



Department
for Education



Introduction to the Holiday Activities and Food programme

Overview

Context

Early in 2018, the government announced a programme of work to explore how best to ensure more children from disadvantaged families benefit from enrichment activities and healthy meals during the school holidays. The information the Department for Education gains from the 2018 and 2019 programmes will provide them with valuable information about what works in supporting this emerging sector.

Background

School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes (such as loss of a free school meal, reduced working hours etc.). There is a growing body of evidence of a holiday experience gap - with children from disadvantaged families less likely to access organised out-of-school activities¹; more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health²; and more likely to experience social isolation³⁴.

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people and that they work best when they provide consistent and easily accessible enrichment activities, for more than just breakfast or lunch, and when they involve children (and parents) in food preparation⁵.

There is huge variation in existing provision in terms of the frequency and duration of provision, and the food and activities on offer. Stakeholders in this area value this diversity in provision but told DfE that the sector could benefit from support to improve the quality of provision, especially in terms of:

¹ The Sutton Trust, 2014. Extra-curricular Inequality Research Brief; Cullinane and Montacute, 2017. Life Lessons: Improving essential life skills for young people, The Sutton Trust

² Kellogg's, 2015; Mann, S., Wade., M., Sandercock, G., and Beedie, C. (2017). *The impact of summer holidays and school deprivation index upon cardiorespiratory levels in primary school children*. Presented at European College of Sports Science, Essen, Germany

³ Gill and Sharma, 2004. *Food poverty in the school holidays*, Barnardos

⁴ Kellogg's Foundation, 2015. *Isolation and Hunger: the reality of the school holidays for struggling families*; Kellogg's;

Gill and Sharma, 2004. *Food poverty in the school holidays*, Barnardos

⁵ Evans, J. 2018, *Holiday Activities and Food: Literature Review*, Internal report to DfE, unpublished. A summary report will be published in 2019.

- partnership working with other stakeholders in order to improve targeting and referrals, and to help providers link up with food providers;
- greater coordination across local areas to help raise awareness of what provision is available and to identify any gaps or ‘cold spots’; and
- minimum standards or guidance.

Local Coordination of Free Holiday Provision

In December, DfE invited organisations to bid for grant funding to take on the role of testing the coordination of free holiday provision (including healthy food and enriching activities) for disadvantaged children during the 2019 summer holidays in up to 9 upper-tier local authorities. Up to £9m is available in 2019-20 in this grant fund.

The aims of this grant programme are to develop a more efficient and joined-up approach to free holiday provision for disadvantaged children; and to ensure there is enough good quality free holiday provision to meet the demand from children eligible for free school meals (FSM)⁶ in the local authority during the 2019 summer holidays.

The objectives for the local coordinators will be to:

- develop a local plan for provision in their area based on what they know about the supply and demand in their area;
- award funding to holiday club providers (through the provision of grants) in order to ensure there is enough provision to meet demand and in order to support providers to improve the quality of their offer and to meet a new set of minimum standards
- support these providers to meet the new minimum standards and to improve the quality of their provision;
- promote and advertise provision, including working with local schools and other agencies to encourage the most disadvantaged to attend;
- work with local services and agencies to ensure a joined-up and efficient approach (e.g. signposting, sharing resources); and
- develop sustainable approaches to meeting need (e.g. bringing in funding from other sources such as local businesses; sharing learning and good practice).

⁶ More information on free school meal eligibility is available [here](#)

As a result of this, we all want children (and where appropriate, their parents) who attend this provision:

- to eat more healthily over the summer holidays;
- to be more active over the summer holidays;
- to take part in engaging and enriching activities which support the development of resilience, character and wellbeing and other skills;
- to be safe and not to be socially isolated;
- to have greater knowledge of health and nutrition; and
- to be more engaged with school and other local services and to have greater knowledge and awareness of local free holiday provision.

Leicestershire's Holiday Activities and Food provision

Barnardo's has been successful, in partnership with Leicestershire County Council, Voluntary Action LeicesterShire and LeicesterShire & Rutland Sports, in attracting funding of £798,000 for Holiday Activities and Food programmes within the county, during the summer of 2019. Barnardo's role will be to award grants to holiday club providers to ensure that all FSM-eligible children in the area can access provision should they want to. However, we acknowledge that not all FSM-eligible children will take up the offer. In total, we have funding for 2,852 potential places.

We know that provision for children in rural areas can be a particular issue and also that providers can struggle to cater for children with additional needs, such as those with SEND. We want the provision to be inclusive and accessible to all FSM-eligible children in Leicestershire. Therefore, we have designated a number of places for children with Additional Needs at an enhanced rate, to take into account staffing ratios and other factors. These needs would usually be substantial and may include:

- SEND
- Looked After Children status
- Significant rural isolation

Four hours a day, four days a week, over four weeks

DfE also want to maximise the benefits to children by enabling them to access a good “dose” of provision in terms of frequency and duration. The model for this is, as a minimum, 4 hours of provision a day, for 4 days a week and for 4 weeks of the holiday. However, we understand that this may be aspirational for some holiday club providers and therefore we will consider bids which want to award funding to holiday club providers who cannot meet this level of provision, as long as overall, eligible children can access provision for this frequency and duration (i.e. not every club has to deliver the 4:4:4 but eligible children should be able to access this amount of provision). We would encourage bidders to ensure that the providers they work with encourage engagement with parents and carers.

Funding provision

We will expect bidders to give clear details on the nature of the activities that they will undertake through the provision. We are also keen to ensure that new provision can be supported where the existing pattern does not meet the demands of the local area.

We acknowledge that there are varied models of provision. Some clubs are open to children from all backgrounds, some cater for specific groups; some are free for all, and some charge non-disadvantaged children to attend. We are keen to encourage this range of provision, and we also encourage bidders to look at innovative approaches to meeting need.

Minimum standards for holiday provision

One of the objectives of the local coordinators will be to improve the quality of provision in their area, and in support of this DfE are setting some high-level minimum standards that provision will need to meet in order to receive funding through this grant fund.

We acknowledge that because the sector is relatively new that it may be difficult for all providers to meet all of these minimum standards from the outset. In order to build capacity and capability in the system Barnardo’s and its local partners will support these providers during the period leading up to the summer holidays in order that they can meet the minimum standards. In support of this local coordinators will be able to award funding to providers that don’t meet the minimum standards at the start of the grant period as long as they put a specific plan in place to ensure that the minimum standards are implemented.

The minimum standards for 2019 providers are:

- **Food:** clubs must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the club (including snacks) must meet the [school food standards](#).
- **Nutritional education:** clubs must include an element of nutritional education each day aimed at improving children's knowledge and awareness of healthy eating. 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, and taste tests.
- **Enriching activities:** clubs must provide fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include physical activities such as football, table tennis, cricket etc.; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc. Bidders should set out how they can support providers to deliver a rich and varied mix of fun and enriching activities which are age-appropriate. We welcome bids that have also considered how they might encourage the continued use of fine motor skills over the summer.
- **Physical activities:** clubs must provide activities which meet the [Physical Activity guidelines](#) on a daily basis⁷.
- **Policies and procedures**⁸: clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to:
 - Safeguarding
 - Health and safety

⁷ The current guidelines state that children should engage in moderate to vigorous intensity physical activity for at least 60 minutes a day. We understand that these guidelines will be revised in 2019. We will discuss any necessary changes to the minimum standards resulting from this with successful bidders.

⁸ Where required, clubs must register with Ofsted, and we would expect local coordinators to advise and support clubs with this.

- Insurance
- Accessibility and inclusiveness

Where appropriate, clubs must also be compliant with Ofsted requirements when working with children.

In order to help bidders to meet these standards, we have agreed a programme of four Improvement Workshops which will take place prior to the summer. Each workshop, which will be 2-3 hours in duration and cover a theme from the standards above, will be delivered by a lead partner. Bidders must confirm in the application form that they will attend all four as a condition of funding. Those organisations that successfully bid will have a number of locations and times at which the workshops will be available.

Available funding

Working with partners and looking at past practice in Leicestershire, we have identified a sum of funding per place which is available to bidders.

For a Standard Place each child is eligible for £11.78 per day (including £2 for food), a total of £188.48 per child per full programme.

For an Additional Needs place, a total of £45.70 is available per day (including £2 for food), a total of £731.20 per child per programme.

Providers will be expected to indicate prior to the commencement of their programme if they expect to provide food, to the minimum standards, themselves or if they will be sourcing it from an outside provider. Support will be given through an Improvement Workshop to this end.

Eligibility to apply

We invite bids from all types of organisations (for example charities and other third sector organisations, and holiday club providers) provided they can demonstrate the ability to develop provision. Existing holiday club providers are eligible to apply; they will be asked in the application form how they intend to deal with any potential conflict of interest arising from their dual role of commissioner and provider.

To be eligible for grant funding through this fund, applicants must be able to demonstrate that:

- the bid is for work delivered to Leicestershire children;
- the whole bid is made on a not for profit basis; and

- the bid will directly impact children eligible for and claiming free school meals.

Bids can include money for reasonable capital expenditure, as long as this does not exceed 2% of the total cost of the bid. Any prospective capital expenditure needs to be fully outlined and itemised with approximations of cost in the bid. This will allow us to examine the implications of the capital expenditure as part of our diligence checks. Bidders should note that capital expenditure is classed as:

- Individual assets worth over £2,500
- Grouped assets, that is assets of a similar nature that are purchased at the same time, which cost £2,500 or more overall
- Bulk assets, for example a bulk purchase of equipment where the value of the individual item is below the set value, which cost £2,500 or more overall.

Grants will not be paid to any organisation that does not pass our reasonable financial due diligence checks. These will include solvency checks.

Acknowledging that many bidders may be small organisations, and with help from Voluntary Action LeicesterShire and Leicestershire County Council's Community, Policy and Resilience team, we have designed a simplified application form. Successful organisations only will be asked to supply documentation e.g. insurance certificates, but all required documents must be provided before a grant payment can be made.

Management information and evaluation

In order to derive maximum learning from the funded activity, and in order to best meet the Department's policy objectives for this funding, the Department for Education will gather a range of management information from the grant recipients and from the clubs they fund. At the end of the funding period Barnardo's will therefore expect grant recipients to report on pupil-level attendance at each session for each club funded through this grant. The Department will require the name, date of birth, school attended and home postcode for all pupils attending each session so that these attendance data can be matched to the National Pupil Database. This should all be collected in adherence to GDPR.

Bidders should set out clearly how they intend to monitor their provision's outcomes, for example, by gathering views of parents and children at the start and end of the programme or encouraging the use of food diaries.

Assessment criteria

We will evaluate all bids received against the assessment criteria detailed below to ensure a fair process. The application form includes helpful information to help you complete the form.

Criteria	The strongest bids will:	Maximum possible marks and % of total score
Organisational	<ul style="list-style-type: none">• Demonstrates sufficient organisational rigour to manage a programme of the scale requested	Pass/fail
Financial	<ul style="list-style-type: none">• Has in place necessary insurances	Pass/fail
Policies and procedures	<ul style="list-style-type: none">• Shows clearly where policies and procedures are in place and an acknowledgement of areas where support is needed to comply with minimum standards• Shows that any inspection judgements and/or notices would suggest the provider is a suitable funding recipient	Pass/fail
Programme questions	<ul style="list-style-type: none">• Shows that the there are no indications persons or organisations associated with the bidder would present a conflict of interest• Demonstrates related experience of similar programmes in the past• Shows that staff with appropriate qualifications will run the provision• Shows that the premises at which the provision will be delivered are suitable and geographically appropriate• Confirms that all four Improvement Workshops will be attended• Confirms the ability to work towards 4:4:4 provision• Demonstrates a strategy is in place to target the provision at children eligible for free school meals• Details a suitable and engaging programme outline	Pass/fail 10 marks 10 marks Pass/fail Pass/fail Pass/fail 10 marks 20 marks
Total		50 marks

The application process

How to apply

The bid round will be open from 13th May 2019 and will close at 23:59 on 31st May 2019. Key dates and deadlines for the application process are set out in the table below.

Milestones	Dates
Bid round opens	13 th May 2019
Bid round closes	31 st May 2019
Barnardo's to contact prospective bidders for clarification or additional information if required	Week commencing 3 rd June 2019
Assessment of applications	5 th – 7 th June 2019
Decisions on applications announced	7 th June 2019
Grant agreements in place	30 th June 2019
Improvement Workshops begin	17 th June 2019
Holiday Activity and Food programmes begin from	22 nd July 2019 2019

Successful bidders should expect to begin preparations for their projects, including initial work with our evaluators, from June 2019.

Application form

Applications should be succinct and must be within the word limit provided for each section of the form.

Please email a single PDF version of your completed application form to n.chavrimootoo@barnardos.org.uk by 23:59pm on 31st May 2019.

The organisation name of the bidder and the words “HAF 2019 Application” should be included in the email ‘subject’ field when submitting your application. Once submitted, applicants will receive an email response confirming the application has been received.

We will inform applicants, via email, of the outcome of their bid, after the assessment process is complete. We expect this to be towards the middle of May 2019. We will be able to offer feedback on unsuccessful bids, on request.

Advice and guidance

We are committed to making the Holiday Activities and Food funding available to as many eligible organisations as possible, bringing provision to a very wide range of young people within Leicestershire.

Because of the roll-out of the scheme through the Department for Education, the timescale for applications is truncated and therefore our focus during the application period is making it as easy as possible for interested organisations to get support.

We have agreed with a number of Leicestershire partners that there should be “no wrong door” to those seeking advice. We will therefore be working together to provide this.

To access help, you can contact any of the organisations listed below:

Nathalie Chavrimootoo
Grants Co-ordinator
Barnardo's
Email: Natalie.chavrimootoo@barnardos.org.uk

Mala Razak
Children and Families Partnership Manager
Leicestershire County Council
Email: mala.razak@leics.gov.uk
0116 3058055, 07904 547924

Noel Singh
Funding Manager
Communities, Policy & Resilience, Leicestershire County Council
Email: noel.singh@leics.gov.uk
(0116) 3057020

Voluntary Action LeicesterShire
Helpline: 0116 2575050
Direct Line: 0116 2575032
Website: www.valonline.org.uk

Jo Spokes/Annette Kendrick
Sports Development Manager/Sports Development Officer
LeicesterShire and Rutland Sport
Direct Lines: 01509 564870/ 01509 564858
Email: J.Spokes@LRSport.org

Jo M Fisher
Childcare Sufficiency and Development Team Manager
Early Years Inclusion and Childcare Service
0116 3056566
Email: Jo.fisher@leics.gov.uk

For advice on provision of meals to School Food Standards
Jackie Manship
Catering Manager
LTS Catering

Leicestershire Traded Services
0116 3057313, 07983 433137
Website: [LTS Catering Services | Leicestershire Traded Services](#)