

Ealing HAF

2022 Application Pack - Summer

20 April 2022



#EalingHAF2022

EALING COUNCIL

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About the Holiday Activities and Food (HAF) Programme

Since 2018, the holiday activities and food programme has provided support to children in receipt of free school meals through holiday periods. Following successful pilots between 2018 and 2020, the programme was rolled out to all upper tier local authorities in 2021.

On 27 October 2021, the government announced a further investment of over £200m per year over the next 3 financial years for the holiday activities and food programme (HAF) which follows the successful roll out of the programme across England in 2021.

Research has shown that the school holidays can be pressure points for some families. For some children that can lead to a holiday experience gap, with children from low-income households being:

- 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

The programme will cover the Easter (Spring), Summer, and Christmas (Winter) holidays in 2022.

The Department for Education (DfE) will be providing grant funding to all local authorities across England to coordinate free holiday provision - including healthy food and enriching activities - for children who receive benefits-related free school meals.

It will be optional for eligible children to attend this provision. No minimum reach or attendance specification has been provided by the DfE.

The aim of the programme is to make free places available to children eligible for benefits-related 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 Easter (Spring) and Christmas (Winter) holidays in 2022.

Who is the programme for?

This holiday provision is for school aged children from Reception to Year 11 (inclusive) who receive benefits-related free school meals. Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their school or local authority.

The DfE are also keen to make the holiday clubs available to any children not receiving free school meals, who can pay to attend. This might be through operating:

- bespoke provision
- as part of already existing holiday provision in the area
- a mixed arrangement depending on the local supply and demand for provision

Universal infant free school meals

All children in reception, year 1 and year 2 in England's state-funded schools receive a free meal under the Department for Education's universal infant free school meal (UIFSM) policy. Infant pupils who receive a free meal under UIFSM must also be eligible for benefits-related FSM to be able to access a place on the HAF programme.

Other children and families

Local authorities have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who the local authority believe could benefit from HAF provision. This may include, for example:

- 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 plan (education, health and care)
- 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

These places will be allocated via a **referral system for professionals**.

Aims of HAF for children attending provision

- 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.
- To be more engaged with school and other local services.

Aims for the families who participate in this programme:

- develop their understanding of nutrition and food budgeting
- are signposted towards other information and support, for example, health, employment, and education

The Core Offer

Eligible children should be offered provision in total for:

- 4 hours per day
- 4 days per week
- 6 weeks in total (1 wk. Easter & Christmas and 4 wks. Summer)

In addition, applications are welcome for a more flexible offer from specialist providers where the above offer is not appropriate. Please discuss this with the HAF Team.

Delivery Standards

The Department for Education has updated the delivery standards for 2022. The new delivery standards are:

1. Food provision
 - a. Food providers
 - b. Food information regulations - Natasha's Law
2. Enrichment activities
3. Physical activities
4. Nutritional education
5. Food education for families and carers
6. Signposting and referrals
7. Policies and procedures
8. Safeguarding
 - a. Holiday clubs in school settings
 - b. Holiday clubs in out of school settings
 - c. Volunteers and DBS Checking
 - d. Other workers
9. Ofsted registration

1. Food provision

Providers must provide **at least** one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet [school food standards](#).

Our expectation is that the majority of food served by providers should be hot, however, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate. We know that this aspect of the programme, which overlaps with nutritional education and food education, can be challenging and we encourage local authorities to adequately plan and prepare for this, including engaging with experts and partners as appropriate.

All food provided as part of the programme must:

- comply with regulations on food preparation:
- take into account allergies and dietary requirements (see the [allergy guidance for schools](#))
- take into account any religious or cultural requirements for food

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

1a. Food providers

Providers, where applicable, must be registered as a food business. This provides reassurance to those involved that food safety standards are being met.

A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. For further information, visit [Food business registration - GOV.UK \(www.gov.uk\)](#).

1b. Food information regulations - Natasha's Law

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS).

Providers should take the time to read the [guidance](#) on the Food Standards Agency website and ensure that all food provision for the HAF programme meets these requirements.

2. Enrichment activities

Holiday clubs must provide fun and enriching activities that provide children with opportunities to:

- develop new skills or knowledge
- consolidate existing skills and knowledge
- try out new experiences
- have fun and socialise

This could include but is not limited to:

- physical activities, for example, football, swimming, table tennis or cricket
- creative activities, for example, putting on a play, junk modelling or drumming workshops
- experiences, for example, a nature walk or visiting a city farm
- free play, for example, fun and freedom to relax and enjoy themselves

3. Physical activities

Holiday clubs must provide activities that meet the [physical activity guidelines](#) on a daily basis.

In line with those guidelines, we expect:

- All children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day. It should be noted that this does not have to be in the form of a structured activity session, but can include active travel, free play and sports.
- Children and young people participating in the HAF programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength.
- Children and young people should aim to minimise the amount of time spent being sedentary, and when physically possible should break up long periods of not moving with at least light physical activity.

4. Nutritional education

Providers must include an element of nutritional education each day aimed at improving the 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
- taste tests
- discussing food and nutrition
- including food and nutrition in other activities

5. Food education for families and carers

We expect HAF providers to make available weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together.

6. Signposting and referrals

HAF providers should 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 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
- early years and childcare, including help to pay for childcare (e.g. Tax Free Childcare)

7. Policies and procedures

There are a wide variety of organisations and individuals involved in the delivery of the holiday, activities and food programme including but not limited to:

- schools
- colleges
- nurseries
- private providers
- charities
- youth clubs
- community groups

All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety
- relevant insurance policies
- accessibility and inclusiveness

8. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. We want every HAF club to be a safe and happy place for children to be and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

As set out in [working together to safeguard children](#), safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action if you identify children to be at risk of harm

Providers are expected to demonstrate that they are competent and have received adequate safeguarding training.

8a. Holiday clubs in school settings

We know that schools are safe places and have robust safeguarding arrangements in place.

Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff the school's child protection policy will apply.

Where the activities are provided separately in the school but by another body, the governing body or proprietor should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedure in place.

We recommend that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of [keeping children safe in education](#).

8b. Holiday clubs in out of school settings

By out-of-school settings we mean organisations or individuals that provide tuition, training, instruction, or activities to children in England without their parents' or carers' supervision, but are not:

- schools
- colleges
- education settings providing alternative provision
- 16 to 19 academies
- providers caring for children that are registered with Ofsted or a childminder agency

These settings generally provide tuition, training, instruction or activities outside normal school hours (for example, evenings, weekends, school holidays), although some settings are run part-time during school hours to help meet the needs of those in home education.

The guidance for providers running out-of-school settings on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

8c. Volunteers and DBS Checking

We know that in some settings, volunteers can play an important role in the delivery of holiday clubs. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For some of the voluntary staff involved in the delivery of the holiday, activities and food programme in holiday clubs, this work will be done regularly and considered to be regulated activity. This means they will be subject to an enhanced Disclosure and Barring Service (DBS) check with barred list information. There may be a very small number of volunteers who do not regularly carry out this role, and so it may not be considered as regulated activity. This means they may not be required to have an enhanced DBS check. The guidance on [regulated activity in relation to children](#) contains definitions of what we mean by regular and regulated activity.

Example A guest speaker or presenter visits a holiday, activities and food programme club to deliver a talk on nature.

The guest is escorted by staff at the club (who are DBS checked) while on the premises and is not left unsupervised with children at any time. In these circumstances, we would not expect a DBS check to be carried out.

To provide reassurance to parents, families and carers, we strongly recommend that **all** volunteers who are involved in the delivery of the holiday, activities and food programme in holiday clubs should have an [enhanced DBS check](#) (which, where applicable, should include children's barred list information).

We do not recommend holiday clubs using volunteers that are not DBS checked, but if this occurs volunteers must not at any point be left alone and unsupervised with children in holiday clubs.

8d. Other workers

All staff who are employed by holiday club providers funded through the holiday, activities and food programme should be subject to an enhanced DBS check with barred list information.

Part 3 of [keeping children safe in education](#) sets out a clear process for safe recruitment. We recommend local authorities and holiday clubs providers follow this best practice when recruiting volunteers

9. Ofsted registration

Holiday clubs may need to register with Ofsted or they may be [exempt from registration](#). Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the holiday, activities and food programme.

Families may be eligible for tax free childcare or the childcare costs element of Universal Credit. Through this families may be able to [claim back up to 85% of their childcare costs](#) if they are attending and paying for extra childcare at Ofsted registered settings.

Additional Considerations from the DfE

Working with children with SEND/Additional needs

There is flexibility in how the programme can be delivered to children with SEND or additional needs who are in receipt of FSM.

Working with the secondary school age range

There should be flexibility in the programme you offer to older children with careful consideration being given to a different model of food and activity provision, for example, considering the location of provision, such as, pop up parks or urban areas. Some areas have reported a reduction in anti-social behaviour around those areas with a focussed HAF provision. Others have reported increases to the levels of assurance among parents and families that their children and young people safe and secure when attending a HAF programme. You might also consider the role that older children can have in supporting, designing, and leading sessions for their peers or for younger children – to help them to socialise and develop leadership skills which can be crucial for those in year 9-11.

Environment and sustainability

The Department for Education is committed to sustainable development practices and believes it is important for HAF Programmes to consider sustainable practices and their impact on the environment. Some practices providers may wish to consider are:

- Minimising the use of single-use plastics
- Where possible using locally sourced food and ingredients
- Making use of food surplus organisations
- Ensuring there is a wide range of recycling and compost facilities for waste
- Growing fruit and vegetables and showing how they can be used and cooked.
- Encouraging uniform banks/exchange schemes

This list is not exhaustive, and providers are encouraged to reflect on their settings and consider ways that their HAF programmes can be more environmentally friendly and sustainable.

Paid Places

We also encourage the holiday clubs to be available to any children not receiving free school meals, who can pay to attend. This might be through operating:

- bespoke provision
- as part of already existing holiday provision in the area
- a mixed arrangement depending on the local supply and demand for provision.

About Ealing's HAF Programme

We are seeking to fund a diverse range of projects and enrichment activities which are attractive and engaging for all ages and abilities of school children and include nutritious food. Activities can be open to all children with priority given to those receiving benefits-related free school meals. Those not in receipt of benefits-related free school meals can pay to attend if there are sufficient spaces. Spaces for children in receipt of benefits-related free school meals will be made available at no cost to the family.

This fund is open to the voluntary and community sector, schools and private providers who can meet the objectives of the programme.

2022 Dates

The Ealing HAF holiday programme dates for 2022 are:

Spring HAF – 4 DAYS:

4th-8th April **or** 11th-14th April

Summer HAF – 16 DAYS:

1st-5th August

8th-12th August

15th-19th August

22nd-26th August

Winter HAF – 4 DAYS:

19th-23rd December

Providers can apply for funding for a **maximum of 4 hours per day, for 4 days per week.**

Providers can choose which 4 days from the weeks above that they wish to run. Providers can offer a chargeable fifth day each week to families, but this must not be a condition of attending.

Eligibility - Who can Apply?

- Voluntary or community groups
- Charities
- Schools
- Private providers whose activities align with the objectives of the programme

Organisations who are **new** to the Ealing HAF programme may apply for a maximum of **two venues** for their first application. Organisations who have run a HAF programme in Ealing previously may apply for a maximum of **five** venues.

Eligible costs

- Staff costs for planning and delivery
- Volunteer expenses

- Venue costs
- Food and preparation costs
- Delivery – materials, activities
- Modest capital items required to deliver the project e.g., small items of catering or sports equipment but not larger items such as computers.

Exclusions that cannot be funded

- Activity scheme based outside of Ealing
- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding
- Double funding or top up of a place from another funding stream

Applicants must be able to provide the following:

- Staff team all have enhanced DBS checks
- DBS information for all staff and volunteers stored on a single central record
- Safeguarding policy and procedures
- Public liability insurance
- Health and Safety policy and procedures
- Emergency procedures and a named, qualified first aider
- Risk assessments
- Suitable staff to child ratios based on age and type of organisation
- Accessibility, SEND and inclusion policies and procedures
- Equality and diversity policies and procedures
- Where appropriate provision is compliant with Ofsted requirements
- Data protection policy with references to UK General Data Protection Regulation (GDPR)
- COVID safety policy and procedures

In addition

- All Staff employed in the funded projects must have the right to work in the UK.
- They must be able to deliver the programme.
- All staff must be paid the appropriate London living wage.

Types of applications for 2022

Ealing will be taking applications for two different types of provision for the 2022 offer.

1. Organisations that can deliver the **full programme**. For example, holiday playschemes, sports camps and childcare. These organisations should meet all the delivery standards and expectations. We would expect most providers to apply for the full programme.
2. Organisations that can deliver a **flexible programme**. For example, SEND provision, specialist provision (e.g., cookery classes), activities for the whole family or days out. These organisations may not be able to meet all the delivery standards and expectations.

Organisations can apply to run provision exclusively for HAF eligible children or offer a number of places within an existing provision that also offers paid places.

HAF Eligibility and identifying children

Children should be:

- a resident of the **London Borough of Ealing** or attend an **Ealing school**
- eligible for benefits-related free school meals
- aged between 4 – 16 years (in reception to year 11).
- Referred by a professional (those who are vulnerable but not eligible for benefit's related FSM).

Eligible children will be allocated codes to enable them to book their HAF place.

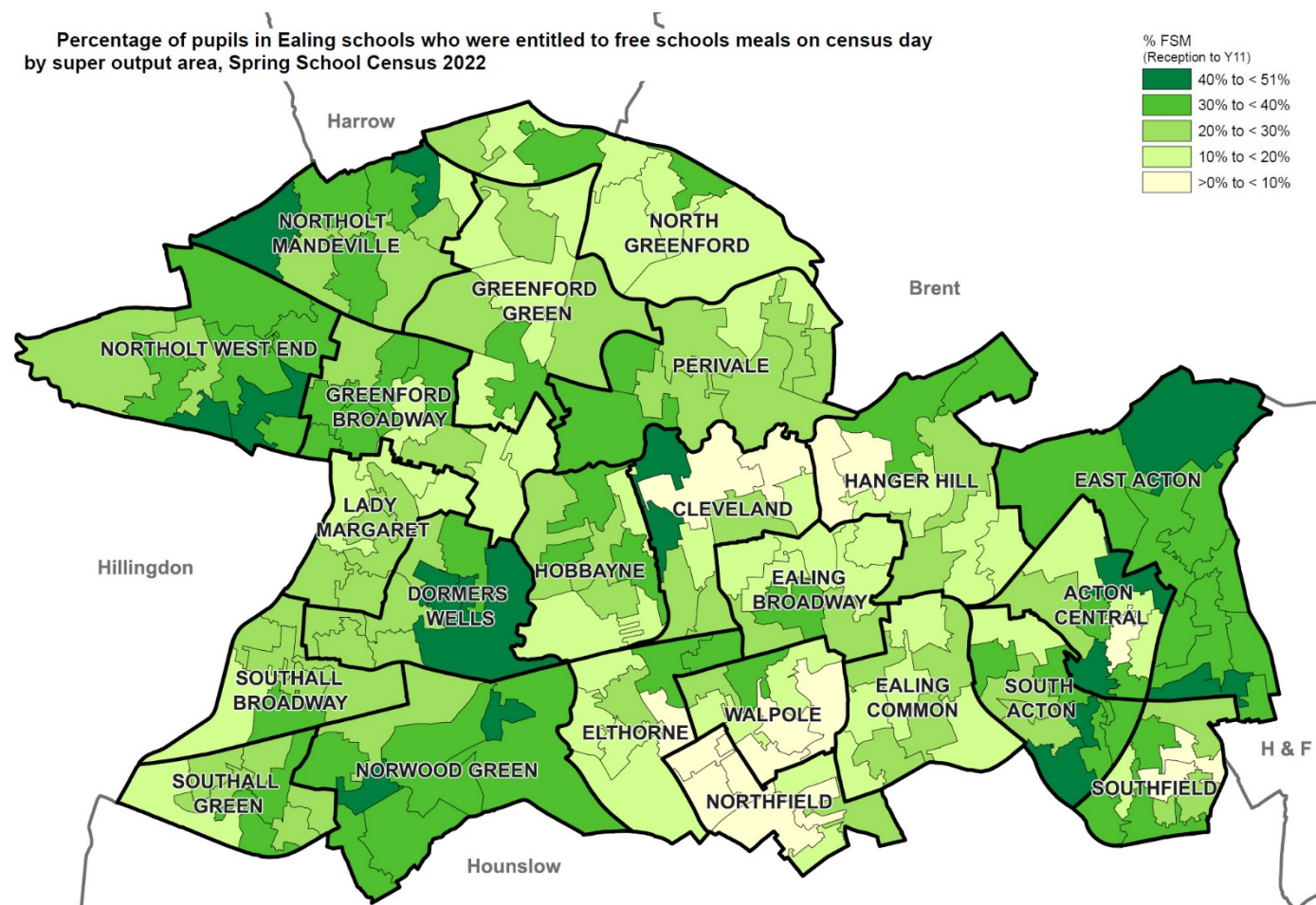
There will be a professional referral process for children who are not eligible for benefits related free school meals but who are classed as vulnerable. These children will be allocated codes to enable them to book HAF provision.

The HAF team will promote all successful HAF provisions on the HAF booking site, HAF webpages, social media and through schools.

Organisations may wish to contact their local schools to see if they are able to support with directly referring eligible children. You can find contact details for Ealing Schools on the Ealing Grid for Learning (EGfL) [Find a school or setting and school reports | Ealing Grid for Learning \(egfl.org.uk\)](https://egfl.org.uk)

There has been a sharp increase in the numbers of children who are eligible for benefits related free school meals and the HAF programme over the past couple of years and we anticipate this number being in the region of 10,500 – 11,500 eligible children in 2022.

The HAF team are looking for organisations who can target the areas with the highest numbers of children eligible for benefits related FSM. The map below illustrates the areas with highest need.



Food Offer

The Ealing HAF programme is looking to further develop the food element of the HAF programme. We are seeking innovative applications which do more than just provide food for the children. For example, by offering tasting sessions, looking at the origin of the food on offer, understanding nutrition in a fun engaging way and involving children in growing, sourcing and preparing of food etc. Ideas may include activities such as 'Bushtucker Trials' with less common fruits and vegetables.

There is an expectation that mealtimes will be sociable times with staff and children sitting together to enjoy meals where staff are positive role models. For some children the HAF programme will be introducing healthy nutritious meals which may be new to the children. Providers should be mindful of portion sizes and develop ways to support and encourage children to try new foods.

Some organisations in both application categories may find it difficult to offer hot meals due to their location and lack of facilities.

The HAF team have identified an organisation who can produce and deliver hot meals (lunch only) in bulk that meet food standards. The availability of this scheme would depend on the following:

- There is a minimum order for food. If there was not enough demand for this service from successful applicants, it would not go ahead.
- A number of HAF providers included in the offer would need to be 'hub' locations who would be responsible for taking delivery of their own meals as well as meals for other local HAF provisions and gathering containers for collection. HUB locations are determined by the food company as part of their logistics exercise.
- Organisations may need to collect their allocated meals each day from a hub/s in Ealing, hub sites would be other HAF providers in Ealing (location TBC).
- Organisations would need their own plates, cutlery etc.
- Ealing Council will pay centrally for the food included in this offer.

Ofsted registration

Organisations **may** need to register with Ofsted and there are benefits associated with doing so, but it is not a requirement for clubs and providers participating in the HAF programme and we know that not all will need or want to do that. Guidance on the exemptions to Ofsted registration are set out here <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>.

Applicants will need to either provide their Ofsted registration number for each venue or detail the exemption from the link above that they will be using for each venue.

Families may be eligible for tax free childcare or the childcare costs element of Universal Credit, through which families may be able to claim back up to 85% of their childcare costs if they are attending and paying for extra childcare at Ofsted registered settings. Further information is available via this link: <https://www.gov.uk/help-with-childcare-costs/universal-credit>

Finance

Funding Rates

Organisations should calculate the costs per child per day to run this provision. The **maximum** amount that can be applied for per child per day is **£20** for the standard rate.

Providers who take up the **support with providing food offer**, can apply for a **maximum** of **£17** per child per day for the standard rate. Ealing Council will pay directly for the meals to be delivered.

Providers caring for children with SEND who need additional staff or equipment to meet the needs of individual children can apply for **up to** an additional **£40** per child per day. Specialist SEND Providers who will be caring for children with high needs and may need a higher funding rate should discuss their funding requirements with the HAF team before applying.

Bookings/Attendance and Funding

Providers will need to demonstrate that 90%-100% of their funded places were booked on the centralised booking system within 24 hours of the session taking place and that at least 70% of their funded places were attended to receive 100% of their agreed funding.

The HAF programme will ONLY pay for places that have been booked by a HAF eligible child or young person on the booking system. The HAF funding will NOT cover unfilled places which organisations have applied for.

The data used to determine the number of bookings will be taken from the Coordinate Sport Booking System therefore it is imperative that children are booked onto the system in advance. There may be incidents where children turn up for sessions on the day, in this situation children must be added to the Coordinate Sport booking system within 24 hours.

Providers who have less than 90% booked and/or less than 70% attendance may have their funding payment reduced proportionally as per the table below:

Bookings and Attendance	% of funding to be paid
90% > booked and 70% > attended	100%
80% - 89% booked and / or 60% - 69% attended	90%
70% - 79% booked and / or 50% - 59% attended	80%
60% - 69% booked and / or 40% - 49% attended	70%
50% - 59% booked and / or 30% - 39% attended	60%
<49% booked and / or < 29% attendance	50%

Providers should keep records and evidence of the following:

- Marketing strategies used
- Records of contact with families who book and do not attend
- Copies of reminder contacts sent to families prior to the provision starting (email reminders can be set up in advance on the booking system)
- Details of COVID outbreaks or issues caused by meeting isolation guidelines
- Details of any issues that arise with venues
- Any other information that may have impacted on the number of bookings or attendances in your provision.

Places Cap

Applications will be capped at a maximum of **50** places per setting. It is advised that organisations apply for the number of places they feel confident that they can fill. Organisations can request additional places if demand is high and if HAF funding is still available. A separate short application form will be made available to successful organisations to apply for additional places.

Payments

50% of allocated funding will be paid in advance and the final **50%** and any additional funding allocated to support individual children will be paid on receipt of satisfactorily completed monitoring returns.

If staggered payments would cause sustainability issues for an organisation, they should contact the HAF team to discuss.

Families of eligible children must not be asked for any payment towards the HAF programme. Organisations may offer additional paid days and hours provided these are optional and not a requirement of taking up a place.

All successful organisations will need to be added onto the council payments system if they are not already. Please see list below for details of documentation that will be required.

New Supplier set up document requirements

The below information is mandatory to set your organisation up on the London Borough of Ealing Payment finance system. Insufficient information provided, will result in delayed payment. Please ensure you have these documents available before you apply.

Supplier document 1 – Letter

Include all the below:

1. On company letter headed paper
2. Addressed to London Borough of Ealing
3. Dated within 30 days of receipt of request
4. Full postal address and contact number for the company
5. Company registration and VAT if applicable
6. Unique Tax Reference number (UTR) if building/construction company
7. Generic email address for receipt of remittance advices
8. Name of bank and account name
9. Bank account number & sort code
10. Signed by an authorised signatory

Signatories accepted include the following (please ensure the name and position is stated on the letter):

- Chief Executive Officer
- Managing Director
- Financial Director
- Accounts Manager
- Finance Manager
- Credit Control Manager
- Treasurer

Supplier document 2 – Bank Details

We require **one** of the documents below:

- A copy of the bank giro/paying in slip
- A statement dated within the last 3-6 months, clearly showing bank's logo and company's bank details
- A signed letter from the bank, dated within 30 days of receipt, quoting the company's bank account details.

Booking System

Ealing HAF have a centralised booking system in place for all Ealing HAF bookings. The booking system is operated by Coordinate Sport.

Providers will be able to access the training academy on the system to learn how the system works and to enable them to set up their booking pages. Providers will be able to print or digitally access their registers through the system. Providers will need to record all attendance on the system.

Parents will be able to search for, book and manage their HAF provision bookings from one central point on the system.

Once providers mark attendance on the system the HAF Team will be able to download attendance and demographics monitoring directly from the system.

All successful HAF providers will be required to use this booking system. If it is not appropriate for your provisions bookings to be available publicly e.g. schools catering only for their pupils or if your provision is targeted to families you are already working with, you will need to get agreement from the HAF team to display your session on the system as 'not bookable'. All bookings and attendees will still need to be recorded on the centralised booking system in the back end for monitoring purposes. It is also possible to add a password to these provisions where parents could only book if they have been issued a password.

Key Dates

Below are details of key dates and deadlines for the **HAF Summer 2022 Programme**.

Programme dates:

1st-5th August 2022

8th-12th August 2022

15th-19th August 2022

22nd-26th August 2022

Providers can apply for funding for a **maximum of 4 hours per day, for 4 days per week for up to 4 weeks.**

Information sessions **3rd and 4th May 2022:**

Tuesday 3rd May 1-2pm - [Click here to join the meeting](#)

Wednesday 4th May 10:30-11:30am - [Click here to join the meeting](#)

Applications open at **9am** on **Tuesday 3rd May 2022**.

Applications close at **11:45pm** on **Monday 16th May 2022**.

Organisations will be notified if they were successful by **Friday 3rd June 2022**.

Final monitoring returns deadline (Registers marked on booking system and monitoring return completed) by **7th September 2022**.

Late applications from specialist providers such as SEND providers and those located in high areas of need where mapping shows gaps in provision may be accepted. Late applications must be discussed with the HAF Team before applying.

How to apply

Organisations can apply online through the HAF Application Form. Appendix 1 contains the questions on the online application to enable you to prepare before starting the online application. The application will allow you to add information for up to 5 venues.

In addition to applying for the Summer HAF programme, providers will be able to submit an expression of interest to operate HAF provision during the Winter Holiday.

Providers who submitted an expression of interest in their successful Spring 2022 application should complete the short application which will be emailed to them by HAFProviders@ealing.gov.uk.

There will be separate applications for the Winter Holiday for providers who do not wish to apply for the Summer HAF.

Application form link: <https://forms.office.com/r/cqT2EPba9M>

Please note this link will only be live from 9am on Tuesday 3rd May 2022 to 11:45pm on Monday 16th May 2022.

To submit a complete application, you will need to:

1. Complete and submit the online application form.
2. Submit any supporting documents by emailing to HAFProviders@ealing.gov.uk with a clear indication of the application they are related to.
3. All required documents (application form and supporting information) must be received by the deadline for the application to be considered.

Scoring

Applications will be scored with points awarded for various sections of the application as follows:

- **Location – 5 points**
 - Awarded according to the location of the venue in relation to the areas of greatest need as illustrated on the map on page 13.
- **Ofsted Registration Status – 2 points**
 - The provision is registered with Ofsted or shows an intention to register. Provision that cannot register with Ofsted for example activities for the whole family will not be scored for this section.
- **Volunteers – 2 points**
 - Providers will be awarded points for offering volunteer opportunities or having an intention to offer volunteer opportunities.
- **Provision – 3 points**
 - Providers will be awarded points for meeting the HAF requirements in terms of dates, times, hours and age ranges.
- **Food – 2 points**

- Providers will be awarded points for offering meals and food parcels as appropriate.
- **Inclusion and SEND – 5 points**
 - Providers will be awarded points for being inclusive providers, having a names SENCO, and having skills and experience with a wide variety of special educational needs and disabilities.
- **Programme Standards – 18 points**
 - Providers will be awarded up to 2 points for detailing how they intend to meet each of the HAF standards.
- **Documentation and paperwork – 13 points**
 - Providers will receive 1 point for each required policy, procedure or document they have in place.
- **Proposal – 5 points**
 - Awarded based on the details of the proposal and how well it meets the aims of the HAF programme. Higher points will be awarded for innovation with both the programme for the children and young people and the face-to-face nutrition education sessions on offer to families of HAF eligible children.

The maximum available score is **55**, providers must reach a minimum score of **70%** (full applications) or **60%** (flexible applications) for their applications to be considered and to progress to due diligence checks. In the event that the number of applications reaching 70% / 60% exceeds the budget available for the Summer HAF, individual HAF programmes will be selected based on location (those in the highest area of need) and by selecting those who scored the highest. If a provider has applied for multiple venues, each application will be scored separately. Applications may be disqualified if the information provided is found to be false. The HAF Team may contact organisations by phone or email to clarify anything unclear in the application.

Successful applicants will be notified by email. **Successful applicants will receive a Funding Agreement which they must complete, sign and return via email to HAFProviders@ealing.gov.uk by the deadline on the agreement.** Failure to return the funding agreement by the deadline may result in the offer being withdrawn by the HAF team.

Monitoring

All participants who book a HAF place must be recorded on the central booking system. All registers / attendances must be marked on the booking system to enable monitoring of attendance and demographics.

The monitoring form for HAF standards and additional information will need to be completed online by the deadline to complete the monitoring process.

Monitoring information is required to evaluate the HAF programme and to support planning for future HAF programmes. Monitoring is also used by the HAF team as part of the required returns to the Department for Education who fund and oversee the HAF programme.

Organisations will not receive their final payments until the HAF Team have receipt of satisfactorily completed monitoring by the deadline.

Filming

The HAF Team will be having some filming take place during the 2022 HAF programmes to create a short film to showcase the Ealing HAF to be shared with partners, the DfE and to be used as a promotional resource for future HAF provisions.

The HAF team would like to invite successful provisions to take part for a half day of filming. The aim would be to capture some footage of the variety of activities on offer and to carry out some short interviews with providers, parents, and children about their HAF experiences.

Providers taking part must be willing to complete model release forms with all families who will be attending on the day and have at least two members of staff willing to be filmed. Providers will be credited in the film.

Covid

We will fund face to face sessions during the HAF programmes. However, if you are awarded a grant and government restrictions mean that your activity cannot take place you will be permitted to retain 10% of the value of the grant to cover upfront administrative fees. As part of the application, we will be asking if you could potentially move your delivery online if required. You would need to ensure that participants had access to local food pick up points or had a food bag for simple cooking at home.

Training

There will be a mandatory training requirement for the Ealing's HAF programme to support the use of the centralised booking system. Organisations must ensure a representative who will be setting up the booking system from their provision completes this mandatory training.

In addition, HAF providers will be offered a HAF training programme and be able to access training from the offer available on [Ealing Early years CPD Online | Home Page \(ealingcpd.org.uk\)](https://ealingcpd.org.uk)

Additional, relevant training that becomes available will be shared with providers.

Contacting the HAF Team

Email: HAFProviders@ealing.gov.uk

Website: [Ealing Holiday Activities and Food \(HAF\) Programme | Ealing Directory \(ealingfamiliesdirectory.org.uk\)](https://ealingfamiliesdirectory.org.uk)