

Frequently Asked Questions (FAQ's)

Holiday Activities and Food (HAF) Programme

Summer and Christmas 2023 Provision

*This document has been updated with new information to reflect the Summer and Christmas 2023 delivery period. Please read carefully.



Department
for Education

**CROYDON
COUNCIL**
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PROGRAMME REQUIREMENTS

How does the 4/4/4 model work for Summer 2023 and Christmas 2023?

For Summer 2023, all providers must run for four weeks, with 4 days per week and for at least 4 hours per day. For Christmas 2023, all providers will run for four days, for at least 4 hours per day in the week of Tuesday 2nd January 2024 to Friday 5th January 2024.

The programme cannot be condensed into a 2 or 3 day per week programme.

Which weeks can I run my programme in?

For the Summer programme, your holiday club/s must operate for four weeks with 4 days each week. You may choose to run either Week 1 to Week 4 or Week 2 to Week 5. You may opt to run your holiday from Monday to Thursday or Tuesday to Friday.

Summer Week 1: W/C 24th July to 28th July

Summer Week 2: W/C 31st July to 4th August

Summer Week 3: W/C 7th August to 11 August

Summer Week 4: W/C 14th August to 18 August

Summer Week 5: W/C 21st August to 25th August

For the Christmas programme, all clubs will be expected to run from Tuesday 2nd January 2024 – Friday 5th January 2024.

These dates have been selected due to the school holiday dates. In exceptional circumstances, Croydon's HAF programme team may ask specific clubs to slightly deviate from this where school holiday dates differ. The selected dates of delivery are final, and you cannot deviate from these dates without approval from the HAF team.

If we think we can deliver for 5 days a week, can we do this within the funding envelope?

Providers must deliver exactly four weeks, four days per week in the Summer and one week (four days) at Christmas.

If we think we can deliver for more than 4 hours a day, can we do this within the funding envelope?

Providers must deliver for a minimum of four hours per day.

Regarding the 4 hours / 4 days / 4 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 all four weeks. We recognize that some children will attend every day and that there may be some that attend less frequently.

Why is it that free places do not cover all school holidays?

The Department for Education provides funding for free places for children on benefits-related free school meals during what is considered the longest holiday periods – Easter, Summer and Christmas only.

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.

Those who claim Universal Credit but do not claim FSM 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 may 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 Summer 2023 however I am undecided on submitting an application for Christmas 2023. Will applications re-open at a later stage to deliver during Christmas 2023?

We do not plan to re-open our application process ahead of the Christmas 2023 delivery period. Providers interested in delivering both Summer and Christmas should submit their application form for both delivery periods ahead of the deadline. Providers seeking to run at Christmas only should submit their application form by the 11th May deadline.

I want to submit a joint application in partnership with another local organisation to deliver the HAF programme. Is this allowed?

We are not seeking joint applications 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 the funding cap 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 the intent of delivering multiple holiday clubs in different locations. Please be reminded of the maximum amount of funding available for each holiday period and that all clubs must meet the HAF standards as outlined in the service specification.

Can we deliver multiple sessions at one 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 and must cater for a different set of children.

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 and to budget accordingly for each programme element in a proportionate manner. 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 high-level 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. Such initiatives would be welcomed.

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 ÷ (HAF spaces x days of provision)

Applicant	Cost per Child per Day ranked from lowest to highest
1	£14.50
2	£15.30
3	£15.90
4	£17.80
5	£18.20
6	£20.00
7	£21.55
8	£25.30
9	£25.65
10	£28.30
11	£35.10
12	£45.50
MEAN AVERAGE:	£23.50

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	£14.50	30%
2	£15.30	30%
3	£15.90	30%

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

Top 25% price per child per day of all submitted applications

----- x 30%

Tenderer's submitted price per child per day

4. Providers that receive a score of more than 75% above the mean average (£23.50) will not be considered. In this example, Applicant 12 receives a score of 0%. This is because £45.50 is £22.00 (94%) above the mean average of £23.50. In this example a cost per child per day of £41.13 or lower would have received a score and not been excluded.

Applicants outside the 25% most competitive prices	Cost per Child per day	Score
4	£17.80	26.80%
5	£18.20	26.21%
6	£20.00	23.85%
7	£21.55	22.13%
8	£25.30	18.85%
9	£25.65	18.60%

10	£28.30	16.86%
11	£35.10	13.59%
12	£45.50	0% (and application excluded)

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