

Lambeth's Holiday Activities and Food Programme 2024

Introduction

About Lambeth's Holiday Activities and Food (HAF) Programme:

Lambeth Council has been awarded funding by the Department of Education (DfE) to co-ordinate a local Holiday Activities and Food (HAF) programme during the spring, summer and winter school holidays during 2024. This programme will deliver free activities and healthy food for school aged children and young people (4-16 years- Reception to Year 11) eligible for and in receipt of benefit-related Free School Meals (FSM).

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023>

In the UK, 12% of households with children (equivalent to 2.3 million children and 1.3 million adults living with them) have experienced food insecurity since August 2020. Low-income families with children on FSM are suffering the effects of food insecurity more severely. In the past year, 41% of households with children registered for FSM reported food insecurity (Food Foundation, 2021). There are more than 12,000 children eligible for FSM in Lambeth.

School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children this can lead to a holiday experience gap - with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and are more likely to experience social isolation.

This funding provides Lambeth with the opportunity to provide enriching activities and healthy food across the borough to some of the most disadvantaged residents throughout the school holidays.

- **Applications open- Monday 29th April 2024 at 9am**
- **Applications close- Monday 13th May 2024 at 5pm**

AIMS & OBJECTIVES

The aim of the HAF programme is to provide free holiday club places for those school aged (4-16 years) children and young people who are residents in the borough or attend a Lambeth school, and **eligible for benefits-related Free School Meals (FSM)**. Please note that this is different to the Universal Free School Meals (UFSM) offer which is available to all children in primary school in London and is not means tested.

Objectives:

The overarching objectives of the provision are:

- To deliver free holiday club places for children and young people (CYP) who reside in Lambeth or attend Lambeth schools and are in receipt of benefit-related free school meals, targeting areas of deprivation.
- To provide healthy, safe and culturally appropriate food to children and young people.
- To provide structured physical activity, and opportunities to enhance fine motor skills with a variety of age-appropriate enriching activities.
- To increase learning opportunities for CYP about food and nutrition.
- To support CYP and families with parental and carer engagement particularly in food skills and nutrition knowledge.
- Support information, signposting and referrals for families to access specialist help.
- Provide support where needed for CYP with special educational needs and/ or disabilities
- To monitor and evaluate how HAF provision is meeting the needs of residents

Outcomes:

There are many benefits for children who attend the HAF programme. We want to encourage all HAF providers to ensure a high-quality experience that will result in children:

- receiving healthy and nutritious meals
- maintaining a healthy level of physical activity
- being happy, having fun and meeting new friends
- developing a greater understanding of food, nutrition and other health related issues
- taking part in fun and engaging activities that support their development and well-being
- feeling safe and secure
- getting access to the right support services
- returning to school feeling engaged and ready to learn

The DfE wants to ensure that the children, young people and families who participate in this programme develop their understanding of nutrition and food budgeting as well as being effectively signposted towards other information and support for example health, employment and education.

The DfE also requests the following:

- Provision is inclusive and accessible
- Provision is offered to all FSM children in the local authority
- Ideally provision is offered for a minimum of 4 hours a day, 4 days a week, for 4 weeks in the summer and for 1 week during winter and spring

All provision funded by the local authority through the HAF programme must meet the framework of standards and meet the following core aims and objectives:

- **Healthy meals:** holiday clubs must provide at least one healthy meal a day and must meet the School Food Standards throughout the day
- **Enriching activities:** holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. Clubs must also provide physical activities which meet the Physical Activity Guidelines <https://www.gov.uk/government/collections/physical-activity-guidelines> on a daily basis.
- **Increasing understanding and awareness of healthy eating:** holiday clubs must work to improve children's knowledge and awareness of healthy eating
- **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. This could include sessions provided by Citizen's Advice, family support services or Jobcentre Plus.
- **Policies and procedures:** 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, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.

Please click on the link for more information:

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023>

The application form allows for holiday providers to apply for funding for the holiday period outlined in the application form.

All applications will be assessed, and priority given to those that meet the following criteria:

- Holiday clubs with evidenced relationships (2+ years)/ effectiveness within the target community in Lambeth they're applying to operate in
- A Lambeth-based organisation which employs staff from the local community
- Spread across the eligible age group (Reception to Year 11) with a particular focus on 12-16-year olds

- Geographical location (area of high deprivation) including areas where limited provision is available
- Evidence of supporting/ mentoring vulnerable or at-risk young people and/ or their families in the borough
- Ability to deliver SEND provision across eligible age groups
- Successful delivery of previous HAF programmes (if applicable) including reporting, monitoring, engagement and providing high quality meals in line with requirements
- Delivery in line with “gold standard’ model i.e. hubs that can deliver provision 4 hours a day, for a minimum of 4 days for 4 weeks during the summer and 1 week during the spring and winter school holidays
- Activities that encourage attendance from eligible CYP who are currently underrepresented in Lambeth’s programme, for example, at present 60% of attendees are male- Lambeth aims to commission more programmes to increase female participation.
- We prioritise locally- based organisations who are embedded in the community over regionally/ nationally based organisations running paid for clubs where HAF places are made available

Who can apply:

We will fund:

- Registered charities
- Voluntary, community or faith organisations
- Companies limited by guarantee
- Community Interest Companies
- Social enterprises
- Schools
- Parent Teacher Friends Association

We will not fund:

- Individuals
- Projects and activities that will not meet the criteria for HAF
- Activities that have already taken place (we do not fund projects retrospectively)
- Activities that have no public benefit for the residents of the London Borough of Lambeth
- Activities which promote a particular political, religious or extremist view
- Activities placed in a formal education setting as part of the core curriculum.
- Finance related to core running costs, loan repayments, budget deficits or endowments.
- Fundraising events, activities for private gain, or that result in profit being made.

Delivery criteria:

Hubs must include the following in their programmes each day:

- Food and nutrition skills aimed at improving knowledge and awareness of healthy eating
- Structured physical activity for at least 60 minutes each day
- Enriching activities which offer CYP the opportunities to develop new skills or knowledge or have different experiences

Healthy meals:

Hubs must be able to provide at least one healthy meal a day and all food provided, inclusive of snacks, must meet School Food Standards.

<https://www.gov.uk/school-meals-healthy-eating-standards>

In most cases, we would anticipate hot meals being provided.

Please note that this summer, Lambeth Council will not be centrally managing the food element of the programme, however we will aim to signpost you to meal suppliers if required.

We encourage hubs to use surplus food as an additional resource, if they feel this is appropriate. Lambeth Council works in partnership with The Felix Project.

Ofsted registration:

Lambeth Council will only be allocating funding to hubs who are running or who are linked to Ofsted registered child provision (if required). This is a legal requirement and Lambeth Council has a statutory duty to report those that are not registered and need to be. The requirement for registration is if children of 8 years or below are attending (where their parents/ carers are not on the premises) for:

- More than 2 hours per session
- More than 14 days a year.

There is an exemption if the club is registered as an activity-based setting offering not more than two types of activities. The activities could be broad including sports" and "arts and crafts". The exemption is aimed at clubs which are focussed on a particular activity (e.g. a football camp or drama camp). The application form will ask you to confirm if you are/ need to be Ofsted registered.

The registration process takes about 12 weeks so please start it as soon as possible (if your setting needs it) so your hub is registered in time for the next holiday period. If you have not received Ofsted registration in time for this delivery period, please ensure that if you have children aged 8 and below in attendance, that a parent/ carer is on the premises at all times or your hub is operating in line with the above requirements.

Please click on the link for more guidance: <https://www.outofschoolalliance.co.uk/ofsted>

The Ofsted registration process is outlined here <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted>.

Funding

Grants are awarded to hubs based upon the number of CYP attending each session.

We will aim to fund at £22 per CYP/ per day for up to 24 days.

Please note that the grant funding is a contribution and may not cover all costs associated with operating your programme, in which case the council encourages you to seek additional funding elsewhere.

Payment of grants

For the summer holiday period, Lambeth Council will be paying 80% of the grant prior to the holiday period and 20% after the holiday period (based upon numbers achieved and the submission of the completed Registration and Attendance spreadsheet). Signed grant agreements and invoices are to be returned to Lambeth Council by the date that will be outlined in the grant offer letters to be sent out in May 2024.

Please see the below table for when the grant funding will be paid to successful applicants and the conditions that must be made to receive payment. Please note late submission of documents and data will lead to a delay in grant payments.

| Amount | Conditions | Payment |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 80% of grant | Submission of all Quality Assurance documents Submission of signed and dated grant agreement documentation Submission of invoice | June 24 |
| 20% of grant | Return of all monitoring data Submission of invoice | October 24 |

Approximately 85% of children attending your programme must be classified as eligible for free provision i.e. aged, 4-16 years (Reception to Year 11) and in receipt of benefit-related free school meals.

Hubs can spend up to a maximum of 15% of their programme funding to provide free holiday club places for children not in receipt of benefit-related free school meals but considered by the programme to be in need of this provision. You will be asked to confirm that the service will be free of charge to eligible children/ children who fall within the 15% flexible allocation.

Lambeth Council will work with each applicant individually to access attendance capacity and establish funding levels. We aim to ensure that we can fund as much provision as possible across the borough therefore, depending on the number of applications we receive, we may not be able to fund any programme more than 4 hours a day for 1 week during the spring and winter and 4 hours a day for 4 weeks during the summer holiday periods.

In the event that applications exceed the funding and resources available to the holiday programme team, the council may need to implement the following:

- Implementing a minimum/ maximum number of children per day per programme or a cap on the total funding allocated
- Implementing a maximum number of programmes across the borough
- Prioritising established Food and Fun holidays clubs who have consistently been fully compliant with Lambeth's programme including attending regular briefings and sending documents and data in a timely manner.
- Prioritising grass roots organisations founded in areas where our target beneficiaries are based over larger operations that operate regionally.

SEND provision:

The application form asks you whether your service is specifically targeted for CYP with SEND and gives you the opportunity to apply for additional funding to support young people with additional needs.

Programme Monitoring:

Funded holidays clubs are required to submit the following information about each HAF funded CYP at the end of the holiday period via the completion of a spreadsheet that will be provided with the grant offer letter. We request that this information is collected from the parent/ carer at the point that the child is registered:

- Forename
- Surname
- Date of birth
- Eligibility for benefits-related free school meals
- SEND status
- Whether the CYP is a refugee/ asylum seeker
- Whether the CYP is a Child-Looked After or Under Special Guardianship
- Name of school
- First part of home postcode (e.g. SW2)
- Ethnicity

Clubs will also be asked to record the attendance of all funded CYP via a daily register on the spreadsheet and the number of meals served across the funded period.

Holiday clubs who fail to comply with this may be omitted from subsequent funding rounds.

Quality assurance:

All organisations taking part in the programme are required to submit a series of quality assurance documents/ policies as listed on the application form and below:

- GDPR/ Data Protection Policy
- Confidentiality/ Privacy Policy
- Food safety/ hygiene level 2 certification within the last 3 years (1 certification per site you're operating from)
- Food allergens certification within the last 3 years (1 certification per site you're operating from)
- Equality and diversity policy
- First Aid certificate (1 certification per site, renewed every 3 years)
- Public liability insurance (covering each site you're operating from)



- Child safeguarding policy
- Enhanced DBS checks for all staff members working regularly with children (within the last 3 years)
- Risk assessment

New providers, who are successful in being awarded funding, must submit the above by Friday 7th June 2024

Promotion of the holiday programme

All funded provision will be published and promoted via the Lambeth website and the [Lambeth Family Hub Directory for services for children and young people](#)

More details about how to publish and manage information about your organisation and/or services can be found via our [promote your service in our directory](#) page.

Lambeth Council will also send a letter to all eligible children via Headteachers and School Business Managers. Holiday clubs are also expected to promote their own programmes within the communities they are operating in order to maximise attendance. This may include creating relationships with local schools or Children's Centres or putting flyers in local libraries etc.

Registration

Registration will occur at hub level. This means you will be able to contact eligible families on your database/ in your community directly and register them for your programmes.

Signposting

Hubs can be a useful signposting and referral point for other services and should be promoted where possible. This will vary in different locations but may include support and advice on financial issues and welfare services, for example. Lambeth Council are working to increase signposting support for holiday providers.

If you have any queries, please contact- Vicki Exall, HAF Programme Manager at vexall@lambeth.gov.uk

