

North Tyneside Council: Holiday Activity Fund application guidance

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1. Purpose

1.1 General overview

North Tyneside Council is seeking to fund local providers to deliver a high-quality programme of activity during the Easter, summer and Christmas holidays for children eligible for free school meals. Providers may come from the public, private or voluntary and community sector.

The Holiday Activity and Food (HAF) programme is for children who receive benefits-related free school meals. The aim is to make free places available to children eligible for free school meals for the equivalent of at least four hours a day, four days a week, six weeks a year. Providers can access this funding to offer free places for children on free school meals alongside other fee-paying children. Where providers are charging a fee for attendance it is encouraged that this is offered at as low a cost as possible.

There are approximately 8,300 children eligible for income related free school meals in North Tyneside. We hope to offer an all-encompassing programme to benefit children, young people, and their families.

1.2 Background

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, and more likely to experience social isolation.

Funded holiday club places 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, for more than just breakfast or lunch, and when they involve children (and parents) in food preparation.

1.3 Aim of the service

Providers will have flexibility about how they deliver this level of provision to best serve the needs of children and families in their area. For example, in the Christmas and Easter holidays, providers could spread a weeks’ worth of provision over a two-week period. There can also be flexibility in how the programme can be delivered to older children, following both local and national feedback. For example, it might be later in the day or through shorter sessions.

1.3 Expected outcomes

All eligible children and young people in North Tyneside are offered high-quality programme of holiday activities and food. A high-quality programme is one that would meet the below objectives.

1.4 Objectives

The department of education has set minimum standards for the delivery of the HAF programme. Details can be found on [the gov.uk website](https://www.gov.uk).

To summarise, the HAF programme would allow children to:

- receive healthy and nutritious meals
- maintain a healthy level of physical activity
- be happy, have fun and meet new friends
- develop a greater understanding of food, nutrition and other health-related issues

- take part in fun and engaging activities that support their development
- feel safe and secure
- get access to the right support services
- return 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.

Following feedback with young people and parents/carers, we are looking for applications that have a spotlight on the type of activities that will meet the needs of families and young people.

Additionally, we are looking for delivery that supports families and young people to achieve a healthier and fairer future in line with the Equally Well strategy for North Tyneside. Equally Well is a plan to support all of our residents to achieve a healthy standard of living, regardless of where they live or their household income.

2. Scope

2.1 Accessibility/acceptability

The service is offered to all children and young people in North Tyneside, with free places offered to those who are eligible for free school meals including those with special educational/additional needs. We encourage providers to make the holiday clubs available to any children not eligible for free school meals, who can pay to attend.

Up to 15% of the grant funding can be used provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are considered by the local authority as vulnerable or in need of this provision. For example, this may include:

- looked after children/previously looked after children
- young carers
- children on EHCP plans

- 16–18 year olds eligible for free meals in further education institutes
- children and young people on a child protection plan
- children and young people living in areas of high deprivation
- children and young people from low-income working families
- children and young people known to social care
- children of recognised refugees
- children from asylum seeking families
- young people between 16–18 with SEND/additional needs
- elected home educated
- children at risk of exclusion from school
- children with low attendance in school
- young people at risk of being NEET

If you would like to offer places to children who meet one of the above criteria, this should be agreed with the team ahead of your delivery upon successful application haf@northtyneside.gov.uk

2.2 Whole system relationships

Providers will need to provide evidence of a background of strong working relationships with key partners in relation to meeting the needs of young people eligible for the service. These partners will include but are not limited to the local authority, police, schools (including special schools), the business community, food partners, local charities and other community organisations.

3. Service delivery

3.1 Service model

North Tyneside Council is working with partners to incorporate additional offers into their programme. Previously this has included ice rink visits and surfing lessons, successful applicants will have the opportunity to benefit from access to this type of activity to enhance their programme.

Organisations may apply for activities in all three holiday periods through one application. Key dates for the 2024 programme are:

	Easter	Summer	Christmas
Application opens	27 November 2023	27 November 2023	27 November 2023
Application closes	15 January 2024	1 May 2024	1 September 2024
Grant approval	15 February 2024	Week beginning 20 May 2024	Week beginning 14 October 2024
Delivery period	28 March – 15 April 2024	19 July – 2 September 2024	30 December – 3 January 2025

We work with other funders to support and further fund the programme. These funders may be able to subsidise places for low-income families, not eligible for free school meals. You will be asked if you are happy for us to share your information with them as part of the application process.

3.2 Applicable standards - national/local

3.2.1 Food standards

In the provision of food in the programme the provider will adhere to School Food Standards which can be found on [the gov.uk website](#).

Where applicable, providers will be registered with environmental health as a food business. Further guidance can be found on [the Food Standards Agency website](#).

3.2.2 Physical activity and sport

In the provision of holiday activities, the provider will adhere to the Physical Activity Guidelines set out by the UK Chief Medical Officer which can be found on [the gov.uk website](#).

More information is available on [the gov.uk website](#).

3.2.3 Ofsted

If you are delivering activity to children under the age of eight without parents or carers on site, you may need to register with Ofsted if you have

not already done this. Government guidance on Ofsted is available on the [gov.uk website](https://www.gov.uk).

3.3 How we help each other

To improve the programme:

- we have a Steering Group help oversee the programme
- we have a Grant Panel made up of internal and external members with specialist experience
- we have a team to help to promote and co-ordinate activities identify gaps, develop a plan for local delivery, administer funding and manage the delivery of the programme
- the team evaluates the programme after each holiday period
- the HAF team gains feedback from families and young people to help guide delivery (this work includes directly commissioning work that young people have asked for)
- support for providers will be available through VODA (for support from VODA email info@voda.org.uk)

3.4 Staffing

Providers will:

- ensure all staff members have suitable job descriptions, person specifications and, where relevant, contracts of employment and DBS checks
- ensure processes are in place which focus on the training and the continued professional development of staff
- ensure all staff directly employed within the service are competent to fulfil their roles (it is the responsibility of the provider to monitor, manage and develop the performance of the workforce)
- maintain a record of the dates and types of training given to all staff directly employed in the service (all such records should be immediately available to the authority on request)
- ensure training requirements and competencies are monitored through regular assessment and staff appraisal and staff are enabled to progress through supported learning
- ensure staff can demonstrate they have participated in organisational mandatory and update training as required

3.5 Policies and procedures

The provider will have written policies and procedures which include the requirements below. Policies and procedures will be regularly reviewed and will be available on request:

- health and safety
- safeguarding adults and children (see section 3.8 for details of your safeguarding lead)
- risk assessment
- data protection (GDPR)
- accident reporting detail
- equality and diversity
- food safety and food hygiene (if providing food as part of delivery)
- a copy of recent accounts
- details of OFSTED registration (if relevant)

3.6 Health and safety

The provider must be compliant to all appropriate health and safety regulations for the type of service/project being delivered. The policies must be in place and all staff and volunteers inducted and are able to deliver in accordance with risk assessments.

3.7 Insurance

Providers must have appropriate insurance in place for the activities to be delivered. This will include Public and Employers' Liability as a minimum, and may also include Professional Indemnity, and/or motor insurance cover, depending on service being provided. Public liability must be up to £5million.

If your application is successful, copies of insurance policies and level of cover in place may be requested as evidence.

3.8 Safeguarding adults and children and young people

Providers will have policies and procedures in place that conform to the principles contained in the Authority's Safeguarding Adult's Policy. The contractor's policies and procedures shall include definitions of abuse and guidance on how to recognise abuse, how to report concerns and

how it will be investigated. Read more on safeguarding adults on [the North Tyneside Council website](#).

All professionals within North Tyneside have a duty to consider the safety and wellbeing of children. North Tyneside Safeguarding Children Board (NTSCB) has produced procedures and guidance in respect of safeguarding children. All private sector organisations, which provide services to children or young people or their families, shall comply with the section 11 duties set out in the 'Shared Responsibilities' section of this guidance.

Providers will have policies and procedures in place that conform to the North Tyneside Children Partnership procedures, the Children Act 1989 and 2004 and Working Together 2015. Read more on [the North Tyneside Safeguarding Children Partnership website](#).

Providers will have a designated safeguarding lead and staff/volunteers will have relevant DBS checks.

4. Feedback

4.1 Young people

We asked young people what they thought the impact of HAF should be:

- the impact should tell parents or carers that it's a safe place
- good food
- more fun, healthy food, good activities for the body and new friends
- learn new things, to get physically fitter, explore things and meet new people
- try new things, go to new places, get fitter (physically and mentally), eat healthier, feel safer in the environment you're in, make friends outside of school
- getting physically and mentally fit, fun activities, communication
- activities to build better confidence

4.2 Parents/carers

Parents have told us:

- they would like to see a range of activities – sports, arts and crafts, camp craft, cooking, theatre, music etc
- the reason for sending their child would be to socialise with others and to try something new
- access activities they would not usually get the chance to try
- parents would like to know what the food offer is at each activity; it would be helpful if providers advertise this
- there should be paid-for places alongside free places, as this reduces stigma and allows children to go with their friends, however, this needs to be managed sensitively so that children who are accessing the provision for free at not easily identified
- older children are more attracted to new and interesting activities that they have not tried before
- parents would like to see a focus on mental health and wellbeing
- children having opportunities to cook or be involved in food preparation was seen as an ideal way to include nutritional education
- barriers to the provision are possible costs, travel expenses

5. Referral, access and acceptance criteria

5.1 Geographic coverage/boundaries

Within the boundaries of North Tyneside.

5.2 Location(s) of service delivery

Please refer to the LSOA Free School Meal map in Appendix A.

5.3 Days/hours of operation

The HAF programme will operate for a minimum of four hours per day, four days per week, for one week at Easter, four weeks in the summer and one week at Christmas.

5.4 Identification of eligible children and young people

Please refer to the LSOA free school meal map in Appendix A. Providers will be responsible for identifying and recruiting participants.

5.5 Exclusion criteria

Children and young people outside North Tyneside, unless they go to school in North Tyneside.

6. Quality and performance indicators

Providers will be measured against the following indicators:

- the ability to deliver their programme to a high standard
- the ability to achieve the targets proposed within their application
- positive feedback from families and young people
- the provision of a nutritious meal each day
- the inclusion of the HAF standards objectives and principles
- the number of HAF funded places offered
- the cost and value for money of the places offered
- the commitment to work in partnership with local stakeholders
- evidence of policies and training that support the delivery of the proposed activity
- previous successful delivery, reporting and evaluation within the deadlines
- ability to work with the HAF team to improve the program by attending meetings and training

7. Monitoring

The below monitoring will take place:

- numbers of eligible children attending each activity
- provider report submission
- participant's feedback
- parent feedback
- visits from the HAF team
- signposting and referrals to services (early help, food banks, CAMHS)
- case study on provision (qualitative feedback)

8. Grant conditions and funding

The grant can fund:

- the cost of an eligible child's place (this amount should not be any more than your usual fees expected from paying parent)
- the cost of providing nutritious meals
- administration costs (engagement, booking system, marketing) at a value of no more than 10% of project costs
- staffing costs (this could be external e.g. activity provider)
- facility hire
- transport (if necessary)
- the purchase of equipment related to activities
- volunteer expenses

We expect the average cost per child per day to be up to £30. This is a guide. Providers should justify why a cost is higher than our average where this is the case via their application.

Please get in touch with the HAF team by emailing haf@northtyneside.gov.uk for further information

Grants will be paid to providers with 80% up front and 20% after completion of monitoring and evaluation with achieved targets, completion of parent and child evaluations, and an active social media presence using the hashtag #HAF2024.

Please email haf@northtyneside.gov.uk if this is an issue for your organisation.

Financial reporting will include:

- a breakdown of expenditure
- a breakdown of any unspent grant

Any funding issued by North Tyneside Council to organisations will be supported by a grant agreement, setting out our expectation of organisations when accepting the grant funding. Any unspent grant funding will have to be returned to North Tyneside Council within 30 days of the end of the grant period.

9. Additional links

[Food Standards Agency:](#)

- [Food safety](#)

- [Allergen guidance for food businesses](#)

Appendix A – LSOA FSM map

