

Service Specification

Holiday Activities and Food (HAF) Programme

**Summer and Christmas
2021 Provision**

Small Grants - £25,000 and under

Large Grants - over £25,000



Department
for Education

**CROYDON
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1. Introduction to the Holiday Activities and Food (HAF) Programme 2021

In November 2020, the Department for Education (DfE) announced that the Holiday Activities and Food (HAF) programme will be expanded across the whole of England in 2021. Funding is being provided to local authorities to co-ordinate a programme that provides healthy food and enriching activities to disadvantaged children during the 2021 Easter, summer and Christmas school holidays.

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 that 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
- more likely to experience social isolation

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people and that they work best when they:

- provide consistent and easily accessible enrichment activities
- cover more than just breakfast or lunch
- involve children (and parents) in food preparation

All children in Croydon who receive benefits related Free School Meals will be eligible to take part in the HAF programme.

DfE guidance: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

2. Scope

2.1. Aim of the Service

The purpose of the funding is for local authorities to make free places at holiday clubs available in the summer and Christmas holidays 2021 to children in their local authority area in receipt of benefits-related free school meals (FSM).

2.2. Scope of Delivery and Programme Standards

Croydon Council is seeking to work in collaboration with a wide network of partners who can deliver high quality holiday club provision during summer and/or Christmas 2021 school holidays.

We are looking to work with partners who can demonstrate an ability to deliver holiday provision that incorporates:

- High quality enriching/physical activities
- Provision of healthy meals
- Nutritional education
- Signposting/referrals/wraparound support
- A safe environment
- Sustainability considerations

Holiday provision ***must*** be delivered for the equivalent of at least **4 hours a day, 4 days a week, for 4 weeks in the summer holidays and 1 week in the Christmas holidays***

Local authorities have flexibility to decide how the hours and weeks are divided up to best serve the needs of children and families (e.g. in the Christmas holidays, local areas could spread a week's worth of provision across a 2-week period; in the summer, the equivalent number of hours could be spread over a longer period). Please note, however, that provision must be delivered over at least 4 weeks during the summer and cannot be condensed into a 2 or 3 week programme.

Therefore you may choose a different delivery format provided the offered provision adds up to the same number of hours and time commitment and that it meets the minimum standards and aims and objectives as set out in this specification. With this in mind, we welcome applications that offer flexible provision within the boundaries of the minimum standards.

We understand that some successful organisations will need a mobilisation period prior to starting delivery and therefore HAF delivery does not need to start in the first week of the school summer holidays i.e. w/c 26th July. We have asked for delivery timescales to be specified in the funding applications. If your organisation is able to deliver HAF funded places as soon as the summer holidays start then this is, of course, welcomed.

The provision must include **activities** and **food** and each holiday club must meet the following programme standards to support high quality provision:

HEALTHY FOOD/MEALS - holiday clubs must provide at least one healthy meal a day and all food provided at the holiday club throughout the day (including snacks) must meet the School Food Standards:

<https://www.gov.uk/government/publications/standards-for-school-food-in-england>

All food provided as part of the HAF programme must comply with food preparation regulations, take into account allergies, dietary requirements as well as any religious or cultural requirements for food.

The expectation is for hot meals to be provided, however a cold alternative may be used where a hot option is not possible.

ENRICHING/PHYSICAL ACTIVITIES - holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences.

Clubs must also provide physical activities which meet the Physical Activity Guidelines on a daily basis.

<https://www.gov.uk/government/collections/physical-activity-guidelines>

We are looking for a varied mix of fun and enriching activities, which are age-appropriate.

NUTRITIONAL EDUCATION - holiday clubs must include an element of nutritional education each day aimed at improving children's knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables and taste tests.

Clubs must include at least weekly training and advice sessions for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food.

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, information provided by:

- 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

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:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

There are benefits associated with Ofsted registration, however it is not a pre-requisite for providers participating in the HAF programme. Guidance on Ofsted registration exemption is set out in the link below:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

The programme aims to support high quality provision coordinated across the borough of Croydon. We want children attending clubs to:

- Eat more healthily during the school holidays
- Be more active during the school holidays
- Take part in engaging and enriching activities, which support the development of resilience, character and wellbeing along with their wider educational attainment
- Be safe and not socially isolated
- Have greater knowledge of health and nutrition
- Be more engaged with school and other services
- Have greater knowledge and awareness of holiday club provision

The DfE encourages local authorities to make the holiday provision available to children not eligible for free school meals, who can pay to attend. This might be through operating bespoke provision, or operating as part of already existing holiday provision in the area, with a likelihood of a mixed arrangement depending on the local supply and demand for provision. Places may be offered to children not eligible for HAF whose parents can pay for them to attend or where funding is available from other sources to cover the cost of these places. HAF funding is solely for holiday provision places for those in receipt of benefits related Free School Meals, but we encourage organisations to make paid-for places available to other families, where possible.

We will consider applications from schools wanting to fund free FSM places on existing holiday programmes, which meet the criteria of this DfE programme.

2.3. Funding Available

Croydon's HAF funding allocation from DfE for Easter, summer and Christmas holidays 2021 is £1,796,260.

A completed HAF Programme Budget is required as part of the application process where we ask potential providers to give a detailed breakdown as to how the funding would be spent.

We understand that different types of holiday club provision will have different costs and we recognise the need for flexibility in relation to this. Therefore, the amount of funding awarded will vary according to the scale, capacity, scope and quality of the proposed provision and within the overall amount of funding that is available. We are looking for holiday club provision that represents good value for money that will deliver the required quality and outcomes.

2.4. Impact of COVID-19 on Programme Delivery

At the time of going live with this specification, the DfE's expectation is that HAF provision will be delivered face-to-face.

However, we acknowledge that delivery of the programme could potentially be impacted by COVID-19. In some cases, face-to-face delivery of holiday clubs may not be possible in the Authority's area and remote delivery of the programme may, in some circumstances, be more viable. All providers must be able to operate flexibly to ensure that eligible children still receive support should COVID-19 restrictions be tightened for whatever reason.

Successful providers must follow any COVID-19 restrictions that are in place and therefore will need to be able to adjust their holiday provision offer accordingly if required. With this in mind, we are asking potential providers to outline in their funding applications how they would deliver HAF provision in the event of COVID-19 restrictions not allowing face-to-face provision.

**(School summer holiday period – 26th July 2021 to 2nd September 2021)
(School Christmas holiday period – 20th December 2021 to 3rd January 2022)*

In Croydon, Easter provision was delivered via two packages of support for thousands of children - supermarket vouchers were issued for 15,874 pupils who would normally receive free school meals via the school's chosen platform direct to parents. This was part funded by the council's public health Covid-19 response budget and part by the government's extended Covid-19 winter grant scheme. The council used Holiday Activities and Food funding to provide grants to schools to enable them to create Easter Food and Activity Boxes for children who qualify for free school meals.

3. Funding Application Process and Timetable

3.1. How To Apply

It is anticipated that there will be many organisations across the borough wanting to deliver HAF and we recognise that some organisations will have the capacity to take on more than others. We also need to ensure good geographical coverage of the holiday provision and, with this in mind, the funding application process has been divided into two strands:

- **Small Grants** – for applications £25,000 and under
- **Large Grants** – for applications over £25,000

3.2. Small Grants (for organisations bidding for £25,000 and under)

Please complete the HAF Small Grants funding application form.

Completed HAF Small Grants funding applications should be sent, along with the required supporting documentation, to:

HAFprogramme@croydon.gov.uk

by

midday, Monday 14th June 2021

Please Note: We can only accept one Small Grants application per organisation i.e. you cannot submit multiple Small Grants applications for multiple holiday clubs. If you would like to bid to deliver multiple holiday clubs totalling more than £25,000 then please apply via the Large Grants.

3.3. Large Grants (for organisations bidding for over £25,000)

Applications for larger-scale delivery over £25,000 are required to go through our tender process via the London Tenders Portal, please find the link below:

<https://procontract.due-north.com/Advert?advertId=512e233a-85b8-eb11-810c-005056b64545&p=2241eb95-058a-e511-80f7-000c29c9ba21>

All tenders for larger-scale delivery, supporting documentation along with any queries must be submitted via the portal. The deadline for submitting tenders and supporting documentation is:

midday, Monday 14th June 2021

Please note: the tender value will not exceed the FTS (formally OJEU) threshold and priority will be given to the highest scoring bids.

3.4. Summer 2021 and Christmas 2021

Organisations can apply to deliver summer holiday provision, Christmas holiday provision or both. Please note that delivery of Christmas provision will be subject to successful summer provision delivery and upon satisfactory receipt of a summer provision report plus the submission of a delivery plan nearer the time for Christmas 2021.

3.5. Application Requirements

All applications are required to specify:

- How organisations plan to deliver against the key deliverables and minimum standards
- Total number of holiday provision places being offered

- Number of young people who will benefit
- What the holiday provision delivery dates would be, the times and length of sessions
- What activities will be delivered
- How the proposed provision meets the school food standards
- How the proposed provision meets the Physical Activity standards
- Staffing details
- How the provision will be inclusive and accessible
- Confirmation that monitoring data will be collected
- How FSM families will be reached
- How risks have been assessed and appropriate mitigations developed
- All applications must clearly state, via a detailed budget, how the funding will be spent, evidencing value for money and including a breakdown of all costs, including food costs
- Joined up approaches and linkages when it comes to supporting families/signposting families to local support services e.g. health, employment, education and how potential providers will create/build on existing partnerships with other local providers
- Sustainability considerations – what will happen after HAF funding comes to an end

3.6. Supporting Documents

All applications must be accompanied by the following supporting documents:

- Constitution or governing document
- Health and Safety Policy (including COVID safety procedures)
- Safeguarding Policy/Child Protection Policy and Procedures – we need to see comprehensive processes in place to ensure safeguarding
- Risk Assessment (including COVID risks)
- Statement evidencing that all staff and practitioners are DBS checked to the required standards
- Equality and Diversity Policy and Procedures
- Quality monitoring processes (e.g. how complaints/incidents are reported/managed)
- Evidence of staff/volunteers holding Level 2 Food Safety and Hygiene
- Evidence of relevant First Aid training
- Public Liability Insurance documents (appropriate levels of insurance for the proposed activities)
- Statement/evidence that your organisation is a Living Wage Employer
- Financial information to prove solvency
- Programme budget that specifies how the HAF funding will be spent

We expect all provision to be supported by relevant and up to date policies and procedures that are adhered to by all staff who will be involved in the delivery of HAF provision. Our expectation is that all delivery staff are inducted and trained in accordance with the policies and procedures to ensure the highest of delivery standards, especially with regard to safeguarding, DBS checks, health and safety and equal opportunities.

Applications that do not include the required supporting documents will not be considered.

Please Note: if you are a Croydon maintained school or academy (including nursery), you only need to submit the following supporting documents from the above checklist along with your funding application:

- *Level 2 Food Safety and Hygiene*
- *Risk Assessment (including COVID risks)*
- *Programme budget that specifies how the HAF funding will be spent*

3.7. Scoring and Assessment of Applications

Applicants should ensure they answer each question on the application form.

Applications will be assessed against a fair and transparent scoring procedure by an internal team at Croydon Council (The Evaluation Panel).

All funding applications will be scored by the Evaluation Panel against set criteria, which will include:

- Meeting the key deliverables and minimum standards as set out in the specification (including the provision of evidence of policies and training that support the safe delivery of the proposed activities as per the minimum standards)
- Holiday provision must be delivered for the equivalent of at least 4 hours a day, 4 days a week, for 4 weeks in the summer holidays and 1 week in the Christmas holidays
- Delivery of required outcomes linked to children:
 - Eating more healthily
 - Being more active
 - Taking part in engaging and enriching activities
 - Being safe and not isolated
 - Having greater knowledge of health and nutrition
 - Being more engaged with school and other services
 - Having greater knowledge and awareness of holiday club provision
- Taking part in engaging and enriching activities
- Being safe and not isolated
- Having greater knowledge of health and nutrition
- Being more engaged with school and other services
- Organisation track record/ability to deliver proposed provision to a high standard
- Quality of the enrichment activities proposed (innovation)
- The number of holiday provision places offered
- Value for money - we will be evaluating bids based on a 60/40 quality/price split, which will be linked to the cost per holiday club place
- Partnership working - building on/developing local partnerships
- Geography (children who receive free school meals live across the borough, but we know more provision will be needed in particular areas. Therefore we may need to prioritise resources in particular areas)
- Details as to how provision would be adjusted should COVID restrictions be tightened once again and face-to-face delivery not possible
- Submission of all required supporting documentation

The Evaluation Panel will meet to discuss individual bids and make recommendations for award based on the published criteria. The Evaluation Panel decisions will be taken to the Steering Group for final approval.

Bidders for the Large Grants (via the tender process) will be evaluated on the following questions (totalling the 60% quality score):

Service Specific questions	Enriching Activities	Weighting: 16%
	Food and Nutrition	Weighting: 16%
	Outreach and Inclusion	Weighting: 8%
Method Statements	Q1 – Service Delivery	Weighting: 12%
	Q2 – Supplier Management	Weighting: 6%
Premier Supplier Programme		Weighting: 2%
Price		Weighting: 40%

Bidders for the Small Grants via will be evaluated on the following questions (totalling the 60% quality score):

Service Specific questions	Enriching Activities	Weighting: 24%
	Food and Nutrition	Weighting: 24%
	Outreach and Inclusion	Weighting: 12%
Price		Weighting: 40%

Questions and method statements will be evaluated as per the following:

Score	Reasoning
5	Excellent
4	Good
3	Satisfactory
2	Fair
1	Poor
0	Unacceptable

Each bidder will be required to score a minimum of 2 per service specific / method statement question, otherwise the council will reject the application.

Each bidder will be required to submit a financial breakdown which will account or 40% of the total score. Price will be calculated on a 'per service user' basis with the total price divided by the number of placements offered by the bidder. While value for money is an important consideration, it is recognised that providers will incur high costs to ensure high quality food and activities and that this should be actively encouraged, as such, providers will be scored against the mean average cost per placement, with providers at or below the mean average scoring the full amount.

For those above the mean average the following calculation will apply:

$$\frac{\text{Mean average submitted price per service user}}{\text{Tenderer's submitted price per service user}} \times 40\%$$

Providers that receive a score of less than 26.66% (50% above the mean average) will not be considered.

3.8. Implementation and approvals

It is our intention to offer funding, both through the small grants scheme and the tender process (large grants) to give the widest coverage of the service during the summer and Christmas holiday periods in 2021. Those meeting the minimum quality and price requirements will be put forward for approval. In the event of duplication of services, providers will be offered the chance to work together, or to change location to a less well covered area (but reserve the right to prioritise one bid over another based on the scoring should no compromise be possible).

There is a limited amount of funds within the grant allowance. Should the bid values exceed the total grant amount, providers with a high score will be prioritised to ensure the programme remains in budget.

3.9. Application Deadline

The application deadline for both small grants (£25,000 and under) and large grants (over £25,000)

is:

midday on Monday 14th June 2021

Small grant applications are to be submitted via email and large grant applications are to be submitted via the portal, as detailed above.

3.10. Application Timetable

Holiday Activities and Food (HAF) Programme – Opens for Applications	Friday 21 st May 2021
Deadline for questions from applicants	Friday 4 th June 2021
Funding Application Deadline	Midday, Monday 14 th June 2021
Decisions Communicated	By Thursday 24 th June 2021
End of standstill period	Monday 5 th July 2021
Summer provision – delivery begins	w/c 26 th July 2021 onwards
Christmas provision – delivery begins	w/c 20 th December 2021 onwards

3.11. Support

If you have any questions or queries please contact HAFprogramme@croydon.gov.uk

A Frequently Asked Questions Document (FAQs) will be published on the council's website.

Successful organisations will be allocated a Delivery Lead Officer who will provide support as needed throughout the set-up and delivery of the HAF programme.

4. Funding Awards

4.1. Funding Agreements

Successful organisations will be issued with a funding agreement – SLAs for Small Grants and a contract for Large Grants.

4.2. Payments / Terms

Grants will be paid based on an 80-20 split. The grant payment schedule for each successful organisation will be:

Payment One – Up Front Payment

- **Payment date:** (upon receipt of a signed agreement along with an up to date risk assessment)
- **Value:** 80% of the grant total

Payment Two

- **Payment date:** (upon satisfactory project completion and timely submission of completed programme monitoring/evaluation report and completed programme budget monitoring spreadsheet along with evidence of expenditure)
- **Value:** 20% of the grant total

Any unspent funding will have to be returned to Croydon Council. The second payment may be adjusted based on targets met and/or to take into account any underspend. If the underspend exceeds the second grant payment, Croydon Council will require the return of the funds.

5. Monitoring and Reporting

5.1. Monitoring and Requirements

Providers will be required to report back on their grant and submit regular monitoring information such as attendance data plus an evaluation report after the holiday period has finished.

Information required will include, but is not limited to:

- Attendance data (i.e. numbers of eligible children attending activities)
- Outcomes/records of activities (organisations will be asked to evidence how delivery has met the minimum programme standards)
- Participants' feedback
- Parental feedback
- Case studies and photographs of activities (where possible)

Financial reporting will include:

- Completed HAF Programme Budget Monitoring Spreadsheet
- A breakdown of any unspent grant funding

Delivery Lead Officers will also conduct spot checks and site visits when provision is underway to ensure compliance and quality monitoring of the Holiday Food and Fun programme across the borough.

All data and information collected by providers should be collected in strict adherence to GDPR.