

## Holiday Activities and Food (HAF) Programme

### Frequently asked questions for providers

If you have a question that you would like to see added please email [HAFSolihull@Solihull.Gov.UK](mailto:HAFSolihull@Solihull.Gov.UK)

### Activities

| Question   | Answer  |
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| How do I know if the child is eligible for free school meals?      | We are sending a letter to the household of all children who are eligible for free school meals and attend school in Solihull. Please ask for proof of letter from the parent prior to the session. If needed, it is acceptable for the parent to take a photo of the letter and send to you by email.  |
| Is there a minimum period of time the sessions need to be?         | The requirement is for sessions to run for at least 4 hours each day and can be for one day or longer. We would like to see a consistent offer spanning the Christmas holiday period, but this is a preference rather than a requirement. If you are only able to do a short activity, we may be able to link your offer to others so that the provision can be extended. |
| Which areas in Solihull have the least provision already in place? | Based on initial expressions of interest, areas of Shirley, Solihull, Lyndon and Elmdon, as well as rural locations appear to have the least provision available to children and young people in receipt of free school meals.  |
| What venues or spaces can be used to deliver provision?            | We are not prescriptive on the space that should be used to deliver activities. This should be suitable for the type activity taking place and have all appropriate risk assessments and insurances. This could include public and community spaces, such as schools, parks, libraries, community and leisure centres.  |
| How can I make the activities enriching for children?              | Collaborating with another service may help you offer a more diverse activity to children.<br><br>If needed we can put you in touch with contacts with local arts, cultural and sports networks to build on and develop your offer.   |
| Can I organise a trip or outing?                                   | Yes, you can organise a trip or day out as long as it meets the criteria of a minimum of 4 hours, provide food and an activity. You will have to prove adequate safeguarding and staff procedures are in place. The   |

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|                                   | grant would cover the cost for the eligible child only and not the whole family.   |
| What dates can I run sessions on? | <p>Schools break up on the 17<sup>th</sup> December, so provision can start from the 18<sup>th</sup> December. Most schools return on 4/5<sup>th</sup> January and this will be the end of the Christmas HAF period.</p> <p>We are flexible to when you want to hold sessions – Weekends, evenings and possibly two sessions per day are all acceptable.</p> |

## Funding process

| Question   | Answer  |
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| Please can you make the funding process as simple as possible?   | For Christmas we will have only a Full Application Form to complete.  |
| How much can you apply for?  | <p>There is no minimum or maximum limit to how much you can apply for, although we have guidance detailed in questions below. Total costs will be determined by a number of different variables. We are able to fund both full/part project costs or a set rate per child per day. The choice for funding options will be made by you depending on the type of organisation and how you deliver your provision. You will be required to provide a rationale and evidence to justify the costs you include and the funds you request through this process.</p> |
| My costs are based on a price per child per day. What is the expected cost of this?                    | <p>Expected costs per eligible child per day vary depending on length of session, including trips and experiences, supporting children with additional needs, staff experience and skills and the inclusion of food. However, on average Summer provision was £25 per child per day including food.</p> <p>If your rate is above £25 (inclusive of food) per day, please provide a detailed rationale to explain these costs within your Full Application.</p>  |
| My costs are based on set project costs? How much or what percentage of my total costs will be funded? | <p>Only costs directed associated with children and young people in receipt of free school meals is eligible to be funded. Therefore, set project costs will be approved based on a realistic and achievable attendance target of FSM children. For example, if FSM participation is 50% then 50% of the total project costs will be funded.</p> <p>If your project also supports children and young people</p>   |

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|   | <p>who are vulnerable and/or disadvantaged then, in addition, we can also fund a maximum of 15% of all costs where evidence is provided of this engagement. These children do not need to be in receipt of FSM.</p> <p>As an example, if FSM attendance is 50% and evidence is provided of engagement with vulnerable/disadvantaged children, then we would pay for 65% of the total costs of the provision.</p> |
| What support is available with the EOI and application process? | <p>There is a range of support available in Solihull to assist you with your bid. This includes Community and Voluntary Action (CAVA), Community Development Team and i-SE.</p> <p><a href="https://www.solihull.gov.uk/communities-and-safety/Supporting-our-VCS">https://www.solihull.gov.uk/communities-and-safety/Supporting-our-VCS</a></p>   |
| What isn't eligible for funding?                                | The grant is not permitted to cover vouchers e.g food and fuel, presents or any term time activities.  |

## DBS

| Question   | Answer  |
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| Can parents/carers who are not DBS checked, mix with children? | Adults should not be left unsupervised with children if their DBS has not been approved by the provider carrying out the activity. All providers must submit evidence of sufficient safeguarding procedures and policies that are in place. |

## Collaboration

| Question   | Answer   |
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| I think it would be useful for providers to collaborate so perhaps partners may be able to help fill gaps, share resources, ideas, staff, and venues. Will SMBC be identifying potential overlap and | There are number of things happening to encourage and support collaboration between providers, including schools. This is very much encouraged, particularly to bring in additional skills, and to expand the provision for a longer period of time. We will try and bring providers together where we can see a |

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| supporting providers to come together to deliver collaboratively?                     | good match, but please make these connections yourself wherever you can. We can signpost your organisation to YOBS (Youth Opportunity Board Solihull), their mission is to support locally rooted VCSE and Statutory organisations to work together to maximise opportunities for all children and young people in Solihull.                  |
| I need a partnership agreement to submit with my FA. Do you have a template for this? | As partnership agreements are specific to each individual project and partnership, we do not have a template for this. Please include details of who is involved and what are their roles and responsibilities, how are they organised and managed – do you have a structure, what are the risks, and how are resources and decisions shared. |

### Data and Monitoring

| Question  | Answer   |
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| What information do I need to collect from parents when booking?          | <p>You need to collect the child's name, school, DOB, postcode and parent's email address.</p> <p>It is also best practice to ask about any additional needs, SEND and food requirements so that you can plan support to meet the needs of the child.</p>  |
| What information do I need to submit to SMBC at the end of the Programme? | <p>You will need to submit a monitoring report to us at the end of the period. We will need the numbers of all children who attended the programme. This should be split into primary age/secondary age, FSM/non-FSM, SEND/non-SEND. We will also need the average amount of sessions the children attended.</p> <p>You can also record the numbers of children who were not funded through HAF, children who were funded by other sources and parent paid places.</p> |

### Food and Nutrition

| Question   | Answer  |
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| We would like help on how to provide food safely | <p>We are aiming to make the appropriate food safety training available to those who need it. We will update you when this is available. Further information can be found here: <a href="#">Food Standards Agency advice on food hygiene courses and certificates</a></p> <p><a href="#">Online food safety training   Food Standards Agency</a></p> <p>Online courses, e.g. <a href="#">Food safety and hygiene for early years settings   PACEY</a></p> |

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| <p>Can I still apply if I am unable to provide food alongside an activity?</p>                       | <p>The expectation is that children will receive one meal per 4 hour session that they attend. We would encourage all providers to think about how they can provide healthy meals alongside their provision. However, we understand that this is not always possible. Through its Catering Service, the Council will be able to prepare and provide food and meals for organisations that cannot provide food and meals. We would encourage you to still apply and indicate on your bid that you will require this offer from the SMBC Catering Service.</p> |
| <p>Will it need to be a hot meal, or would a lunchbox style meal be adequate?</p>                    | <p>The focus is on providing healthy food alongside an activity, and where possible for this to be a hot meal. There are a range of ways to provide this healthy food, and we are keen to use your knowledge and skills to identify the most appropriate way to deliver this food. If you are providing your own food, then it must meet the School Food Standards.</p>  |
| <p>My provision is 'out of hours' in the evening. Can the Catering Service still accommodate me?</p> | <p>We will work with you to discuss the options for 'out of hours' food provision. Please get in touch if you require this.</p>  |
| <p>What is the cost of food for non-FSM children to have a meal from the Catering Service?</p>       | <p>The cost of food, depending on the menu choice, is between £3.90 - £4.60 per meal/day.</p>  |
| <p>Does the Schools Catering meal include drinks?</p>  | <p>Depending on the meal that you choose, there may be a small carton of juice included with the meal. However, we will require all providers to have access to drinking water throughout the day, so that children can refill water bottles. Please encourage all children to bring their own water bottles to the session.</p>   |
| <p>What nutritional resources are provided as part of the food service?</p>                          | <p>SMBC, Public Health Team are creating a variety of resources to share with providers. This will include the ingredients list and preparation details of food that will be provided.</p> <p>We will also be providing an online resource pack that each provider can have access to and use for the educational element of the programme.</p>  |
| <p>My Food Hygiene Certificate is dated 2019 but has no end date. Is this still acceptable?</p>      | <p>We are encouraging people to complete the online Level 2 Food Safety &amp; Hygiene Course and Certificate which is only £10 + vat.</p>  |

## Funding

| Question  | Answer   |
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| <p>What will funding cover? Will it only be for children on free school meals? Is there an expectation of match-funding/local support secured by providers? Will it reflect the higher costs of Covid restrictions?</p> | <p>We expect different provisions to have different costs, and we will take these into account in your bid.</p> <p>We would encourage providers to include children and young people whose families are able to pay for the provision. You should specify your costs on your bid application, based on the COVID guidance at the time, and including any other sources of funding you may be able to attract (consider local supermarkets for food donations, local businesses for contributions etc). Funding will be allocated for children and young people on free school meals, with the possibility of extending this to a wider group of vulnerable families.</p> |
| <p>The timing of the funding needs consideration. Providers will not be able to operate if they need to wait until after delivery for funding.</p>  | <p>If your organisation does not have sufficient cashflow to bankroll the activity, then you will need to request payment in advance. For this, you will need to submit a copy of your latest set of accounts. In all other situations the funding will be paid on receipt of invoice after delivery.</p>  |
| <p>If you are not able to be ready for Christmas will you be able to apply for funding in the future?</p>   | <p>This application round is only for Christmas 2021 provision. Details of funding for future provision will be made available at a later date.</p>  |
| <p>What happens if we invest a lot of time and money to this project and the young people do not turn up? Do we still get financial support?</p>  | <p>If a child on free school meals has booked a place, but does not turn up, this place will still be funded. However, we would encourage you to put processes in place to prevent as many 'no shows' as possible.</p> <p>We hope to engage providers who are confident they will attract and engage children and young people to attend their provision, through working closely with schools and local groups. We assume families will need to book places on activities, which will enable providers to be appropriately prepared.</p>  |

**Ofsted**

| Question | Answer |
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| Do you have to be Ofsted registered to be part of this programme and receive funding? | Providers do not have to be registered with Ofsted if their provision is exempt from Ofsted registration. A list of provision which is exempt from Ofsted registration can be found here – <a href="https://www.gov.uk/guidance/registration-exemptions-childminders-and-childcare-providers-register-with-ofsted">Registration exemptions - Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK (www.gov.uk)</a> |
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## Transport

| Question   | Answer   |
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| Will SMBC be providing transport for children to access provision?   | At this current time SMBC do not have anything in place to transport children between home and provision. This is something under review at the moment as we would like to provide provision to more remote areas of Solihull.         |
| Will the funding cover transport support for families who are rurally isolated and may not have provision on their doorstep? | We would be interested in any ideas you have to increase participation of children who do not have access to transport or are not within walking distance of provision. Details of these additional costs should be added to your bid. |

## Promotion and Marketing

| Question  | Answer   |
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| Can you use the SMBC website and Social Media to promote HAF activities?                | We will be looking to set up, in collaboration with the Family Information Service, a page which shows all the HAF activities alongside activities for all children to attend over summer. |
| Will parents be able to search for providers/activities by using a map or similar tool? | We are currently looking into the promotion of activities to parents/carers and will have further information on this shortly?   |
| Can you target communication on HAF activities to schools without their own provision?  | We have methods in place to send communication to all schools and use this as a marketing tool.  |

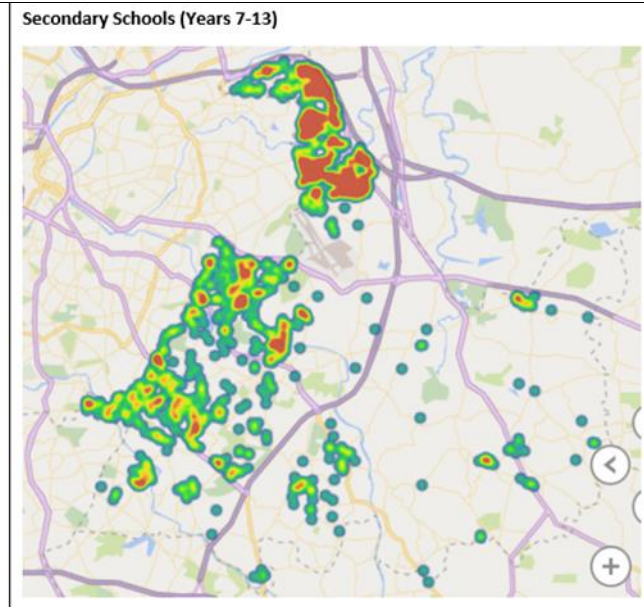
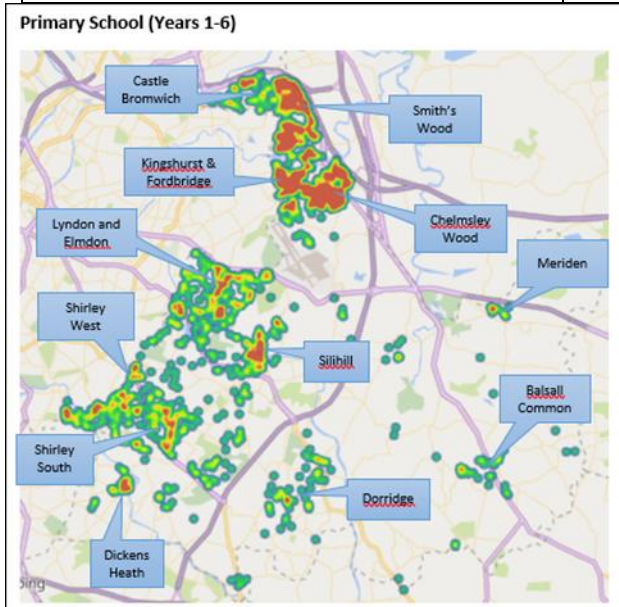
## Targeting support and Inclusion

| Question   | Answer   |
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| Is there any additional funding available for supporting children with SEND? | We recognise that additional costs will be associated to offer more specialist and one-to-one support for children with additional needs. Details of these costs should be included in your bid. |

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| <p>As a new provider how do we get in touch with children who get free school meals?</p>  | <p>We would encourage you to make links with local schools and other providers.</p> <p>SMBC will be promoting the programme through the usual channels e.g. via website, as well as directly via contacts with families.</p> <p>The letters that are sent to individual families includes a link to the FIS webpage which will promote all activities.</p>  |
| <p>Could these opportunities target children who have been excluded or are not in school, but who may be vulnerable and/or have limited access to food? Could young people transitioning out of school in the summer be included?</p> | <p>Funding is specifically for children and young people, of school age, who receive Free School Meals to have access to food and activities over the holidays. We hope to support additional vulnerable families and young people where possible, including those not on free school meals, and those transitioning out of school in the summer holidays.</p> <p>Additional funding can be requested to provide, free to access, provision for children and young people with additional needs. These children do not need to be eligible for FSM but you must provide evidence for them to qualify as additional needs. This additional funding must not exceed 15% of the total cost of your summer offer.</p> <p>Organisations with good local knowledge, particularly schools, will be able to identify and signpost these families.</p> |
| <p>Do sessions aimed at children with additional needs still need to meet the minimum 4-hour period? As this is not always suitable to meet their needs?</p>  | <p>Currently all provision needs to meet the minimum requirement of 4 hours per session and must include food.</p>  |
| <p>Will there be a focus on primary aged children or will there be equal consideration for all age groups up to 17?</p>   | <p>Every child who is eligible for free school meals is included in this programme, between the ages of 5yrs and 16yrs.</p>   |
| <p>Will there be funding to offer the programme to all young people in communities so reducing stigma and increasing inclusion.</p>   | <p>The HAF programme funding is specifically for children and young people on Free School Meals to have free access to food and activities over the holidays. We hope to support additional vulnerable families and young people where possible. We are keen for provision to be open to all families, to reduce stigma and increase inclusion – but families who are not vulnerable cannot be funded through the HAF programme. It is hoped families who are able to pay for their holiday provision will be included or that</p>  |



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|   | additional funding can be sourced from other funders.  |
| Where are the highest number of Free School Meal children in the Borough? | The maps below show the areas with the highest numbers of children and young people in receipt of benefits related free school meals, where proposals are particularly welcome from. |



**Additional Support**

| Question   | Answer   |
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| What training will be available?   | SMBC are currently looking into additional SEND training, this will be announced shortly.  |
| I would like to communicate with other providers so that we can refer children and share information?                | A number of networking events have already taken place. For up and coming dates please refer to the SMBC Provider Webpage. You can also become a member of YOBS (Youth Opportunities Board Solihull) and benefit from additional support, training and communication with similar providers. |
| Will all the information for providers be available online?  | We have a Provider Page on the SMBC website. Please look at the site for regular updates - <a href="https://www.solihull.gov.uk/children-and-family-support/Holiday-Activities-Food-Programme">https://www.solihull.gov.uk/children-and-family-support/Holiday-Activities-Food-Programme</a> |
| I may require some match funding to fund my total project, as I would like to make provision free for all to attend? | As detailed, HAFP can only fund places for eligible FSM children and also provide a maximum 15% towards the participation of vulnerable /disadvantaged children. If you would like to offer free provision for children  |

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|   | outside of this scope then please use the Provider webpage for details on available funds. |
| I would like to apply to the Solihull Wellbeing and Recovery Fund for some additional funding. Is there any support available to help me with this? | CAVA and the Community Development Team will be able to assist you.                        |