

SCHEDULE 5- SOUTHWARK'S FOOD AND FUN GRANTS PROGRAMME

"THE ORGANISATION": [name]

NAME OF PROJECT OR SCHEME: Southwark's [holiday period] of Food and Fun

GRANT AWARDED: [month, year]

AMOUNT AWARDED: [£]

1. ORGANISATIONAL ADDRESS

[]

2. ADDRESS WHERE PROJECT OR ACTIVITIES WILL BE TAKING PLACE (If different from above)

[]

3. AIMS AND OBJECTIVES OF THIS GRANT FUNDED PROJECT OR SCHEME

The Holiday Activity and Food programme, funded by Department of Education, (named here as Southwark's [holiday period] of Food and Fun) has been expanded into 2023 so that children aged between 4-16 years on benefits-related free school meals in England will be offered free healthy meals and enriching activities over the Easter, Summer and Winter holidays in all Local Authorities in England. The programme's objectives are to encourage eligible children to:

- Eat more healthily
- Be more active
- Take part in engaging and enriching activities
- Be safe and not isolated
- Have greater knowledge of health and nutrition
- Be more engaged with school and other services
- Have greater knowledge and awareness of holiday club provision

The Department for Education also requests the following:

- Provision is inclusive and accessible
- Provision is offered to all FSM children in the local authority
- Ideally provision is offered 4 hours a day, 4 days a week, for a minimum of 4 weeks in the Summer and for a week at Easter and Winter.

SERVICE SPECIFICATION

DELIVERY

1. WHAT THE GRANT WILL FUND DURING 2023

Your programme will focus on the following outcomes:

- Delivery of [*] days of holiday provision over the 2 week [holiday period] inclusive of breakfast) that meets School Food Standards
- Targeting [*] eligible children per day, equating a total of [*] eligible children across the holiday period.
- Providing free places to eligible children over the Summer holiday period
- Evaluation of the impact the project has on children and young people, parents, hubs and community including gathering evaluation information by the deadline given (TBC)

Under this agreement, the Organisation will use the grant to deliver the project in accordance with the following:

- Adhere to all government advice and guidelines for safe play including social distancing <https://nya.org.uk/guidance/>
- Provide a Risk Assessment to ensure the hub is compliant with government COVID-19 guidelines and delivering in line with these
- Provide Ofsted registered child provision (if required) (<https://www.outofschoolalliance.co.uk/ofsted>). The requirement for registration (<https://www.outofschoolalliance.co.uk/ofsted>) is if children of 8 years or below are attending (where their parents/carers are not on the premises) for more than 2 hours a day and more than 14 days a year. There is an exemption if the club is registered as an activity-based setting offering not more than two types of activities. The Organisation is responsible for checking if registration with Ofsted is required and (if so) ensuring compliance
- Run an open access centre (free for eligible children and young people to attend)
- Deliver a minimum of 2 hours activity per day, with at least one hour of structured physical activity (based on what is safe and appropriate given the most up to date government advice on social distancing). Activities may also be online, remote or encouraged through the distribution of resources.
- Be able to provide a wide range of physical and educational activities during the holidays including those that develop fine motor skills
- Ensure the food provision adheres as closely as possible to school food standards <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>
- Ensure a safe, fun, stigma-free environment, where everyone is treated with respect
- Ensure that no child that asks for food will be turned away
- Ensure all Quality Assurance documentation is up to date
- Have all statutory policies around child safety and safeguarding in place and operational
- Invite parents to participate and get involved

In addition, the Organisation agrees to:

- Proactively market Southwark's Holiday Activity and Food programme to eligible children
- Proactively collect data for organisational, local and national evaluation as stipulated in

this agreement

- Use relevant evaluation to make continuous improvements to their hub and to share good practice

The following detailed service parameters are the responsibility of the Organisation in the ongoing support of this Agreement.

The organisation will be required to:

- Provide necessary crockery plates, bowls, cutlery and cups as required for the proper provision of meals
- Provide meals at a set time in the morning, afternoon or evening, of the days in which the scheme is running
- Target children entitled for Free School Meals (FSM) as a priority
- Not charge children entitled to FSM any additional fees for the provision
- Register each child participating
- Keep a daily register of children being provided with a meal. A template register will be provided by the Southwark Council
- Carry out end of project evaluation questionnaire to assess the impact of the holiday provision scheme on children, parents/carers, and on the organisation itself. Template questionnaires will be provided
- Provide a case study from the perspective of the child, the organisation, and the parents to feed into the programme evaluation and good practice guide

It is the responsibility of the centre to manage all delivery aspects of the meals including and not limited to:

- Following any health and safety requirements in relation to food provision
- Checking dietary requirements of children

The Organisation must comply with all relevant legislation relating to children, young people and the work it carries out. This also includes recruitment and selection of staff and volunteers.

2. GRANT PAYMENTS:

Grant awards equate to £[*] per child per session:

- **Payment 1- £[*] (80% of total grant, payment will be made [month, year])**
- **Payment 2- £[*] (20% of total grant, based upon the overall number of children and the submission and verification of evaluation data)- payment will be made [month, year])**

NOTE: It is the Organisation's responsibility to submit all quality assurance documents and monitoring and evaluation data required under this Schedule 5 to Southwark Council not later than [date] in order to receive the full grant payment set out above. Failure to do so will result in any outstanding grant payment being forfeited.

3. MONITORING AND EVALUATION

Evaluation and feedback of the provision will be used to examine the impact of holiday provision. This information will be used not only to assist each club to make self-improvements but will also contribute towards a case for change.

Beneficiaries monitoring:

Please note that this is subject to change as the Department for Education periodically updates the monitoring requirements

The organisation will track the impact of implementing the project. In particular, the organisation will:

- Track the attendance of pupils taking part in the project by keeping a daily register of children, including documenting whether attendance was face-to-face or remote. This information includes:
 - First Name
 - Surname
 - Sex
 - Ethnicity
 - Date of Birth and age
 - Eligibility for benefits-related free school meals
 - School
 - Home address and postcode
 - Dates of all sessions attended
 - Number of children supported with SEND requirements and what activities these children were provided with
- Complete an evaluation and case study at the end of the project to capture how the project has impacted on children
- Provide summary data sheet, capturing the data outlined in this document
- Participate in an online hub leader survey

Outcomes and Indicators:

The Department for Education also requires the following data to be collected:

- How many days were children able to attend your programme face-to-face?
- If provision was delivered remotely, details of the kind of support provided e.g. activity packs, online classes, support for health and wellbeing etc.
- Programme approximate spend on the following:
 - Face-to-face provision (e.g. staff costs, venue costs, activity costs etc)
 - Booking facilities for holiday club places or deliveries/ collections
 - Activity packs (delivered to homes/ collected by families)
 - Access to online content
 - Meal/food parcels (delivered to homes or collected)
 - Support for health and wellbeing
 - Signposting to other services
 - Delivering nutritional information/ advice
 - Publicising the scheme to eligible families and other communications
 - Total number of meals served to children
- If you delivered food parcel/hampers remotely, how many days of food did you provide?
- Brief description of activities delivered- both face-to-face and remote
- Signposting to third parties (e.g. debt advice/weight management etc.)

You will be provided with a data collection template and evaluation survey to complete.

SAMPLE