

Holiday Activity and Food (HAF) programme

Summer 2021 Application Guidance (Including notes on Monitoring and Evaluation)

Liverpool City Council has been allocated funding by the Department of Education to provide holiday activities and healthy food for disadvantaged children. The programme will cover the Summer, October half-term and Christmas holidays in 2021. Merseyside Play Action Council, in partnership with LCVS, have been awarded the contact to deliver the HAF programme in Liverpool.

The focus of the programme is on children eligible for benefits-related free school meals. Local authorities are asked to ensure that the offer of free holiday club provision is available for all children eligible for free school meals although it is accepted that not all eligible children will choose to participate.

The aim of the programme is to make free places available to children eligible for free school meals for the equivalent of at least four hours a day, four days a week and for six weeks a year. This would cover four weeks in the summer and a week's worth of provision in each of the October half term and Christmas holidays in 2021 and to enable children and young people:

- To eat more healthily over the school holidays
- To be more active during the school holidays
- To take part in engaging and enriching activities which support the development of resilience, character, and well-being along with their wider education attainment
- To be safe and not to be socially isolated
- To have greater knowledge of health nutrition; and
- To be more engaged with school and other local services.

We cannot consider applications that are:

- For programmes delivering less than 4 hours of activities per day over a minimum of 4 days per week for a minimum of 4 weeks
- For Programmes that do not provide at least one healthy meal a day to each child/young person

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Guidance notes

Overview

- Programmes must provide at least one healthy meal a day and work towards meeting the School Food Standards throughout the day. We expect that every programme will offer children either or all of the following (the number of meals provided must be recorded for monitoring purposes): breakfast, lunch, dinner, healthy snacks. We expect that all food is prepared by staff or volunteers holding a current Food Hygiene certificate or supplied by an appropriate external organisation.
- Programmes must provide fun and enriching activities that provide children and young people with opportunities to develop or consolidate skills and knowledge
- Programmes must provide physical activities and work towards meeting the Physical Activity Guidelines on a daily basis
- Programmes must improve children's and young people's knowledge and awareness of healthy eating and work towards offering advice and training to parents on how to source, prepare and cook nutritious and low-cost food
- Programmes must be able to provide information, signposting or referrals to other services and support that would benefit children and young people who attend the provision and their families
- Programmes 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

We will fund;

- **Free** open access, socially distanced, pre-booked or online programmes and activity sessions which support the physical and emotional wellbeing of children through play
- Programmes which are providing in-house nutrition or an alternative healthy food provision to children and young people aged 5 – 15 due to COVID-19 restrictions; breakfast, lunch, snacks, grab and go lunch packs
- Cookery sessions within the setting or online where food ingredients are provided to families free of charge
- Free activity Programmes aimed at 5 – 17 year-olds running at least four hours per day over four days a week for a minimum of four weeks during the summer school holiday period

We will not fund;

- Religious activities
- Activities using food in a way which can't be consumed i.e. pasta pictures

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- Programmes that do not provide healthy meals or food provision to children and young people
- Programmes that do not deliver at least 4 hours of activities per day over 4 days a week
- Incomplete or late application forms
- Activity Programmes or play provision for under 5's

What we are looking for in your grant application

We assess your application against a set of criteria and outcomes. It is imperative to the success of your application that you provide a sample timetable showing a broad spectrum of activity, which will meet the needs of all children who attend your programme of activities. We also require you to provide sample menu/s promoting health meals or suitable snacks prepared onsite or alternatively provide a description of your type of food provision.

Please stick to the word count within the form – if we need any additional information from you, we will get in touch.

Section A – Organisational details

This is where you can tell us about your organisation, including your main area of work. As with the rest of the form, please note the word count.

Section B – Programme details

In this section we need to know about your programme and the type of activity, including physical activity, taking place. The minimum requirements for HAF funding are set out but you may want to run for the full 6 weeks of the summer.

Food Element – We need to know if you are providing the food element of your programme in house or if you are 'buying-in' food provision from another supplier. If you need help and support with the food element of your programme, including training around the school food standards, then please tell us and we will get in touch.

Children and young people - Where will the project take place and how many children/young people will be involved – We want to know which ward or wards your activity will cover, the age range of those taking part and how many you expect to attend. This is important information as it helps us identify any gaps in provision across the city. It is also important that you tell us how children on free school meals will have access to your programme and the ways in which you will ensure that these children and their families know about your activity and how they can get involved.

As the funding is aimed at those children on free school meals we also need to know the percentage or number of children attending who are in receipt of benefits related free school meals.

Planning – It is important that children, young people and their families have a say in the type of programmes and activities taking place. Please tell us how you will get their views and how you will use these to influence your programme.

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Evaluation – This is an important element of the HAF programme. We will need you to keep accurate records including the number of children on free school meals taking part. Please see the evaluation form at the end of this guidance before making your application so that you are aware of what we will expect to receive at the end of your programme.

Safeguarding – We want everyone taking part to enjoy themselves and to be able to fully participate in a way that is safe and secure. We will need you to include a copy of your safeguarding policy with your application as well as giving us a brief outline on how this policy is implemented. If you need help and support with safeguarding training and renewing volunteer / staff DBS certificates then please tell us and we will get in touch.

Signposting – as part of the HAF programme we want to ensure that children, young people and their families are able to get support when they need it from a range of agencies. Tell us how you will ensure that those taking part are able to provide information, signposting or referrals to other services and support that would benefit the children who attend the programme and their families. This could include sessions or information provided by, for example, Citizen’s Advice, Employment advice and/or training, School Nurses, dentists or other healthcare practitioners, Family Support Services or Children’s Services, Housing Support Officers, Organisations providing financial education etc. information on support organisations can be found on the MPAC website.

Section C - Budget – In your Expression of Interest you indicated the weekly costs of your programme. Please complete the budget section setting out the total cost of your programme.

Completing the form – forms can only be submitted via the online link through LCVS. Supporting documents can be emailed to grants@lcv.s. Please put the name of your organisation in the subject line.

HAF Evaluation – Notes on what to expect

As part of the HAF programme we will expect organisations to collect data on their programmes and activities so that we can provide reports to the Department for Education. This draft outline should be used as a guide by organisations funded through the HAF programme to ensure that you have the policies and procedures in place to collect the appropriate data. Failure to provide monitoring and evaluation data may result in our having to reclaim some or part of any grant made.

We will be using Survey Monkey so that all evaluations are done online. This makes it easier to collate data and ensures a consistent approach.

The first section of the form will relate to your organisational details. The specific data relating to your programme will include the following:

- How many children/young people attended your programme on a daily basis?
- How many children attended in total?
- Overall, whether through face-to-face or remote provision, what percentage of participating children were eligible for HAF-funded provision? [i.e. eligible for and receiving benefits-

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related free school meals] – this is key data and you must be prepared to share postcode details/ child's d.o.b with us if required.

- On average, how many days did participating children attend the holiday club provision?
- Of the children who participated in the programme, how many were Primary school age? And how many were Secondary school age?
- How many children/young people attending your programme had additional needs?
- What was the total budget for your programme?
- What was the total spend for your programme?
- How many children/young people/families had;
 - Support for health and wellbeing
 - Nutritional advice/information
 - Signposting to other services

Food element – we will include a table in the final survey to highlight the type of food provision provided (e.g. breakfast/lunch/evening meal/snacks etc)

- Were you able to provide at least one meal a day in line with the school food standards?
- Were meals provided in house or by an outside supplier?
- How many meals IN TOTAL, were you able to provide across the programme?
- How many sessions did you run specifically looking at nutrition and healthy eating?
- How many parents/carers were involved in sessions looking at nutrition and healthy eating?

General

- Did you take part in any pre-summer training related to your HAF programme? Please specify.
- Please provide a case study that demonstrates the success of your programme.
- How many staff were involved in programme delivery
- How many volunteers were involved and how many volunteer hours in total were required to deliver the programme.

Please note that as the programme develops we may have to ask for additional information but we will try and keep you up to date.

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