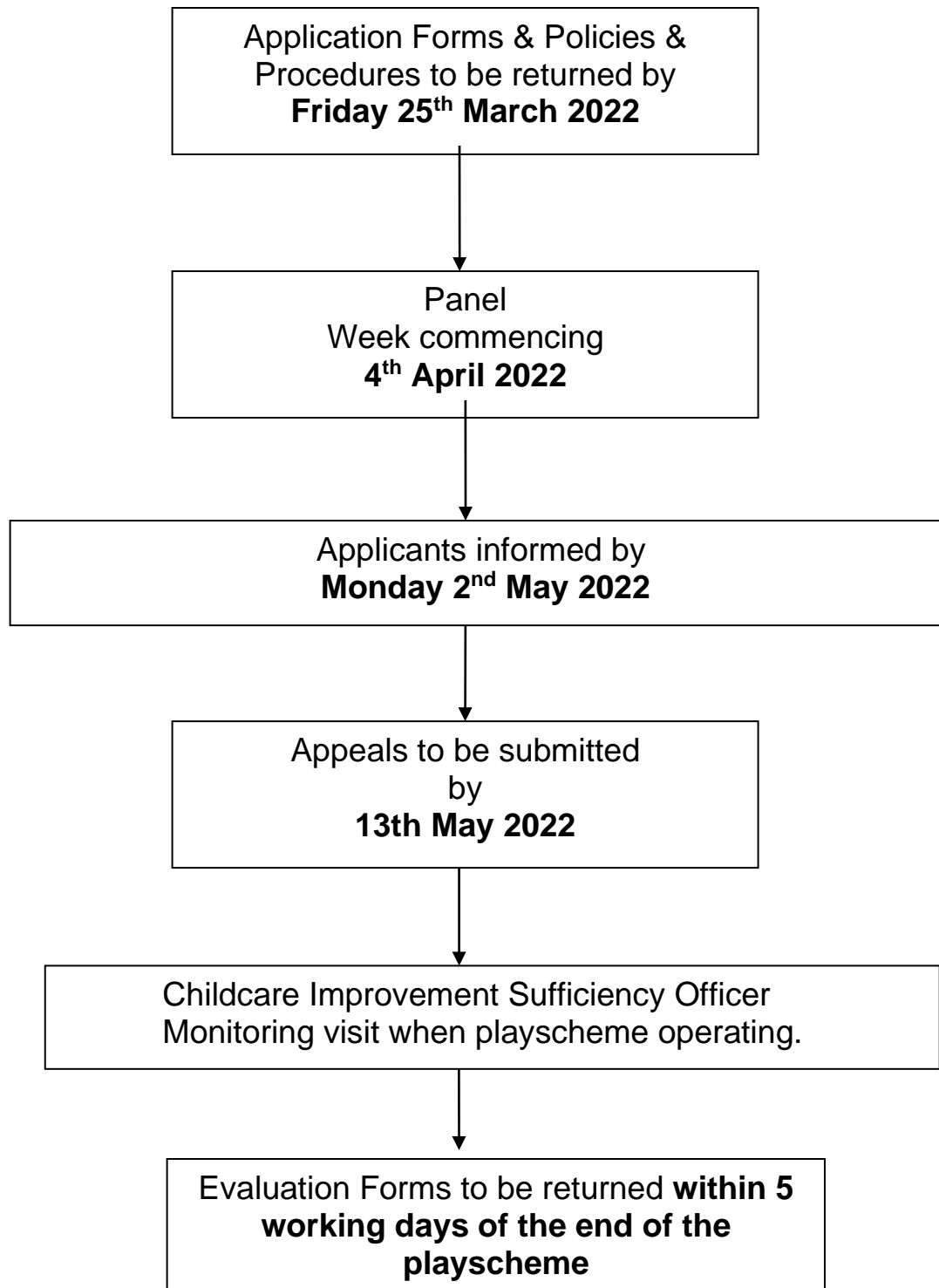


# **Document 1: HOLIDAY PLAYScheme FUNDING 2022 SUPPORTING GUIDANCE**

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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**

A confirmation email will be sent to you once we have received it.

<b>Closing date for applications, Policies &amp; Procedures</b>	Monday 25 <sup>th</sup> March 2022
Panel will meet	Week beginning Monday 4th April 2022
Applicants will be informed by	Monday 2nd May 2022
Appeal panel will meet	Week beginning Monday 16th May 2022

**Applications received after the closing date of Monday 25<sup>th</sup> March 2022 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 carry out monitoring visits. Please can you ensure that you have your documentation accessible, including your attendance register and copies of all your policies and procedures, including the Disclosing and Barring Scheme (DBS) evidence.

Offers of funding are subject to Leicestershire County Council procedures following government guidelines for pandemic restrictions.

# SUPPORTING GUIDANCE

## SECTION 1 to 9 – BASIC INFORMATION

**Please complete the application form in full** as we will be looking at numbers of children attending in previous year against places applied for. For each scheme we can fund up to a maximum of **£7.50 per child place per day for a maximum of 4 hours per day and for no more than 2 consecutive weeks at the same premises.**

Please indicate the number of child places per day you are offering and the total amount of funding you are requesting.

If also in receipt of Healthy Activities and Food programme funding, this playscheme grant must not be used to support a free school meal child's place. Attendance registers must show which funding has been used.

*Please note: any over funding will be reclaimed*

Please include all contact details as we will need to contact you regarding your application.

## SECTION 10 – 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 11 – SEND PLACES

£35 per day is available to support children with special educational need and/or disability as defined by Section 20 of the 'Children's and Families Act 2014 and the Equalities Act 2010  
[Child law Advice](#)

Please apply for the number of SEND children you anticipate will attend your playscheme.

*Please note: any over funding will be reclaimed*

Please complete the [SEND OFFER form](#)

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 are available by contacting your Childcare Improvement Sufficiency Officer (CISO). Please refer to page 14 of this guidance for contact details.

[Support and Resources for Play and Leisure providers](#) is also available.

Follow the link to [KIDS: All of us - The Framework for Quality Inclusion](#)

## SECTION 12 – MEETING THE NEEDS OF THE LOCAL COMMUNITY

When answering this question please consider why you are providing the playscheme and where you are geographically as priority will be given to rural and disadvantaged areas where there is little or no access to playschemes. Include 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 should engage with the children and young people to ascertain their views.

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 13 - OFSTED

Ofsted should be notified in writing if you intend to provide an unregistered playscheme provision. See [Ofsted website](#) or send an email to [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk). Please contact your CISO if you require further advice. Contact details are listed on page 14 of this guidance.

## SECTION 14 -16 – STAFFING REQUIREMENTS

Your application must show how many staff you are planning to employ and relevant training/qualifications suitable for their roles in the playscheme. Staff should be trained in First Aid, safeguarding children and basic food safety if providing food. Please remember that these courses are usually valid for a 3 year period. The Early Years Inclusion and Childcare Service's [training courses](#) are available

Each organisation **must** ensure that appropriate procedures are in place to deduct tax and National Insurance. For more information contact HM Revenue and Customs. Contact details are listed on page 8 of this guidance.

**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.

## SECTION 17 – 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.

## SECTION 18 -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 Free Childcare](#) is available for parents and providers

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

## SECTION 19 - 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 20 - INSURANCE

All schemes must be adequately insured, funding will not be released if this question is not answered. You may be asked for evidence of the policy schedule.

## SECTION 21 - 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 22 - PLAYScheme POLICIES and PROCEDURES

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

- 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 Out of School Resources webpage](#)

**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 updated, 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.

## SECTION 23 – AGREEMENT and SIGNATURE

By signing this application form 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 have provided the number of childcare places you received funding for as outlined in your application.

### **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

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>	Capita Education Resourcing Walsh Court 10 Bell's Square Trippet Lane Sheffield S1 2FY Tel: 08708 502516 <a href="mailto:db.enquiries@capita.co.uk">db.enquiries@capita.co.uk</a>
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<p>Atlantic Data</p> <p>Tel: 08719 774600</p> <p><a href="http://www.disclosuresdbs.co.uk/earlyyears/">http://www.disclosuresdbs.co.uk/earlyyears/</a></p> <p><a href="http://www.atlanticdata.co.uk">www.atlanticdata.co.uk</a></p> <p><a href="mailto:earlyyears@disclosuresdbs.co.uk">mailto:earlyyears@disclosuresdbs.co.uk</a></p>	<p>TMG</p> <p>1 Wilford Business Park</p> <p>Ruddington Lane</p> <p>Nottingham</p> <p>Nottinghamshire</p> <p>NG11 7EP</p> <p>Tel: 0115 9694609</p> <p><a href="mailto:enquiries@tmqcrb.co.uk">enquiries@tmqcrb.co.uk</a></p>
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## **CONTACTS**

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

**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.

**Play and Leisure Inclusion Officer** Telephone: 0116 305 8767  
 The Play and Leisure Inclusion Officer can support and advise you about meeting the individual needs of children with SEND and how to make play accessible at your playscheme

**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. Further information is available from the [Training and Professional Development](#) section of the Early Years website



**Information and Support Directory:**

Telephone: 0116 305 6545

[Information and Support Directory](#) provides free, impartial information and advice on childcare and a range of children's services for parents/carers.

**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**Telephone: 0845 010 9000  
([www.hrmc.gov.uk](http://www.hrmc.gov.uk))**[Voluntary Action Leicester](#)**[helpline@valonline.org.uk](mailto:helpline@valonline.org.uk)

Helpline Phone Number

Telephone: 0116 257 5050

**[Safeguarding Children Partnership](#) Leicestershire and Rutland**

Safer recruitment guidance (Under Practice Guidance)

**[NSPCC safeguarding Standards and Guidance](#)**

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.

**[Keeping Children Safe in Out of School Settings: Code of Practice](#)**

Safeguarding guidance for providers of activities