcc.org.uk/research-resources/2017/nspcc-safeguarding-standards-and-guidance-england/>

A set of recommended standards and accompanying guidance aimed at supporting voluntary and community organisations to take responsibility for keeping children, young people and young adults safe