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

**Helping Families to Flourish**

**Application Form for 2022 Programmes**

**Please use the provided checklist to ensure that you fully complete every section of this form, this will ensure that your application is processed quickly**

**Section1 – contact, programme and venue details**

1. **Contact details:**

Name of company/organisation/charity/setting/school:

………………………………………………………………………………………………

Ofsted registration number (if applicable): ……………………………………………

Name and telephone number for a link person that the HAF team can contact:

………………………………………………………………………………………………

Link person email address:

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Contact name and telephone number for families:

……………………………………………………………………………………………….

Email address for families:

………………………………………………………………………………………………

Website information (if applicable):

……………………………………………………………………………………………….

1. **Programme details:**

Details about your HAF Programme will be shared with eligible families, schools and other HAF Programme partners as appropriate. In order to provide eligible families with as much information as possible prior to booking, please provide a short description of your programme which gives us information about the type of setting and incorporates the types of activities which will be provided:

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1. **Details of venue(s) to be used to deliver your HAF Programme:**

**Site 1**:

Full address: …………………………………………………………………………………………………

…………………………………………………………………………………………………

Postcode: …………………………….

Type of venue, e.g., primary/secondary school, village hall, community centre, football ground etc.

…………………………………………………………………………………………………..

No. of places for children aged 4-11 years: ……………………….

No. of places for young people aged 11-16 years: ……………….

No. of places for young people with SEND aged 16-18 years: ……………

Number of fee-paying places available: ……………………………

Total number of places available, including to fee-paying parents …………….

**Site 2:**

Full address: …………………………………………………………………………………………………

…………………………………………………………………………………………………

Postcode: …………………………….

Type of venue, e.g., primary/secondary school, village hall, community centre, football ground etc.

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No. of places for children aged 4-11 years: ……………………….

No. of places for young people aged 11-16 years: ……………….

No. of places for young people with SEND aged 16-18 years: ……………

Number of fee-paying places available: ……………………………

Total number of places available, including to fee-paying parents …………….

**Site 3:**

Full address: …………………………………………………………………………………………………

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Postcode: …………………………….

Type of venue, e.g., primary/secondary school, village hall, community centre, football ground etc.

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No. of places for children aged 4-11 years: ……………………….

No. of places for young people aged 11-16 years: ……………….

No. of places for young people with SEND aged 16-18 years: ……………

Number of fee-paying places available: ……………………………

Total number of places available, including to fee-paying parents …………….

**Section 2 – Delivery details**

**Delivery details for your planned provision:**

The aim of the HAF Programme is to offer eligible children and young people access to a minimum of four hours over four days for each week of holiday provision. This is planned to be one week at Easter, four weeks in the summer and one week at Christmas.

1. Please state the dates that you plan to provide the HAF Programme over **Easter**:

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What time(s) will your programme run?

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1. Please state the dates that you plan to run your programme in the **summer holidays**:

Week 1: ………………………………………..

Week 2 …………………………………………

Week 3 …………………………………………

Week 4 …………………………………………

What time(s) will your programme run?

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1. Please state the dates that you plan to run your programme at **Christmas**:

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What time(s) will your programme run:

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**Section 3 – 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. What systems do you use to contact your local schools and how do you plan to promote your HAF Programme to them to encourage take up?

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1. What systems do you have in place to check the eligibility of the children/young people attending? We are exploring the use of an online eligibility checking system and will inform HAF programme partners in due course.

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1. Which school staff do you liaise with?

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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 4 – Programme details**

**Your programme:**

1. Please explain your plans to include families in your programme, for example, provision of information on nutrition and healthy lifestyles, with weekly family workshops to develop families’ confidence in, and knowledge of, food nutrition and menus. **Please note that there is an expectation that programme partners will work with the HAF Programme Team to provide this aspect of the programme for 2022.**

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1. Please explain how you are planning to signpost families to additional support, e.g., debt charities, housing, food banks etc.

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1. Please provide details of the physical activities that you plan to offer:

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

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1. Please provide details of your plans to support children’s understanding of health and nutrition:

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1. Please share your ideas about how you are going to support children’s understanding of helping to make our planet sustainable:

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**Section 5 – Food**

1. The preference is for a hot meal to be provided daily. Please provide details of your proposed provision for hot food and/or healthy well-balanced meals and how that will be delivered:

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1. Are you familiar with Natasha’s law and other food related legislation? How do you propose to deliver food which meets these requirements?

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1. If you are considering delivering the 2 day face to face model with food hampers and activity packs at Christmas (please note this is not an option for the Easter and summer programmes), please detail the proposed contents of your food hampers and activity packs in line with the HAF Programme requirements.

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**Section 6 – 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 Multiagency 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 insurance for your provision? Yes/No

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

Do you meet all the legal requirements for providing food? Yes/No

1. **Training:**

Who is your trained designated safeguarding lead? …………………………………..

Date of training ………………………………

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

Are your staff who handle food trained in food safety? Yes/No

Are you familiar with the requirements of the School Food Standards? Yes/No

Which staff have a current first aid certificate? (Please print)

1. ……………………………………………………….

Details of certificate including training body and date:

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1. ……………………………………………………….

Details of certificate including training body and date:

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1. ……………………………………………………….

Details of certificate including training body and date:

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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 7 – Documents to include with your application**

1. Safeguarding/child protection policy
2. Staff code of conduct policy
3. Health and safety policy
4. Up to date Covid risk assessment
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 your equal opportunities/inclusion policy
8. A copy of the DSL certificate(s) (must be dated within two years)
9. 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)

**Section 8 – Ongoing**

We are aware that COVID-19 impacted significantly in some areas and for some programmes run at Christmas. Please include a copy of your current COVID-19 risk assessment and if you update this, please ensure that you send the updated document to us when changes are made.

In addition, please remember to send us copies of your new insurance certificates when they are issued and, if you update any of your policies and procedures, please ensure that you send a copy of your updated documents to the HAF Programme Team.

**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, 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.**

The Department for Education (DfE) has committed to funding the HAF Programme for the next 3 years. Please indicate if you would like to be considered for delivery of the HAF Programme in Kent in future years

**2023** Yes/No

**2024** Yes/No

Name: (please print) ……………………………………………………………………….

Date: ………………………………….

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

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. **Please complete and return the following ‘Funding Process’ form with your completed application.**

**Funding Process for the 2022 Kent Holiday Activities and Food (HAF) Programme**

Name of company/organisation/charity/setting/school:

………………………………………………………………………………………………….

Name and contact number for link person: ………………………………………………………………………………………………….

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. Please provide the following information:

**Element 1 - Food**

There is an expectation that at least one healthy, balanced meal a day will be provided. The preference is for this to be a hot meal. The meals must meet School Food Standards: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>. All food provided as part of the HAF Programme must comply with regulations on food preparation and consider allergies and dietary requirements and preferences, as well as any religious or cultural requirements for food. Please indicate which elements of the nutritional food offer you are planning to deliver.

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| --- | --- |
| **Food element**  | **Please tick the one(s) which apply to you** |
| Hot meal daily |  |
| Daily nutritious snacks (as well as a full meal) |  |
| 2 day face to face delivery with a hot meal each day and 2 days’ worth of food in a hamper **(Alternative Christmas 2022 delivery only)** |  |

Please ensure that you have provided full details of your food provision on the HAF Programme Application Form.

**Element 2 – Enriching and Physical Activities**

Programmes must provide fun and enriching activities that provide children with opportunities to develop new skills or knowledge which are age appropriate. They must provide activities which meet the Physical Activity Guidelines (<https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report>) on a daily basis.

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| **Activities** | **Please tick the one(s) which apply to you** |
| 4 hours a day over 4 days delivery (as a minimum) |  |
| 4 hours a day over 2 days with 2 days’ worth of activity packs for participating children and young people **(For an alternative Christmas 2022 delivery only)** |  |

**Element 3 – Nutritional Education**

Programmes must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children.

**Element 4 – Food education for families and carers**

Programmes must include at least weekly training and advice for parents, carers, or family members on how to source nutritional food and prepare and cook low-cost nutritious meals.

**Element 5 – Signposting and referrals**

Programmes 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 may include, but is not limited to, information about Citizen’s Advice, debt and financial education, healthcare professionals, family support services, (including Early Help and Specialist Children’s Services), housing support officers, and Jobcentre Plus.

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| --- | --- |
| **We can** | **Please tick the one(s) which apply to you**  |
| Provide information for families  |  |
| Provide sessions for families  |  |
| Make referrals as required  |  |

**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 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 understand and 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.**

I confirm that we will meet all the criteria for the funding for the HAF Programme for 2022. I understand that should we fail to meet any of the criteria an element of the funding may be withheld.

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

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

**Date**: …………………………………………………….

**Funding arrangements**

|  |
| --- |
| Funding currently available per eligible child per week is **£122.00** for a minimum of 4 hours a day, 4 days a week for a maximum of 6 weeks.Or **(for Christmas 2022 delivery 2 day option only)**Per eligible child **£81.00** for 2 days face to face delivery and sufficient food for 2 meals and activities for participating children and young people.As we grow and develop the HAF Programme in Kent we will be reviewing and refining the funding levels, to ensure we can adequately provide the places required for eligible families. Therefore, as we move forward, we will be working closely with HAF programme partners to develop models and appropriate funding levels.  |

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

Thank you for completing this form. Please return it as soon as possible, and at the latest by **25 February 2022** to KentHAF@theeducationpeople.org so that funding can be allocated accordingly.