

## Document 2: HOLIDAY PLAYScheme GRANT 2022 CRITERIA AND APPLICATION FORM

**For 2022 the playscheme grant aims to support an even distribution of playschemes across Leicestershire. Priority for awarding funding will be given to those schemes operating in areas of rural (population of less than 10,000) disadvantage and areas of deprivation (according to the indices of deprivation 2019).**

**Funding will be allocated per child place per day.**

### **Holiday playschemes should:**

- Provide supervised opportunities for children in Leicestershire to play and develop their social and emotional relationships with one another in a safe environment, outside of school times, during the holidays.
- Provide play opportunities for children and young people aged between 4 and 14 years and up to 19 years for disabled children and young people and champion the needs of vulnerable children. The playscheme must be a stand-alone provision and not continuation of existing childcare provision. This must be clearly demonstrated through the application process.
- Provide parents with the opportunity to utilise playschemes in the mix of childcare they may use over the summer holidays [blended childcare].

The link below will provide you the information as to whether you need to register with Ofsted.

Even if you do not need to register with Ofsted, you must inform them of your intent to run a playscheme. [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

If you require any further support and advice regarding Ofsted registration, please contact the Childcare Improvement Sufficiency Officer (CISO) on 0116 305 7136.

You may be eligible to register on the Voluntary Childcare Register through Ofsted, which will enable eligible parents to claim tax credit or tax free childcare. If you already have an Ofsted registration number it is an expectation that you promote this and register with [childcarechoices.gov.uk](http://childcarechoices.gov.uk), thereby enabling parents to access the tax credit.

Ensure that the following documents are up to date and staff/volunteers have read and have the knowledge to implement them and documents are accessible to parents, children, visitors, Ofsted and local authority officers:

*Safeguarding children policy including mobile phone and camera procedures	Complaints procedure
*Inclusion	Accident and incident records book
*Equal opportunities policy	Attendance registers
*Staff recruitment policy	Activity plans
Premises risk assessments	Lost child procedure
	Uncollected child

The policies that are marked with \* need to be included in your application.

Each application should **clearly** demonstrate how it meets the criteria below:

### **Geographical factors**

Priority will be given to rural and disadvantaged areas where there is little or no access to play scheme provision.

### **Inclusion**

Applications should demonstrate how they propose to remove barriers to inclusion. For example, how the playscheme will meet the needs of children from a range of different cultures and communities, looked after children, and young people and children with additional needs. Schemes are encouraged to work with schools and parents regarding the pupil premium and personal budgets.

Applications must be accompanied by a completed SEND Offer form which outlines the experience and support that you are able to offer a child with additional needs. This information will be made available to parents/carers on the Leicestershire Information and Support Directory which is part of the Local Offer.

Please include the number of SEND children you anticipate will attend your playscheme and require support in section 5 of the application form below. This does not necessarily mean that every child or young person will require full time, one to one, support. You will need to demonstrate how the additional funding will complement existing staffing.

Inclusion funding for additional SEND children **not** applied for within this application may be awarded up until the last date of the playscheme. In this instance please apply using the **separate [Playscheme Inclusion application Form](#)**

## **Safeguarding children**

Applications are required to show that you understand how you will implement child protection policies and procedures and must demonstrate how they comply with local safeguarding board procedures.

## **A joined up approach to support blended childcare**

Applications which demonstrate a joined up approach with other organisations are welcomed. For example, playschemes that link with schools, other existing Private, Voluntary and Independent settings and other services that offer play opportunities.

The panel will also look favourably on other applications that have demonstrated some access to other funding contributions.

## **Quality of care**

Applications must demonstrate through the application process how they provide good quality provision. This will need to include how you have consulted with the children, parents and wider community on what the scheme could provide, and show that there are opportunities for personal, social, and emotional development (PSED), attachment, communication, language and literacy (CLL) and physical play.

## **Volunteers**

There is an expectation that playschemes engage with the local community thus building strong community links. The panel will be looking for those schemes that have shown a commitment to recruiting volunteers. Advice and guidance on this process can be obtained through [Voluntary Action Leicester \(VAL\)](#) or Helpline Phone Number: 0116 2575050

## **Holiday play scheme grant WILL NOT fund:**

Play schemes that have **not** completed and returned an evaluation form in respect of a grant awarded in the previous year.

Schemes that offer a single focus for example: sports or religious activities.

Registered childcare which would normally be open during the school holidays.

When updated and relevant policies and procedures are not included with the application.

Free school meal child places if also in receipt of Healthy Activities and Food programme funding.

**Playschemes are invited to apply for funding per child place for a maximum of 4 hours per day and for no more than 2 consecutive weeks at the same premises**

Maximum amount per child place: £7.50 per day

**Additional funding for SEND places may also be applied for**

Maximum amount per SEND child place: £35 per day

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

### **Monitoring of funding**

- Funding received will be monitored and any overpayments will be required to be returned to Leicestershire County Council.
- Playschemes are required to keep accurate daily attendance registers and have these available for view during the monitoring visit. Attendance registers must clearly show the number of children funded by Summer Playscheme Grant 2022. Evaluation forms including the numbers of children attended must be sent to the Early Years Inclusion and Childcare Service within 5 working days of the last date of the playscheme.
- Playschemes are required to obtain declaration forms completed by parents/guardians of children with SEND confirming the needs of their child and acknowledgement of the additional funding. The forms must be sent securely via Anycomms or Egress to The Early Years Inclusion and Childcare Service within 5 working days of the last date of the playscheme.

## ***Early Years Inclusion and Childcare Service Playscheme Grant Application Form 2022***

<b>1. Name of the playscheme</b>

<b>2. District the playscheme will be running in</b>

<b>3. Main site address of the playscheme</b>

<b>4. How many child places per day are you applying for? (excluding SEND places)</b>	<b>5. Number of intended SEND child places per day</b>

<b>How much funding do require in total for your mainstream places?</b>	<b>How much funding you require in total for your SEND places?</b>

6. For each week listed below, please indicate whether you are running, how many days you will be running each week and how many hours you will be running in each day;

	w/c 11th Jul	w/c 18th Jul	w/c 25th Jul	w/c 1st Aug	w/c 8th Aug	w/c 15th Aug	w/c 22nd Aug
Open							
No of days							
No of hours							

7. Previous access to playscheme funding

Did you access the playscheme funding grant in 2021?	
If yes, please give number of places <i>available</i> in 2021	
If yes, please give number of places <i>filled in 2021</i>	
If yes, have you completed and returned your evaluation form	

8. Contact details

Name	
Your role	
Correspondence Address	
Postcode	
Telephone number	
Mobile number	
Email address	

9. Playscheme address – Multiple locations

Date	Address	Postcode

10. Intended Provision

Legal Entity	
Who is the playscheme run by	
If Other, please give detail	

11. Inclusion: Please outline how you propose to remove barriers to inclusion. How will the playscheme meet the needs of lone parents, looked after children, and children from a range of cultures and communities. **For the inclusion of children with SEND, please complete the [SEND Offer Form](#)**

Number of SEND places offered per day:

12. Meeting the needs of the local community; Please outline what the benefits of your scheme will be to the local community, including other provisions you may be working alongside. You will need to demonstrate how you have consulted with the local community and the children. If in an area of deprivation, the provision may be able to access the pupil premium [Pupil Premium supporting guidance](#)

Please give an outline of activities that you intend to offer; These should demonstrate how they will support children in Personal, Social, Emotional Development (PSED), Attachment, Communication, Language and Literacy (CLL) and Physical Play.

13. Ofsted Information; See Supporting Guidance page

Are you registered with Ofsted?	
If 'Yes', Please give your Ofsted URN	
If 'No', do you intend to register with Ofsted?	
Have you informed Ofsted (if applicable)?	

14. Playscheme Staff Name and Role	No of staff	Hours per day	No of days

15. Staff – Qualifications & Training see Supporting Guidance page 5.

Please give details of your named First Aider	Name	
	First Aid Course	
	Date	
	Renewal date	
How many first aiders will you have on the premises in total		

16. Designated Safeguarding person

Name	
Date attended training	
If no-one has undertaken this training, please give the date when this will be done.	

**17. Staff – Disclosure and Barring Scheme (DBS)**

Are all your staff and volunteers DBS checked? See Supporting Guidance page 5

If you have answered 'No' to the above question, you need to outline how you are going to meet the safeguarding policies and safer recruitment procedures whilst staff are being cleared through DBS.

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**18. Parental Consultation: How have you conducted your market research, and have you identified other playschemes in your locality? See Supporting Guidance page 5.**

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**19. Tax Credits: Please demonstrate how you will promote Child Tax Credits and Tax Free Childcare to parents and carers. This will only apply if you are registered with Ofsted. See Supporting Guidance page 6.**

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**20. Other Funding Contributions**

Will you be applying for any other funding contributions?

Details

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**21. Insurance: Please outline the amount of insurance cover. See Supporting Guidance page 6.**

Insurance Costs

Company used




<b>22. Records</b>	
Please confirm that ALL records will be kept for a minimum of 6 years, and in a secure place	

<b>23. Policies and Procedures</b>	
Please confirm that the following documents are included with this application form: document 1	
<b>Safeguarding Children policy (including mobile phone and camera procedures)</b>	
<b>Inclusion policy</b>	
<b>Staff recruitment policy</b>	
<b>Equal Opportunities policy</b>	
<b>Document 3: SEND Offer form</b>	

#### 24. **AGREEMENT TO CONDITIONS FOR EARLY YEARS FUNDING –**

I agree to the conditions of grant, to spend the money specified in the application and to comply with any audit and monitoring requirements.

**Name of Setting:**

**Setting Address:**

**Telephone No:**

**E-Mail:**

**Signed:**

**Print name:**

**Position:**

**Date:**

**Please return application for the attention of: *Laura Anderton*** [Laura.anderton@leics.gov.uk](mailto:Laura.anderton@leics.gov.uk)

Early Learning & Childcare Service  
Room G20, County Hall, Glenfield, Leicester. LE3 8RA

*A confirmation email will be sent upon receipt of your application form*

Jo Fisher  
Childcare Sufficiency and Development Team Manager  
Early Years Inclusion and Childcare Service

Reviewed January 2022