

HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2023

Guidance For Camden HAF Delivery Partners

The Camden Holiday Activities and Food Programme (HAF) is a Department for Education (DfE) funded programme offering free-school-eligible children aged 5-16 years access to activities and hot healthy meals during the school holidays. Eligible children can access four days of play provision each Easter and Christmas and 16 days over the summer holidays.

The Camden Council and Young Camden Foundation are working in partnership to deliver the Camden HAF programme.

To apply for the Camden HAF grant, your organisation must meet the following criteria:

- a) Your organisation is based in Camden.
- b) If your organisation is not based in Camden, you are able to provide sufficient proof of your recent work with children and young people with at least two references of recommendation. These recommendations should be from the local authority where your organisation is registered or any other valid institute such as schools, from another Young People's Foundations etc...
- c) Your organisation is already providing services for school-aged children and young people aged between reception and Year 11.
- d) At least one member of staff holds an NVQ Level 3 qualification to work with children and young people.
- e) Your staff and volunteers hold valid enhanced DBS checks (Disclosure of Barring System).
- f) Your staff/volunteer to children ratio is compliant with the law.
- g) Your organisation is able to offer or procure hot meals.
- h) Your organisation or food provider is a registered food provider.
- i) Your organisation is registered with OFSTED if you are working with children eight and under.

If you have answered "YES" to ALL the statements on page 1, please read the following guidelines before you apply.

Aims of the programme

There are many benefits for children who attend the HAF programme. We expect all HAF providers to ensure a high-quality experience that will result in children:

1. Receiving healthy and nutritious meals.
2. Maintaining a healthy level of physical activity.
3. Being happy, having fun and meeting new friends.
4. Developing a greater understanding of food, nutrition and other health-related issues.
5. Taking part in fun and engaging activities that support their development.
6. Feeling safe and secure.
7. Getting access to the right support services.
8. Returning to school feeling engaged and ready to learn.

Families can also benefit when HAF providers include their needs in planning and delivering their programme. This could be through:

- Providing opportunities to get involved in cookery classes
- Ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities

Who is the programme for?

1. 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 receive one of the qualifying benefits and have a claim verified by their school or local authority.

Please note : 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 meals (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

2. The holiday clubs should also be made available to children who are not eligible for FSM's, if the parents are willing to pay a subsidised fee. These places can operate as a:
 - Bespoke provision.
 - As part of already existing holiday provision in the area.
 - A mixed arrangement depending on the local supply and demand for provision.
 - 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.
3. HAF Providers can use 15% of their allocated budget to support children and young people who are not eligible for FSMs. 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 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 do not receive free school meals.

Delivery Format

HAF delivery partners can be funded to provide up to six weeks of holiday provision annually across the Easter, Summer and Winter holidays.

Easter:

All participating children can benefit from one week of face-to-face provision during the Easter school holidays, for a maximum of four days and 16 hours in total.

Fours days x Four hours per day = 16 hours per week

Summer:

All participating children can benefit from four weeks of face-to-face provision during the Summer school holidays, for a maximum of 16 days, 64 hours in total.

Fours days x Four hours per day x Four weeks = 64 hours

Christmas:

All participating children can benefit from one week of face-to-face provision during the winter school holidays, for a maximum of four days, 16 hours in total.

Four days x Four hours per day = 16 hours per week

Costing Guide

Please note the Camden allocated cost per child, per day is £22.00.

The cost must include:

- Total employment cost.
- Cost to provide physical activities.
- Cost to provide enriching activities.
- Cost to purchase equipment for the HAF programme.
- Cost to purchase essential cutlery, plates etc.
- Cost of trips and days out.
- Cost to provide a free healthy hot meal for every child each day during the HAF delivery period.
- Cost to cover some staff training needs.
- The venue hire fee for five hours (30 minutes before and after for staff to prepare activities and to clean up plus the four hours).

Food provision

Providers must offer at least one healthy hot meal a day, and all food provided at the holiday club (including snacks) must meet [school food standards](#).

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.

Food providers

Providers that prepare food onsite or organisations that provide food for their holiday programme should register as Camden food providers. All providers must use Camden based food providers.

“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 \(www.gov.uk\)](http://www.gov.uk). “

Food allergy compliance:

Please click the link to read [Food information regulations - Natasha’s Law](#), to ensure that all food provision for the HAF programme meets these requirements.

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.

Physical activities

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

In line with these guidelines:

- Participants should receive moderate-to-vigorous physical activity for an average of at least 60 minutes per day.
- Children and young people participating in the HAF programme should engage in various 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

Meeting the physical activity requirement does not have to be in the form of a structured activity session, but might include active travel, free play and sports.

Nutritional education

Providers must include an element of nutritional education each day to improve children's knowledge and awareness of healthy eating, healthy lifestyles and positive behaviours.

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.

Food education for families and carers

HAF providers should make training and advice sessions available for parents, carers, or other family members. These should be: provide advice on sourcing, preparing, and cooking 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.

Signposting and referrals and supporting families

HAF providers should 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](#)).

Examples of how providers can meet this requirement:

- Through trained and knowledgeable staff engaging with families during drop-off and pick-up times.
- Continue to provide existing weekly training and advice sessions for parents, carers or other family members.
- Organise sessions to advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the increasing awareness and understanding of healthy eating aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together at a HAF session.
- By providing ingredients and recipes to take away and try at home with their families.

Policies and procedures

All HAF delivery partners 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.
- Complaint policies
- Accessibility and inclusiveness (Equalities and Diversity).

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.

Please note: If you are working with children eight and under, your organisation must register with OFSTED.

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

Working with children with SEND/Additional needs

To request SEND support costs, all Camden HAF providers should complete a separate form provided to you by the Young Camden Foundation. One to one staff support for SEND needs children might be considered if it is advised by child's school confirming child or young people needs help all the time. Please discuss in advance with the HAF lead at Young Camden Foundation: wathsala@youngcamdenfoundation.org.uk

Environment and sustainability

HAF providers need to consider sustainable practices and their impact on the environment. We strongly encourage you to:

- 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

Eligibility Requirements

All organisations should sign and agree to the Camden HAF Service Level Agreement provided to you separately. SLA will include terms such as;

- Your organisation must either be based or deliver services for children and young people in Camden
- If your organisation is from outside Camden, you must provide references to prove your previous work.
- All face-to-face activity should take place in Camden for school-aged children 5-16 years of age
- Your organisation must have a bank account registered in the name of the organisation
- Your organisation must have the following policies in place: Safeguarding, Health and Safety, Insurance, Complaints and Accessibility and inclusiveness/Equalities and Diversity)
- Your organisation must have a Risk Assessment in place for all activities.
- Your organisation – must already have or be willing to obtain a Food Hygiene Certificate if you plan to prepare and serve the food yourself
- Your organisation agrees to collect requested data for monitoring and evaluation and complete an end of the programme report
- Grants cannot be for religious or political activity which is not for wider public benefit
- Consent to YCF publicising your HAF programme on the YCF website and YCF social media channels.
- All Camden HAF providers should use the Coordinate Sports information system to register children and young people and mark daily attendances during HAF delivery periods.