**Kent Holiday Activities and Food (HAF) Programme –**

**Helping Families to Flourish**

**Application Form Stage 2 for 2024 Programmes**

**Please use the provided checklist to support you in fully completing every section of this form. This will ensure that your application is processed more quickly. Please note that information for each site is required.**

Name of company/organisation/charity/setting/school

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**Section 1 – Schools and SEND**

1. Which local school(s) do you currently have links with and will be supporting with HAF Programme places?

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| **District** | **School** | **Primary** | **Secondary** | **Special** **School**  |
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1. How do you contact your local schools and support them to encourage families to access your HAF Programme?

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1. Which other professionals do you work with to support the children who attend your Programme?

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1. What plans have you put in place to support children with additional needs/SEND? Additional funding may be available in certain circumstances for some children – please see checklist for further details

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**Section 2 – Programme Details**

**Your programme:**

1. Please explain how you are going to include families in your Programme, for example, provision of information on nutrition and healthy lifestyles, and provision of the ingredients and a recipe for each family to enable them to prepare a healthy and nutritious meal for their family

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1. Please explain how you signpost families to additional support, for example, debt charities, housing, food banks etc

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1. Please provide details of all the physical activities that you are going to offer

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1. Please provide details of the art and craft and enrichment activities that you are going to offer

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1. Please tell us how you are going to support children’s understanding of health and nutrition

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1. Please tell us how you are going to support children’s understanding of helping to make our planet sustainable

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**Section 3 – Food**

1. Please provide details of your proposed provision for a daily main meal, which should usually be hot, which provides a healthy well-balanced meal. Please include information about the drinks and snacks that you intend to offer

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1. If you are open to both HAF Programme funded and non HAF Programme funded children, how will you ensure that **all** children get the same experience?

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1. How do you propose to deliver food which meets the School Food Standards, food hygiene standards, and all allergy and health and safety requirements?

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1. As you are providing food, have you registered as a food business?

 **YES/NO**

**If no, please register using this link:**

Food business registration - GOV.UK (www.gov.uk)

**Section 4 – Safeguarding**

1. **Documentation and Requirements:**

Do you have a child protection policy? Yes/No

Is your child protection policy in line with Kent Safeguarding Children Multi-Agency Partnership’s (KSCMP) policies and procedures? Yes/No

Do you have a staff behaviour policy (sometimes called a code of conduct) that all staff and volunteers understand and adhere to? Yes/No

Do you have a health and safety policy? Yes/No

Do you have appropriate public liability and employers’ liability insurance for your provision? Yes/No

Do you have a policy and procedure in relation to equality and inclusion? Yes/No

1. **Safeguarding:**

Do all staff and volunteers have safeguarding training and induction in line with your policy? Yes/No

Do all your staff and volunteers have the appropriate level of DBS check according to their role? Yes/No

Please confirm you have read, understood and implemented the safer recruitment pre-employment requirements, as these must be completed and retained locally for review/inspection as part of the compliance checks. Yes/ No



Please detail any further training that you require and/or if you answered ‘no’ to any of the above, how and when do you plan to meet these?

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**Section 5 – Documents to Include with Your Application (partners who delivered in 2023 in Kent do not need to re-submit documents, if they are still in date)**

1. Safeguarding/child protection policy – reviewed within the last 12 months
2. Staff code of conduct policy – reviewed within the last 12 months
3. Health and safety policy – reviewed within the last 12 months
4. A copy of your equal opportunities/inclusion policy – reviewed within the last 12 months
5. A copy of your current public liability insurance certificate
6. A copy of your current employer’s liability insurance certificate (except for childminders)
7. A copy of the DSL certificate(s) (must be dated within two years)
8. Copies of the first aid certificate(s) of member(s) of staff who will be on site during the programme (must be less than three years old)
9. Copies of staff food hygiene certificates.

**Please ensure that all the documentation you have supplied is up to date and that it meets any new legislation and guidance that has been published including:**

* [**Keeping children safe in education 2023**](Keeping%20children%20safe%20in%20education%20-%20GOV.UK%20%28www.gov.uk%29)
* **The Early years Foundation Stage 2023 (for Ofsted registered settings)**
* [**After-school clubs, community activities, and tuition Safeguarding guidance for providers September 2023**](After-school%20clubs%2C%20community%20activities%20and%20tuition%3A%20safeguarding%20guidance%20for%20providers%20-%20GOV.UK%20%28www.gov.uk%29)

**Please ensure that all your policies are dated, with a review date, and have been reviewed in the last 12 months.**

**Please include any updated documents with your application and sign the declaration below.**

**Funding Process for the 2024 Kent Holiday Activities and Food (HAF) Programme**

Name of company/organisation/charity/setting/school

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Name and contact number for link person who the HAF Programme Team can contact

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There are several elements to providing the full HAF Programme offer. The expectation is that all programme partners will be able to offer the full Programme. The provision that you agree to offer will be monitored by the HAF Programme Team.

**There is an expectation that all providers have a commitment to safeguarding the children in their care and will take appropriate steps to ensure this commitment is met. This includes ensuring that:**

* **all those who are working or volunteering for the programme are suitable to do so and have the appropriate level of DBS check in place**
* **the programme has a child protection policy which all staff and volunteers know and understand**
* **all staff and volunteers understand their responsibilities in relation to raising issues of concern (including making referrals to other agencies as appropriate) and their expected behaviour as part of the programme.**
* **Statutory guidance and best practice guidance is adhered to, as detailed in the following documents** Keeping children safe in education - GOV.UK (www.gov.uk) and [After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=84501822-d124-4bc4-8e33-6d27e94c939a&utm_content=daily)

I confirm that we will meet all the criteria for the funding for the HAF Programme for 2024. I understand that should we fail to meet any of the criteria an element of the funding may be withheld.

I confirm that I am willing to support the monitoring and evaluation process of the programme. This will include monitoring the delivery of specific elements of the HAF Programme to an agreed standard, provision of data on attendance from eligible children/young people, financial spend and compliance with safeguarding and other legal duties. I consent to details relating to delivery and activities offered being shared with eligible families and other HAF Programme partners as appropriate.

I also confirm that relevant business records will be retained to evidence costs incurred (e.g. invoices, expenditure and salary information) and failure to do so may result in the recovery of funding. I confirm that appropriate safeguarding records will be retained to evidence safer recruitment checks and DBS checks are completed, records are maintained and kept up to date and available for review upon request.

I can confirm that we will ensure that families accessing a funded place on the HAF Programme will be made fully aware of how their data and information is being used. Families must know their data may be shared with KCC (who fund the places) and The Education People (who manage the programme on KCC’s behalf). The Education People’s privacy notice can be found [here](https://www.theeducationpeople.org/privacy-notice/).

I confirm that all relevant health and safety requirements are met in relation to all activities and adequate risk assessments are undertaken.

Anti-Fraud Statement:

I am aware that if I make any false representation or fail to declare a change in circumstance that would impact on the funding provided, I may be subject to further action, which may include, recovery of funds, exclusion from further funding and/ or criminal proceedings.

**Funding Arrangements**

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| Funding currently available per eligible child per week is **£122.00** for a minimum of four hours a day, four days a week for a maximum of six weeks.Or **(for Christmas 2024 delivery two-day option only)**Per eligible child **£81.00** for two days’ face-to-face delivery and sufficient food for two meals and activities for participating children and young people.Funding will be paid for each HAF Programme on a sliding scale, which is calculated on both level of bookings on the EVoucher online system and actual attendance at the HAF Programme. Attendance is evaluated based on the number of agreed places above. To ensure the correct funding amount is paid, it is important that accurate business records and registers are maintained and the online EVoucher record completed correctly.  |

Will you be receiving funding from any other sources to support you in the delivery of the HAF Programme?

Yes………

No……….

If ‘Yes’, please detail below where the funding is coming from, how much it is and what it will be used for?

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If your application is accepted, we will contact you to discuss payment arrangements and the HAF Programme monitoring and evaluation process.

Details and signature of legally authorised representative (owner/committee etc.) of the organisation or an individual:

**Signed**: ……………………………………………………………………………………….

**Print name**: …………………………………………………………………………………

**Date**: …………………………………………………….

The information we collect on this form will be used solely for the purpose of administering and evaluating the Holiday Activities and Food Programme and will not be used for any other purposes. The Education People’s privacy notice can be found [here](https://www.theeducationpeople.org/privacy-notice/).

Thank you for completing this form. Please return it as soon as possible, and at the latest by **Friday 26th January 2024** for the Easter delivery, by **Friday 17th May 2024** for the summer delivery, and by **Friday 18th October 2024** for the winter delivery. Send the form to KentHAF@theeducationpeople.org so that funding can be allocated accordingly.

If you have any concerns/feedback, details of how you can raise these can be found through the following link [Customer Guide to Complaints | The Education People](https://www.theeducationpeople.org/customer-guide-to-complaints/)