

Holiday Activities and Food (HAF) Programme Grant Application

You must read the grant guidance before completing this form as this outlines the Holiday Activity and Food Programme Department of Education (DfE) Standards and the Council's expectation of delivery. [HAF 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/holiday-activities-and-food-programme)

Please complete **one** form per organisation which may cover multiple locations and cohorts over the holiday periods that HAF is running. Requirements of the DfE mean that a child needs to have access to provision for:

- up to 4 days Easter,
- up to 16 days Summer
- up to 4 days Christmas

You do not have to deliver across all holiday periods or to the maximum number of days.

Form A- Asks you to provide your details and indicate how you meet the DfE's standards.
Should be completed once each academic year.

Form B- Asks you to describe the activity you would like to provide, to how many children and how much funding you are requesting.
Should be completed for each holiday period

Application Check List:

Your application will not be assessed if any paperwork is missing.

Item	Sent with application Form A
Application Part B for each project location	
Public Liability Insurance documentation	
Employer Liability Insurance documentation	
Food Hygiene Certificate	
Safeguarding Policy & procedures	
Safer Recruitment Policy (can be a part of safeguarding policy)	
Equality and Diversity Policy	
Inclusion Policy	
Health and Safety Policy	
Risk assessments	
Sample food menu	
Sample activity menu	
Consent of the venue use on requested dates	

Section 1 – Organisation contact details

Organisation Name		
Building/house name/number		
Street address		
Town		
County		
Postcode		
Web address		
Public Telephone number		
Type of organisation	Registered Charity	
	Community Group	
	Voluntary Organisation	
	School	
	Business	
	Community Interest Company	
Charity number (if applicable)		
Company number (if applicable)		
Ofsted Reg Number (if applicable)		

Main contact for this application (the outcome of your funding application will be sent to this named individual)	
Name	
Role	
Email	
Telephone	

Section two – How you meet the DfE HAF requirements:

<p>Can you confirm that you have read the HAF DfE Requirements - Link on page 1: HAF 2023 - GOV.UK (www.gov.uk)</p>	
<p>History: Please provide a brief description of your organisation's purpose, experience and track record with providing similar provision(s).</p>	
<p>Marketing: It is the responsibility of the provider, as well as the council to advertise the activities. How will you market your provision locally to ensure attendance?</p>	
<p>Partners: Please list the schools and partners will you be collaborating with, and how will you work with them to encourage take up of the grant funded places and attendance:</p>	
<p>Food: Who will be providing the food and how will you make sure that the food provided will meet the Schools Food Standards? If the meals provided are not hot meals, please detail how you will ensure the meals are nutritionally substantial and still meet the School Food Standard criteria.</p>	
<p>Staff or volunteers with responsibility for preparing or handling food will have appropriate training and certification</p>	
<p>Will food hygiene certificates be made available to view on site visits by Borough or District councils, if</p>	

<p>food is being prepared on site by staff or staff supervising children</p>	
<p>How will you or your outside source cater for allergies/ different food requirements?</p> <p>Please consider allergies, vegan, vegetarian and cultural requirements. Will there be a choice of food/ flavours for the children?</p>	
<p>Please briefly describe how you will promote healthy eating daily and healthy lifestyle choices with children, as well as families/ carers.</p> <p>Some examples of what you can do can be found in Appendix 1</p>	
<p>Physical Activities: Please briefly describe how your programme will provide physical activities and experiences. You should outline the activities you plan to provide and the anticipated outcome, which align with the DfE requirements. Including 60 minutes of physical activity per day and activities to support emotional wellbeing</p>	
<p>Signposting and Referrals: Please briefly describe how staff will be trained to sensitively signpost families to other relevant statutory and community groups.</p> <p>A list of contacts can be found in Appendix 2</p>	

<p>Safeguarding: Please briefly describe how your organisation meets safeguarding and safer recruitment expectations.</p> <p>You should highlight the specific safeguarding training your staff and volunteers receive including confirmation of level of DBS checks or if applications are in process.</p>	
<p>Please confirm that ALL public facing members of staff will have a current DBS check and that these will be made available for visit from the Borough or District Council.</p>	
<p>Accessibility and Inclusiveness: Please describe how your organisation ensures that your provision is inclusive and accessible for children and young people. Please include any training and one-page profiles if used (https://suffolklearning.com/early-years/inclusion-send/one-page-profile/)</p>	
<p>Training: Please highlight any training needs or gaps for staff. This information will help SCC understand training needs and provide future training opportunities for HAF providers</p>	

Safeguarding

<p>Name Organisation's Designated Safeguarding Lead</p>	
<p>DSL contact telephone</p>	
<p>Each venue will have a suitably trained Safeguarding Lead</p>	

Policy and cover

Please confirm your organisation has the following policies and information which will be available on request:

Sufficient Insurance to cover your proposed activities	
Please list below the type of insurance you have in place and the level of cover: (e.g. Employers' Liability, Public Liability, Professional Indemnity)	
HAF Type of insurance	HAF Level of cover:

General Data Protection Regulation

All of your information will be processed in accordance with the General Data Protection Regulations and may also be used by us and our partners to deliver and improve this service. We will not disclose any personal information to any other third parties unless required to do so by law. For more information on how this is done, please contact the relevant borough or district council prior to submitting personal information.

By signing this form, you are consenting for your organisations name, public contact details, and activity details to be transferred onto Infolink and to be shared with local partners, including schools and Children and Young People's services.

Statement of authenticity

I declare that I have completed all relevant section of this application accurately, and that this organisation has the authority to accept the grant under the grant conditions. I confirm that I am a member of the organisation's management team, or I am the owner. I agree that I have completed this form according to the guidance notes.

Name		Date	
Role			
Signature			

Please be advised that due to legislation, all councils are looking into the use of Suffolk Sourcing for the Holiday Activities and Food programme, which is an E-tendering contract management system. We recommend that you sign up now in order to be ready. You can sign up here: <http://www.suffolksourcing.uk/>

Please submit completed applications to the relevant officer for the locality in which you are delivering.

If you are delivering in multiple Districts, please ensure each locality receives your application and documents.

District or Borough Council Area	Contact Name	Contact Details
Activities Unlimited	Jackie Markell	AUProvision@suffolk.gov.uk
Babergh & Mid-Suffolk	Rachel Cattermole	Rachel.Cattermole@baberghmidsuffolk.gov.uk
East Suffolk	Lynn Lockwood	HAF@eastssuffolk.gov.uk
Ipswich	George Brobbin	HAF.Enquiries@ipswich.gov.uk
West Suffolk	Will Wright	families.communities@westsuffolk.gov.uk
Suffolk County Council (programme enquires)	Gareth Moir	HAFenquiries@suffolk.gov.uk

Appendix 1:

Healthy Food information for children/ young people and families does not have to be forceful and should not be. Some young people may not be able to access healthy foods due to costs and some children may have an eating disorder, therefore, this is about fun awareness.

If the children are making their own food, it could be about mentioning what part of the 5 food types a piece of food is from. If the children are at an appropriate age, there could be resources such as colouring in sheets or leaflets on healthy swaps. Sources to support can come from:

<https://www.nhs.uk/live-well/eat-well/food-guidelines-and-food-labels/the-eatwell-guide/>

<https://www.nhs.uk/healthier-families/>

<https://campaignresources.phe.gov.uk/schools/topics/healthy-eating/overview>

<https://www.foodafactoflife.org.uk/>

Appendix 2:

There may be a time where a family comes for support as they do not know where to go. Some of the key agencies to signpost to include:

- Citizen's Advice
- school nurses, dentists or other healthcare practitioners
- family support services or children's services
- housing support officers
- Jobcentre Plus
- organisations providing financial education
- early years and childcare, including help to pay for childcare (such as Tax-Free Childcare)
- with mental health, it is always key to signpost to the Dr's or if it is an emergency, call 999. However other agencies such as Suffolk Mind are able to support in non-emergencies.
- Suffolk LGTBQ Forum
- Suffolk SENDIASS

This is not a complete list as there are many more agencies out there. It may be beneficial for you to have your local contact details on hand in a case where signposting is needed.