



Solihull Holiday Activities and Food (HAF) Programme

Provider Guidance Pack

Easter 2022

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Section 1 – About HAF

1.1 Background

The Holiday Activities and Food (HAF) Programme is funded by the Department for Education (DfE). The free to access holiday club places must be targeted at children who are in receipt of benefits-related free school meals (FSM). Up to 15% of the programme funding can be used to provide places for children who are not in receipt of benefits-related free school meals but who are considered to be vulnerable or in need of a place.

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 HAF programme is a response to this issue with evidence showing that free holiday clubs can have a positive impact on children and young people and that they work best when they:

- provide consistent and easily accessible enrichment activities
- cover more than just breakfast or lunch
- involve children (and parents) in food preparation
- use local partnerships and connections, particularly with the VCSO sector

1.2 Aims of the programme

As a result of this programme, we want children who attend this provision to:

- eat healthily over the school holidays
- be active during the school holidays
- take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment
- be safe and not to be socially isolated
- have a greater knowledge of health and nutrition
- be more engaged with school and other local services

We also want to ensure that 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

1.3 Who is the programme for?

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 (referred to as FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their Local Authority. As of February 2022, there were 8860 children who attend a Solihull school, registered as FSM from Reception to Year 11.

Providers are asked to ensure that the offer of free holiday club provision is available for all children in receipt of FSM in their area, though this does not mean we expect all to attend as the provision is voluntary.

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.

1.4 Can children attend who are not FSM?

HAF funded places can be offered alongside paid for places. We would encourage that providers do this so that provision is inclusive and accessible to all.

We can use up to a maximum 15% of funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are in need of a place because they are vulnerable or have additional needs. The number of children that you can support under this category will be agreed prior to the holiday period. You will be required to work with SMBC and other services such as Social Care and schools, to identify children who would benefit from this support. These children are referred to as 'ELIGIBLE NON-FSM'.

We would expect eligible non-FSM children to meet one of the following criteria:

- Looked after children/Previously looked after children
- Young Carers
- Children on EHCP plans
- Children and young people on a child protection plan
- Children and young people known to social care
- Children of recognised refugees
- Children from asylum seeking families
- Elected home educated
- Children at risk of exclusion from school
- Children with low attendance in school
- Young people at risk of being NEET
- Children referred by other services such as Schools, CAMHS or Health Practitioners

This list may be updated at any time so if you are unsure if a child is eligible for a HAF funded place as non-FSM then please get in touch.

WE CANNOT FUND OR SUBSIDISE PLACES FOR CHILDREN WHO DO NOT MEET THE CRITERIA

1.5 When should sessions run?

As a minimum, we expect providers to offer 4-hour sessions only at Easter, summer, and Christmas to the equivalent of six weeks' holiday provision per calendar year:

- Easter: at least a week of face-to-face provision, which should be for a minimum of four days.
- Summer: at least four weeks of face-to-face provision, which cover a minimum of 16 days.
- Christmas: at least a week of support which covers a minimum of 4 days.

1.6 How many sessions can children attend?

As detailed above the expectation is for children to attend four sessions at Easter, 16 during summer and four at Christmas. To maximise the number of children that we are able to support, we encourage providers who can deliver more than the minimum number of sessions to allow different children to attend. For example, if you are running 8 sessions over Easter for 20 children in each session you will be able to support 40 unique children in total, as each child attends 4 sessions each.

We know that many providers will continue to provide sessions that run for more hours, days and weeks than our minimum expectation and we encourage this to continue where budget allows. Although, we are unable to support activities out of the holiday periods detailed above.

Section 2: HAF Framework Standards

This section sets out the standards we expect for all HAF providers which includes five essential and one desirable criteria:

1. Food provision (desirable)
2. Enriching activities
3. Physical activities
4. Nutritional education
5. Signposting and referrals
6. Policies and procedures

It is an expectation that all eligible children and their families should benefit from all aspects of the programme above. Therefore, we will work with providers to either develop your offer or add to your offer from other partners. This will ensure that children and families can access different aspects of the programme through different providers.

2.1 Food provision

If providers are able to supply food, then the requirement is that at least one meal a day (breakfast, lunch or tea) is given per four-hour session (For providers who are unable to supply food then please see section 3.7). 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 exceptional circumstances when this is not possible and cold food should be used where it is appropriate.

All food provided as part of the programme must:

- Meet food safety standards
- Pass food hygiene requirements
- comply with regulations on food preparation, including Natasha's Law From 1 October 2021
- 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.

We would expect for you to:

- provide an opportunity to involve children in the preparation of food
- provide an opportunity to engage children in sharing information about nutrition
- involve children in designing menus
- encourage children to try new and healthier food.

SMBC will be working with providers to develop this area of work as the research shows that such a developmental approach is key to effecting long-term change in engagement with food and nutrition.

The [provider webpage](#) has useful links to meal ideas and current HAF food standards.

2.2 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

2.3 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.

The HAF [provider webpage](#) is regularly updated with useful links to activities and ideas.

2.4 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

We would expect to see providers using their own resources and a variety of already existing materials such as:

- NHS Food Scanner resources
- Eat Well Move More Guide
- Healthy recipe handouts

SMBC, Public Health Team will be facilitating information sessions for providers to learn about delivering nutritional education for children and families. Contact us for further information on training or for support around nutritional education.

2.5 Signposting and referrals

HAF providers should be able to provide information, signpost or refer families to other services and support that would benefit the children who attend their provision. This could include:

- Citizen's Advice
- school nurses, dentists or other healthcare practitioners
- family support services or children's services
- housing support officers
- Jobcentre Plus
- Food Banks
- organisations providing debt and money advice, and financial education
- Family Information Service – early years and childcare information including help with childcare costs (e.g. Tax Free Childcare)

A list of key contacts is available in Appendix A.

Community Development Team

SMBC has a team of Community Development Officers who are able to support with making community connections and links to other services and providers. To contact your local Community Development Officer please email cdt@solihull.gov.uk or download the [CDT map here](#).

2.6 Policies and procedures

All providers 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, including risk assessments which cover all locations and activities
- relevant insurance policies
- Hygiene certificates from food providers
- accessibility and inclusiveness policies
- Covid plans (where necessary)

As part of your Safer Recruitment Policy, all staff must be aware of the safeguarding procedures, risk assessments, fire procedures and be suitably vetted through a DBS check.

It is mandatory that the designated member of staff for safeguarding is trained to Module 2 level and/or has undertaken an annual refresher course. Other staff should be trained in safeguarding awareness in which the refresher course should be taken every three years.

If you need support in developing any part of your organisation then please see support available [here](#).

Section 3 - Other Important Aspects of the Programme

3.1 Expectations on SEND Provision

As per the Equality Act (2010) and the Public Sector Equality Duty (2011), it is expected that all holiday provision will be accessible to children and young people with special educational needs, disabilities, who are vulnerable or who have additional needs.

We will be working in partnership with experienced providers to develop a training package to support providers to improve accessibility. Some of these courses are mandatory for providers to attend.

Best practice for inclusion

- At the point of booking, ask parents if their child/ren has a special educational need or disability – families should be able to self-determine this
- It is also useful to understand if children have an EHCP in place
- Providers to communicate with the parents and carers of children with SEND prior to attendance, if possible through a face-to-face meeting
- To understand if any adjustments or accommodations can be made to meet the child's needs

3.2 Financial support for SEND

HAF providers are able to request additional funding for 1:1 staffing (or higher staffing ratio) where it is identified, at the point of booking, that this is required for a child. This amount is in addition to the standard amounts that have been awarded. To request this funding you must send the details of the child of who requires 1:1 support, along with the number of sessions they are attending and the cost for staff per session (See table below). This information should be returned as soon as possible after booking to HAFSolihull@Solihull.gov.uk . If you do not have access to additional, or trained staff to support a child then please get in touch, as we may be able to explore staffing resources from other providers.

Child's Name	DOB	School	Postcode	FSM or non-FSM?	Number of sessions attending	Cost per session

3.3 Training and Development

As part of the legacy of the Solihull HAF programme we would like to develop and strengthen the services, organisations and groups around youth provision and family support. Therefore, we will be exploring a range of free training courses for providers to access to gain new skills, increase sustainability and higher the quality of provision. We will run, or make available, mandatory training for all providers. This will include Safeguarding training, Nutritional education and courses around SEND and inclusion. There will also be optional courses that we will encourage providers to attend which will continue to grow the sector, staff and volunteers.

Why should I attend training?

Some training courses will be mandatory as we need to know that HAF providers meet the minimum standards around safeguarding and Inclusion. As HAF progresses we will develop a system which shows families what training providers have undertaken. This will help them to choose suitable settings and be assured on the quality of provision.

Available courses can be found on the [provider webpage](#).

3.4 Networking

Youth Opportunities Board Solihull (YOBS) will be holding a number of sessions to support partnership working and collaboration. As a relatively new organisation in Solihull, their remit is to bring together and support all those working with children and young people in the borough.

If you are not engaged in YOBS then please get in touch for further details.

3.5 Promotion and Marketing

We would encourage that when promoting and advertising your activities, great care is taken to ensure that the children and families who could benefit from the HAF programme do not feel stigmatised and that the language used is celebratory, aspirational and focuses on the positives.

Reaching out to FSM children

It is important that on your promotional materials you make clear reference to free places for children who are in receipt of benefit-related Free School Meals. Feedback from parents suggests that they will not book or enquire into a place if this is not clear from the outset. As they would be embarrassed to ask or concerned about being asked for payment.

Logos

Providers must make it clear in their communications that the HAF programme is funded by the Department for Education and both the [DfE logo and Solihull HAF logo](#) should be used for this purpose. If a logo cannot be used on promotional activity such as in press releases, then please acknowledge the source of funding with reference to the DfE and SMBC.

Social Media

This year, to raise the profile of the programme we will use **#HAF2022** and **#SolihullHAF** – and we encourage all providers to use these across their social media channels.

Promote your activity offer

There are a number of methods you can use to let eligible families know about your activities. These include;

- social media
- emailing existing/new potential families where you have contact details
- producing a hard copy and/or electronic flyer
- on your website
- working directly with schools and other local organisations

Support and Training

Where possible we will support providers to promote their holiday activities. If this is required, please email HAFSolihull@Solihull.gov.uk to request support. We will also be exploring opportunities for providers to gain additional skills around marketing and promotion. Please check the [Provider webpage](#) for up-to-date information on training courses available.

What SMBC are doing to promote the HAF programme

- Communicating with schools through a variety of platforms including liaising with various school contacts

- A letter which evidences eligibility, sent directly to all eligible households with links to the HAF parent/carer information page
- A downloadable brochure of all activities on the HAF parent/carer information page
- Creation of a dedicated HAF Stay Connected bulletin – encouraging sign-up from eligible families so that we can inform more families about the programme and ongoing activities
- General and targeted social media awareness raising
- Communications to Solihull Council staff, which includes all Children’s Services Directorate staff

3.6 Managing Covid -19 in your setting

As guidance on this can change quickly please refer to the [provider webpage](#) for up to date information on managing Covid-19 in your setting and current guidelines.

3.7 Schools Catering Service

If you are unable to provide your own food then you must request food provision from Solihull Schools Catering Service. There is an additional request form for you to complete for this order. You do not need to add the cost of this into your provision as this is paid directly from SMBC. However, you are responsible for putting in an order and communicating any changes to the order in good time. Hot meals can not be amended with a week prior to the session and cold meals require at least 48 hours for changes to take place.

3.8 Data Protection and GDPR

The UK General Data Protection Regulations will define you as a ‘controller’ for the personal information you collect and process. You are responsible for its use and must safeguard it. The following [guidance](#) can help you understand your data protection responsibilities:

As part of the reporting for HAF we will ask you to submit the following information after each holiday period.

- child’s name
- date of birth
- school
- postcode
- If they are in receipt of benefit related Free School Meals
- Parents email address

When collecting personal information, you must explain how you will use the information, whom you may pass it to and why. This is often achieved by including a statement on forms and is referred to as a Privacy Notice.

We have provided the following [Privacy Notice](#) template to support the collection of this information.

Photographs

We also expect providers to have in place a system to collect consent for photographs

3.9 Costs and Pricing

Most of the provision that we fund will be based on an agreed cost per child per session. Costs vary based on the venue, location or activities on offer. Costs range from £10-15 per child, for sessions without food and up to £25 per child for sessions with hot meals and additional activities. You will be able to invoice based on the number of booked sessions (See section 3.11 for 'no shows').

We also support provision which is bespoke. This includes family activities, targeted SEND provision, trips and days out, and activities for teenagers (11+). We realise that the costs of these activities will vary, and we will discuss and agree these prior to starting if you fall in any of these categories.

3.10 Eligibility Checks

All FSM eligible children, who attend a school in Solihull, will have received a letter which shows proof of entitlement to HAF provision. Providers will need to have sight of this letter at the time of booking or prior to the first session. This does not have to be checked face-to-face and can be checked through a photograph or scanned copy. The names and address on the letter must match the names of the children attending.

Children who do not attend a Solihull school will not have a letter as proof of eligibility. All children who attend school out of the borough will need to be checked manually through schools or the HAF team. If you are unsure on a child's eligibility for FSM then please email the HAF inbox.

3.11 Bookings and 'no shows'

We suggest that you have several options for parents to book sessions, as online only bookings can be a barrier for some families to attend. Making it easy for potential attendees to see what activities you are offering, on which days and how to book, will help you fill your places more easily. It is useful to publish a phone number or email address for parents to contact you if they have issues booking online to ensure this is not a barrier to booking a place.

Limiting 'no shows'

It is best practice to send reminders to families in the weeks and days before sessions are due. Also, providing a simple system for parents to cancel places, particularly if you have waiting lists with children ready to attend in their place.

If a child does not arrive for a pre-booked session, it is the expectation that providers will make contact with parents or carers to understand the reason for the 'no show'. This will allow you to understand if the family require additional support to attend or if the place needs to be allocated to someone else. Spaces for HAF are limited and we encourage communication with parents to ensure that 'no shows' are limited as much as possible.

3.12 Waiting Lists

There is likely to be a high demand for HAF spaces and we encourage providers to start a waiting list once all their HAF funded spaces are full. Having a waiting list will allow children to access provision if another child cancels or if other providers have spaces, we may be able to refer and signpost.

3.13 Primary or Secondary Provision

Feedback suggests that children prefer to attend sessions with children of similar ages, so that activities can be specific to their interests and abilities. If your session is aimed at 5-16 year olds you will need to provide details on how the different age groups will be managed. For example, you may

have a morning session for 5-10 year olds and a later session for 11+, or you may have one session for all age groups to attend but you are able to split them up into smaller groups within the activity.

We are keen to have quality provision across all age ranges.

3.14 Reporting and Monitoring

As indicated above, we expect providers to report after each holiday period, this includes information on the numbers of unique children they have supported. We require this to be broken down into age groups for primary and secondary, as well as FSM and non-FSM, and SEND (See the table below as an example of the quantitative data that we collect). This will be supported by a register of attendance which includes name, DOB, postcode and school. A monitoring form will be made available and must be returned before the given deadline.

Estimated numbers per session: Count each child once	Primary- aged	Secondary- aged	
Eligible FSM & Non-SEND	0 PLACES	0 PLACES	Total HAF funded places 0
Eligible FSM & SEND	0 PLACES	0 PLACES	
Non-FSM & non-SEND	0 PLACES	0 PLACES	
Non-FSM & SEND	0 PLACES	0 PLACES	
Other – funded from another source	0 PLACES	0 PLACES	
Other – parent-paid-for-places	0 PLACES	0 PLACES	
TOTAL number of places per session	0 PLACES	0 PLACES	

3.15 Payments and Invoicing

Payment for the service is made on successful delivery at each holiday period. You will need to return a Monitoring Report along with your invoice, as well as any other outstanding information. Payments in advance will only be approved if your organisation does not have sufficient cashflow to bankroll the project. If you think this is required, you must submit your latest set of accounts and financial forecasting to HAFSolihull@Solihull.gov.uk for this to be approved.

3.16 Parent's and Children's Feedback

We welcome feedback from parents, children and families that have received HAF provision.

3.17 Safeguarding

Safeguarding resources, training opportunities and information to support with reporting a concern are all available of the HAF [provider webpage](#).

As a person who works (paid or unpaid) with children and young people, you have a duty to refer any concerns you may have regarding the welfare of a child or young person in accordance with [Solihull LSCP Multi-agency Procedures](#).

You must refer your concerns to Solihull Children's Social Work Services using the multi-agency referral form below and if you are concerned about the immediate safety of a child or young person you should contact the **Police** on **999**

You can access the multi-agency referral form by clicking [here](#)

More information

[Safeguarding children and young people in Solihull](#)

[Solihull Local Safeguarding Children Partnership \(LSCP\)](#)

Appendix A

Solihull Quick Reference Signposting Info Sheet

This is only a guide; it does not cover every support service available. Please research online for alternatives

Housing

Solihull Community Housing – 0121 717 1515 or
<https://www.solihullcommunityhousing.org.uk/tenants/money-advice/>

Housing Benefit – 0121 704 8200 or www.solihull.gov.uk/Resident/Benefits/housingbenefit

Citizens Advice - 0300 330 9026

Debt and Money Advice

Act On Energy - help with fuel bills, meters and oil supplies for households experiencing hardship.
Phone 0800 988 2881

Age UK Solihull Winter Warmth and Emergency Funds provides one-off funding for emergency items, fuel bills and meters, electrical items and blankets for the over 60s and vulnerable groups.
0121 709 7590 or email admin@solihullcommunityhub.org.uk

Council Tax Reduction - 0121 704 8200 or www.solihull.gov.uk/Resident/Benefits/housingbenefit

Free Schools Meals – call the Family Information Service on 0800 389 8667 or email
familyinfo@solihull.gov.uk

Housing Benefit – 0121 704 8200 or www.solihull.gov.uk/Resident/Benefits/housingbenefit

Solihull Council's Discretionary Crisis Fund provides help with food, fuel and items like white goods and beds for households experiencing financial hardship. Phone 0121 704 8264.

Solihull Council's Discretionary Housing Payments provides help with rent for households in receipt of housing benefit and experiencing financial hardship. Phone 0121 704 6202.

Solihull Community Housing Hardship Fund provides emergency help for tenants with urgent financial needs. 0121 717 1515 or moneyadvice@solihullcommunityhousing.org.uk

Universal Credit Helpline – 0800 144 8444

Income and Employment Advice

Citizens Advice Solihull - help with volunteering. 0121 788 6527 kturner@casb.org.uk or for employment advice - 0808 2787976

Colebridge Trust help with employment and skills. 0121 448 0720

Solihull Council - help with employment. People under 30 years old - 07468 354929. People 30 years and over - 07468 354928. Email - Employmentandskillsteam@solihull.gov.uk

Jobcentre Plus - 0800 055 6688

Universal Credit helpline - 0800 144 8444

ACAS helpline (advice for employees) - 0300 123 1100

Substance Misuse and Addiction

SIAS Solihull - 0121 301 4141 or enquiries@sias-solihull.org.uk

Talk to Frank (advice for young people or parents) – 0300 123 6600

Drinkline (advice about your own or someone's drinking) – 0300 123 1110

DrugFAM (support for people affected by someone's addiction) – 0300 888 3853

GamCare (24-hour helpline for people affected by gambling) – 0808 8020 133

Domestic Abuse

Birmingham & Solihull Women's Aid - 0808 800 0028

Talk it over (For men) - 0808 801 0327

Women's Aid (24-hour helpline) - 0808 2000 247

National Domestic Abuse Helpline (24-hour helpline) - 0808 2000 247

Safeguarding Concerns

If you feel a child is in immediate danger, please call 999.

Multi Agency Safeguarding Hub - 0121 788 4300 (outside office hours in an emergency: 0121 605 6060)

Reporting a concern - Solihull Children's Social Work Services by calling the MASH Team on 0121 788 4300.

If you need to report concerns out of office hours, then please contact the Emergency Duty Team (EDT) on 0121 605 6060

NSPCC - 0808 800 5000

ChildLine - 0800 1111

Mental Health

Mental Health Helpline - 0121 262 3555 or 0800 915 9292

Samaritans (24-hour helpline) – 116123

Food and Wellbeing

Solihull Connect - 0121 704 8001 can provide details on food banks

Community Advice Hub - 0121 709 7590

Parenting and Family Advice

Solihull Parenting Team - 0121 301 2773 or via email bsmhft.parenting@nhs.net

Solihull Family Information Service - 0800 389 8667 or email familyinfo@solihull.gov.uk

Healthcare

For non-emergency information and advice call - 111 or your GP practice

Healthwatch Solihull - 0808 196 3912 or enquiries@healthwatchsolihull.org.uk