

Frequently Asked Questions (FAQ's)

Holiday Activities and Food (HAF) Programme

Christmas 2022 and Easter 2023 Provision

*This document has been updated on 26/9/2022 with new information to reflect the Christmas 2022 and Easter 2023 delivery period. Please read carefully.



Department
for Education

**CROYDON
COUNCIL**
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PROGRAMME REQUIREMENTS

Is the 4 days per week, 4 hours per day, 1 week a minimum? For example, if we think we can deliver for 5 days a week or for 6 hours a day, can we do this within the funding envelope?

All providers must run for the equivalent of at least 4 hours per day, across 4 days during the Christmas holiday period and for the equivalent of at least 4 hours per day, across 4 days during the Easter holiday period. Provision must be delivered for a minimum of 4 days and cannot be condensed into a 2 or 3 day programme.

Providers have the flexibility to decide whether their delivery is spread over a longer number of weeks, hours or days however all delivery must take place within Croydon's set holiday dates. The grey shaded dates on the calendar below indicate the delivery weeks where you may choose to run your programme.

DECEMBER 2022						APRIL 2023					
M		5	12	19	26	M		3	10	17*	24
T		6	13	20	27	T		4	11	18	25
W		7	14	21	28	W		5	12	19	26
T	1	8	15	22	29	T		6	13	20	27
F	2	9	16#	23	30	F		7	14	21	28
S	3	10	17	24	31	S	1	8	15	22	29
S	4	11	18	25		S	2	9	16	23	30

Regarding the 4 hours / 4 days / 1 week – does this mean that the same children should attend for all of this time?

The expectation is that participating children are offered a space on your programme for at least 4 hours, and 4 days across the holiday period. We recognize that some children will attend every day and that there may be some that attend less frequently.

Why don't free places cover the whole school holidays?

We know that some families will face the greatest challenges in the holiday period. The programme is designed to work in conjunction with the existing childcare offers across government. This includes the Universal Credit childcare scheme and Tax-Free Childcare. Eligible parents can top up their free hours using these other, existing childcare offers.

For those who claim Universal Credit but do not claim FSM, they can access holiday or wraparound childcare provision and potentially claim back up to 85% of the cost through the Universal Credit childcare element – the ability to claim will depend on the provision itself. Further information is available here: <https://www.understandinguniversalcredit.gov.uk/new-to-universal-credit/children-and-childcare/>

Will there be any specific requirements on the types of activities provided or will this be flexible for each programme to decide what works best for their children and families?

All clubs must offer age-appropriate, fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. Whilst there are no requirements on specific activities, providers should consider the range of activities available, with consideration to age, location and accessibility. Further information around the expectations set by Department for Education can be found here: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

What are the expectations around the provision of food?

All holiday clubs must provide at least one hot, healthy meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must adhere to school food standards. Information about school food standards can be found here: <https://www.gov.uk/government/publications/standards-for-school-food-in-england>

Can I deliver the HAF programme without providing food?

No, the provision of food is an essential part of the programme. Holiday club provision must include food as well as enriching and physical activities.

Can our holiday club serve cold food?

The expectation is that all holiday clubs are offering at least one hot meal a day.

We are interested in delivering the HAF programme, however we will need an external caterer to deliver the food element. Can we apply under these conditions?

Yes, providers are permitted to outsource the food element to an external food business or caterer. Previous HAF providers have provided food through a variety of arrangements, for example, using school or community kitchens, food delivered and prepped at the club and the use of food intervention charities. If holiday club providers are working with another organisation who will be providing the healthy food element, they must ensure that organisation is a registered food business and that they meet all programme standards/requirements, including the School Food Standards. In addition, the food provider must also take account of allergies, dietary requirements and any religious or cultural requirements for food.

What certifications are required to deliver the food element in-house?

Holiday club providers who are preparing and providing their own healthy meals for children must be registered as a food business and hold relevant Food Hygiene Certificates (achieved within three years of the start of the programme delivery).

How do we register as a food business?

Details on how to register as a Croydon food business can be found here: <https://www.croydon.gov.uk/business-licences-and-tenders/health-and-safety-and-food-safety/food-safety-and-food-hygiene/food-premises-registration>

Food business registrations need to be complete at least 28 days before holiday clubs start.

What are the expectations around physical activities?

Clubs must provide a minimum of one hour of physical activity each day in line with the [Physical Activity Guidelines](#). This can be through a range of sport or play and the expectation is that all physical activity sessions are structured.

What are the nutritional education requirements?

Clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. For example, this can be in the form of workshops, and could include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.

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

Do I need to register my organisation with Ofsted?

Organisations interested in delivering a HAF programme in Croydon must be on the voluntary Ofsted register unless you are exempt. Information on how to apply for Ofsted registration is available here: <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

APPLICATION PROCESS

Can I submit multiple HAF applications?

The Council will consider one application per organisation for each delivery period. The Council will accept a second application for each delivery period where a provider proposes to deliver specialist SEND provision alongside a separate mainstream provision.

I want to submit an application for Christmas 2022 however I am undecided on submitting an application for Easter 2023. Will applications re-open at a later stage to deliver during Easter 2023?

We do not plan to re-open our application process ahead of the Easter 2023 delivery period. Providers interested in delivering both Christmas and Easter should submit their application form for both delivery periods ahead of the deadline. Providers seeking to run at Easter only should submit their application form by the 9th October deadline.

I want to work with another local organisation to deliver the HAF programme. Is this allowed?

We are not seeking applications from multiple organisations for the delivery of one holiday club.

Can I sub-contract another organisation to deliver on the HAF programme on my behalf?

The expectation is providers who apply for the HAF programme will deliver the programme themselves. Where a larger organisation is successful in receiving funding, we expect delivery to be through the organisation, with staff employed, DBS checked, and adhering to all policies and procedures of those submitted to Croydon Council at the time of application.

Can I apply for more than £7,500 for each delivery period?

Applications which exceed the funding cap for each delivery period will not be considered.

We would like to apply for HAF funding, however we want to deliver more than one holiday club.

Can we deliver at two different locations?

Yes, it is possible to apply with intent of delivering multiple holiday clubs in different locations. Please be reminded that the maximum amount of funding available for each holiday period is £7,500 and all clubs must meet the HAF standards as outlined in the service specification.

Can we deliver multiple sessions at our holiday club? For example, we want to run one session from 10am-2pm and another session from 2pm-6pm?

Yes, it is possible to deliver multiple sessions at your holiday club. Each session is required to run for a minimum of 4 hours.

Are there any funding restrictions in terms of the splitting our costs between food and activities?

It is up to providers to determine their costings for each dimension of their HAF programme. There are no restrictions in terms of how much is spent between food and activities. We understand that different types of holiday club provision will have different costs and we recognise the need for flexibility in relation to this. We are looking for holiday club provision that represents good value for money that will deliver the required quality and outcomes. All applicants are asked to provide a budget breakdown as part of the application process.

Can the funding be used to support other initiatives alongside food and activities that provide support to families to help raise them out of poverty (e.g. welfare rights and money advice in venues)?

Part of the role of HAF involves working with other local services and agencies to ensure a holistic approach, including asking clubs to signpost families to support, help and resources. In the past, some HAF clubs have also run sessions for families including work on budgeting, offered volunteering opportunities for family members, worked with local support networks, signposted to citizens advice, engaged with Jobcentre Plus and more.

Please can you provide an example of the pricing methodology?

1. Applicants will be ranked by the calculated cost per child per day: total grant amount \div (HAF spaces x days of provision)

Applicant	Cost per Child per Day ranked from lowest to highest
1	£11.30
2	£12.80
3	£15.00
4	£15.50
5	£18.20
6	£20.00
7	£21.55
8	£25.30
9	£25.65
10	£27.50
11	£31.10
12	£35.50
MEAN AVERAGE:	£21.61

2. Applicants whose cost per child per day falls into the 25% most competitively priced programmes will receive a score of 30%

Applicant	Cost per Child per Day ranked from lowest to highest	Score
1	£11.30	30%
2	£12.80	30%
3	£15.00	30%

3. For applicants above the 25% most competitively priced programmes the below calculation will apply:

Quartile 1 (top 25% average) of all submitted applications

----- x 30%

Tenderer's submitted price per service user

Applicants above the 25% most competitive prices	Cost per Child per day	Score
4	£15.50	29.03%
5	£18.20	24.73%
6	£20.00	22.5%
7	£21.55	20.88%
8	£25.30	17.78%
9	£25.65	17.54%
10	£27.50	16.36%
11	£31.10	14.47%
12	£35.50	0%

4. Providers that receive a score of less than 50% above the mean average (£21.61) will not be considered. In this example, Applicant 12 receives a score of 0%.

ELIGIBILITY

Can children who are not eligible for benefits-related free school meals attend the programme?

HAF funding is primarily to provide holiday club provision for children eligible for benefits-related Free School Meals (FSM). Providers have the discretion to offer up to 15% of their total HAF spaces to children who are not in recipient of benefits related free school meal but whom may be consider vulnerable during the holiday period. 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 non-FSM places.

Children in reception, year 1 and year 2 receive universal free school meals. Are they eligible for a space on the HAF programme?

All children in reception, year 1 and year 2 in England's state-funded schools who receive universal infant free school meals **must also be eligible** for benefits-related free school meals to access a space on the HAF programme. As above, places may be offered children not eligible for benefits-related FSM whose parents can pay for them to attend or where funding is available from other sources to cover the cost of these places.

Can children under the age of 4 or over the age of 16 attend the programme?

No, HAF funding is available for school-aged children only. This would include 4-year-olds who have already started in reception.

Does this funding cover children with no recourse to public funds (NRPF)?

The Department for Education have permanently extended free school meal eligibility to include some groups of children who have no recourse to public funds (NRPF). You can view details of the groups in the link below: <https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities/providing-free-school-meals-to-families-with-no-recourse-to-public-funds-nrpf>
[These children should be registered for benefits-related Free School Meals through their school otherwise they can only be accepted as part of the additional 15% allowance.](#)

Does the funding cover 'looked after children'?

Providers have the discretion to offer up to 15% of their total HAF spaces to children not on benefits related free school meals but who may be considered vulnerable through the holiday period. This 15% allowance is non-negotiable. This would be on an individual basis, and could include looked after children.

Other examples, may include:

- children assessed by the local authority as being in need, at risk or vulnerable
- young carers
- looked-after children or previously looked after children
- children with an EHC (education, health and care) plan
- children who have low attendance rates at school or who are at risk of exclusion
- children living in areas of high deprivation or from low-income households who are not in receipt of free school meals
- children in transition phases between nursery and primary school or primary and secondary school

This list is not exhaustive, and it is open to the provider to decide which children should benefit from the 15% space allocation.

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