



Guide for Applicants

Southwark's Approved Providers List

This application is for organisations interested in becoming a member of Southwark's Food and Fun Approved Providers List for 2024

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1. Introduction

1.1 Southwark Council has been awarded funding by the Department of Education (DfE) to co-ordinate a local [Holiday Activities and Food Programme](#) (HAF) during Easter, summer and winter school holidays. This programme will deliver free activities and healthy food for school aged children and young people (4-16 years) from reception to year 11 who are eligible for and in receipt of benefits-related free school meals (FSM).

1.2 In the UK, 12% of households with children (equivalent to 2.3 million children and 1.3 million adults living with them) have experienced food insecurity since August 2020. Low-income families with children on FSM are suffering the effects of food insecurity more severely. Since 2020, 41% of households with children registered for FSM reported food insecurity (Food Foundation, 2021). There are more than 14,000 children eligible for FSM in Southwark.

1.3 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 are more likely to experience social isolation.

1.4 This funding provides Southwark with the opportunity to provide enriching activities and healthy food across the borough to some of the most disadvantaged residents throughout the longer school holidays.

1.5 Glossary of Terms

Term	Meaning
HAF	Holiday, Activity and Food Programme
DfE	Department for Education
FSM	Free School Meals
CYP	Children and Young People
SEND	Special Educational Needs and Disabilities
APL	Approved Providers List

1.6 Southwark Council is inviting organisations to apply to be part of the Holiday Activities and Food (HAF) Approved Providers List (APL).

1.7 The APL will be an "open" list. Following initial advertisement, the council will review performance of the categories once annually and then re-advertise the opportunity. The work will be commissioned directly by Southwark Council's Holiday Programme team who sit within the Public Health team.

1.8 Interested providers may apply to be part of the Approved Provider's List at any time (until the point at which the council may decide to close the list).

1.9 Applications to the APL will be evaluated once per year. There is a limited amount of work that will be commissioned due to the constraints of the DfE grant allocation. The council reserve the right to close the List at any time.

1.10 Documents relating to this application are attached as follows:

- 1) Guide for APL Applicants (this document)
- 2) Application questions and scoring guide
- 3) Terms and Conditions of Grant Funding
- 4) The food and fun holiday programme additional grant agreement documentation
- 5) Enhanced DBS checklist

2. Background

2.1 The aim of the HAF programme is to provide free holiday club places for school aged children and young people (4-16 years) who are residents in the borough or attend a Southwark school, and are eligible for benefits-related free school meals (FSM).

2.2 Holiday clubs can also be made available to any children who are not eligible for FSM and who can pay to attend.

2.3 The overarching objectives of the provision are:

- To deliver free holiday club places for children and young people who reside in Southwark or attend Southwark schools, targeting areas of deprivation
- To provide each registered child or young person with a minimum of 16 hours of free HAF provision per week that holiday clubs are funded for
- To provide healthy, safe and culturally appropriate food to children and young people
- To provide structured physical activity, and opportunities to enhance fine motor skills with a variety of age-appropriate enriching activities
- To increase learning opportunities for children and young people about food and nutrition
- To support children and young people and families with parental and carer engagement particularly in food skills and nutrition knowledge
- To provide support information, signposting and referrals for families to access specialist help
- To provide support where needed for children and young people with special educational needs and/or disabilities
- To monitor and evaluate how HAF provision is meeting the needs of residents

2.4 The overarching outcomes of the provision and those that the DfE are hoping will be achieved through the HAF programme, are that children and young people will:

- Eat more healthily over the school holidays
- Be more 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 education attainment

- Be safe and not to be socially isolated
- Have a greater knowledge of health nutrition
- Be more engaged with school and other local services

2.5 The DfE want to ensure that the children, young people and families who participate in this programme develop their understanding of nutrition and food budgeting and are being effectively signposted towards other information and support for example, health, employment, and education.

2.6 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 4 weeks in the summer and for a week during Easter and winter

2.7 Joining the APL does not guarantee your services will be commissioned for every holiday period occurring whilst you are a member.

3. Instructions for applications for the APL

3.1 Who can apply

3.1.1 Applicants must be:

- Based within the London Borough of Southwark or
- Based outside the London Borough of Southwark but applying for a project that will take place within the Borough and/or involve and benefit local residents

3.1.2 The council will fund:

- Registered charities
- Voluntary, community or faith organisations
- Companies limited by guarantee
- Community Interest Companies
- Social enterprises
- Schools
- Parent Teacher Friends Associations

3.1.3 Joint bids between collaborative partners and consortium bids are also welcome, but an application must be submitted for each organisation wishing to become an approved provider. If an organisation has not run a Southwark HAF programme before, a joint bid should highlight how the returning provider will support them to meet the requirements of delivery.

3.1.4 The council will not fund:

- Individuals
- Projects and activities that will not meet the criteria for the HAF programme
- Activities that have already taken place (we do not fund projects retrospectively)

- Activities that have no public benefit for the residents of the London Borough of Southwark
- Activities which promote a particular political, religious or extremist views
- Activities placed in a formal education setting as part of the core curriculum
- Finance related to core running costs, loan repayments, budget deficits or endowments
- Fundraising events, activities for private gain, or that result in profit being made
- Holiday clubs that are being funded by another local authority to run HAF provision at the same site

3.2 Considerations for organisations wishing to apply

3.2.1 Please note that all of the documents requested in the table below and details of references will need to be submitted by the stated deadline. Late submissions will be counted as incomplete applications and will not be considered.

Please see below for a list of submission deadlines:

Document Required	Note to Provider	Deadline for Submission
Application Form	Available here: https://forms.gle/M9yZfwFuK3NGXTin8	Friday 8 th December 2023 11:59pm
Quality Assurance documents	Email all documents to HAF@southwark.gov.uk	As above
Completed DBS Checklist	Email to HAF@southwark.gov.uk	As above
Evidence of previous delivery	Email to HAF@southwark.gov.uk	As above

Organisations must make it clear in their emails which application the documents and evidence relate to.

3.2.2 Please note the council will not be considering the following groups for the APL:

- Organisations that have not run holiday provision before, or those who have not provided sufficient evidence of running holiday provision
- Private nursery providers adapting their programmes to meet the criteria for HAF funding. Evidence from previous programme delivery has shown that this type of provider struggles to reach the target age range for the programme as they normally would cater to younger children
- Previous Southwark HAF providers that have been unsuccessful applicants for funding or for membership to the APL in the past due to poor compliance with data collection and the requirements of the programme.

3.2.3 If a serious safeguarding concern from previous provision that was not addressed appropriately has been flagged during the background checking of a new applicant, the council may decide not to approve this organisation for future provision.

3.3 Application

3.3.1 Applicants must submit the following documents for this first part of the application process:

- A completed Provider Application form (which includes the summer 2024 bid)
- Supporting documents (quality assurance documents, evidence of previous HAF provision etc.)

3.3.2 Supporting documents are listed in section 12 of this document.

3.3.3 The council are requesting organisations who are applying to join the APL to also submit their summer 2024 bid in the same application. If you wish to become an approved provider but do not wish to submit a summer 2024 application, please write N/A in the applicable questions.

3.4 Application timetable

3.4.1 This is an open application process, which means you can apply any time during the proposed period (February 2023 – 8th December 2023) to join the APL. The moderation panel will evaluate all submitted applications once per year.

3.4.2 The deadline for the submission for the 2024 HAF programme will be 8th December 2023.

3.4.3 The evaluation of applications will commence in January 2024 and is anticipated to take up to six weeks. You will receive a Google form acknowledgement email when you have submitted your application form. You will be notified about the outcome of your application by March 2024. Any enquires following the submission of your application, should be e-mailed to ria.shah@southwark.gov.uk.

3.4.4 The application form to join the APL and the summer 2024 bid will be submitted via Google forms. The additional documentation required should be returned to HAF@southwark.gov.uk.

3.4.5 Applications received after the December deadline will not be considered for 2024 delivery.

3.4.6 For those organisations who are applying outside the outlined timetable above, you will receive an acknowledgement email upon receipt of your application and notified when the next evaluation process will take place. The evaluation process to join the APL will only take place once per year.

3.5 Terms and Conditions/Conditions of Grant Funding

3.5.1 Your application will imply agreement with Southwark Council's Conditions of Grant Funding (COGF) – an example is included as part of the application pack. The conditions will apply in the event of a grant being awarded.

3.6 Application process timeline and expectations of providers

Please review below the outline of the application process and expectations of providers, including key dates:

Timeline for APL	Further information	Date
Application form	Google form opened on Monday 20 February 2023: https://forms.gle/M9yZfwFuK3NGXTin8	Deadline: Friday 8 December 2023 at 11:59pm
Quality assurance documents and evidence from new organisations	Listed in the application form and this guidance document. Please send these to HAF@southwark.gov.uk	Deadline: Friday 8 December 2023 at 11:59pm
Moderation of applications	The applications will be assessed by a moderation panel, which includes colleagues from across the council with a breadth of commissioning experience in the youth sector.	January to February
Interview for new organisations	All organisations who are new to the programme will be invited to a short interview	Week commencing Monday 5 February 2024
Communication of outcome of Approved Provider List application	All organisations who apply will receive the outcome of their application. Feedback for unsuccessful applicants will be communicated where possible	Week commencing Monday 26 February 2024
Communication of grant awards for summer 2024 programme	This is dependent on the council's decision making process. The holiday programme team anticipate awarding the grants during the month specified	Mid-late May 2024
Providers apply for SEND funding	Applications to apply for SEND funding will be sent with the grant award emails	Mid-late May 2024
Providers sign up to programme enhancement offers	Information will be included with the grant award emails	June 2024
Attend mandatory training	All organisations will have to attend this training	Early June (TBC)
Summer of Food and Fun 2024	Delivery of the summer programme will take place during these dates	Monday 29 July to Wednesday 28 August 2024

3.7 Application Evaluation Criteria

3.7.1 The evaluation process will be carried out in three phases:

- Phase 1: Evaluation of the approved provider application including supporting documents
- Phase 2: Invitation to interview taking place week commencing **Monday 5th February 2024**
- Phase 3: Evaluation of the summer 2024 bids (if applicable)

3.7.2 See the Application Questions and Scoring Guide to see how the approved provider application form will be scored by evaluators.

3.7.3 Most provider details will not be scored however; your organisation will receive a score based on the location of your head office. Previous programme delivery has shown that organisations whose head office is located within the borough perform better with this programme and have a stronger foundation for building relationships with the target audience.

3.7.4 The council requires two references from each organisation that has not previously been funded to run a Southwark Food and Fun programme. Please let those providing your references know in advance that the council will be in contact.

3.7.5 If your organisation has run HAF provision before, you must provide the details of the HAF coordinators at the local authorities you previously worked with as your references.

3.7.6 Answers to section 6 in the application form detailing staff's enhanced DBS checks will be submitted using the template provided.

3.7.7 Applications will be evaluated based on 100% quality.

3.7.8 Please ensure that your responses are succinct and only include relevant information to support your application.

3.7.9 Failure to answer any of the questions or failure to include the required documents will mean that your application is incomplete and will not be assessed. We may contact you to clarify.

4. Criteria for Selection

4.1 Where there are a greater number of eligible bids than resource available to meet the full needs, commissioners will make a decision on the provider who is most suited (i.e. due to previous performance, Ofsted registration, location, ability to meet specific requirements).

4.2 Please note that for summer 2024, the process is taking place at the same time as the application for the APL. This will be a competitive bid and those who are successful will be awarded a grant to complete the service. Some providers will be successful in joining the APL however may not receive funding for the summer programme.

4.3 The following criteria will be used to determine which bids will be successful:

- Holiday clubs with evidenced relationships with the target community in the geographical area within Southwark they're operating in
- Spread across the eligible age group (5-16 years + Reception aged 4), with a particular focus on 12-16-year olds
- Geographical location (for example, individual clubs being in an area of high deprivation and Southwark as a whole having an adequate and appropriate spread of providers across the borough)
- Ability to deliver SEND provision across eligible age groups
- Delivery in line with the "gold standard" model i.e. hubs that can deliver provision a minimum of 4 hours a day, 4 days for at least 4 weeks during the summer holiday period. Please note that we recognise that this may not be achievable for all clubs and we are happy to consider all applications

4.4 In the event that applications exceed the funding and resources available to the holiday programme team, the council may need to implement the following:

- Implementing a minimum/maximum number of children per day per programme location
- Implementing funding a maximum number of programmes across the borough
- Allocating more places to established Food and Fun holiday clubs who have consistently engaged fully with Southwark's holiday programme; including regularly attending briefings and sending required documents and data in a timely manner.

5. Service Overview

5.1 Southwark Council HAF services will only take place during the Easter, summer and winter school holidays each year for a total of 6 weeks.

- Easter = 1 week (4 days)
- Summer = 4 weeks (16 days)
- Winter = 1 week (4 days)

5.2 The council aims to ensure that as much provision as possible is funded across the borough therefore, depending on the number of applications received per holiday period, the council may be able to fund more than 4 days a week for any particular programme location. The council may also implement a minimum/maximum number of children per session per programme location. Providers will have the opportunity to indicate any extra days they may wish to run their programme on the application form.

5.3 Applicants will have the opportunity to state their programme hours when submitting each bid for funding. These times can be outside 9am-5pm depending on the needs of those you are catering for. For example teenagers may prefer a 4pm-7pm session.

5.4 Commissioners will also be looking for a good range of providers to cover locations across the borough.

5.5 Subcontracting specific elements of the service, such as food and sports coaching, are permitted but the subcontractor must adhere to the same quality assurance principles as outlined in the APL.

5.6 Funding

5.6.1 Grant awards will be based upon the number of children attending each day of provision. Approximately 85% of children attending your programme must be classified as eligible for free provision i.e. school children aged 4-16 years and in receipt of benefits-related free school meals.

5.6.2 Providers can spend up to a maximum of 15% of their programme funding to provide free holiday club places for children not in receipt of benefits-related free school meals but considered by the programme to be in need of this provision.

5.6.3 Organisations may choose to operate their programmes using a mixed funding model whereby HAF eligible children attend for free, paid for by this grant programme and other children are privately funded.

5.6.4 Any providers found charging families for places which the council have paid to make free will not receive the remainder of their funding and will be liable to pay back any grant received

5.7 Special Educational Needs and Disabilities (SEND) Provision

5.7.1 Additional grant funding is available to support groups providing SEND focussed provision or places for children with SEND. This is to ensure programmes are as inclusive and accessible as possible. Approved providers will be sent the application form for SEND grant funding ahead of each holiday period. Funding is available to hire additional specialist staff and to purchase specialist equipment.

5.7.2 Successful applicants for this funding will receive this in two instalments, one before the holiday period, and one afterwards.

5.7.3 Appropriate evidence of SEND-specific expenditure must be received in order for the full grant to be paid. More details of this process will be communicated ahead of programme delivery.

6. Service Requirements

6.1 The provider must meet the framework of standards and meet the following core aims and objectives as part of their delivery as set out by the DfE:

6.1.1 Healthy meals:

Holiday clubs must provide at least one healthy meal a day and must meet the School Food Standards throughout the day with all food offered. All food provided, as part of the programme must comply with regulations on food preparations and consider allergies, dietary requirements and preferences as well as any other religious or cultural requirements for food. Food can either be prepared on site or purchased from a local food business/catering company, including from our Approved Meal Supplier Directory. Further details about this will be provided once we have received and reviewed all the application forms.

It is important that due diligence is undertaken particularly around food safety. Southwark Council will not be held responsible for issues between the caterer and provider.

6.1.2 **Enriching activities:**

Holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge and try out new experiences

6.1.3 **Physical activities:**

Holiday clubs must provide activities which meet [the Government's Physical Activity Guidelines](#) on a daily basis. All participants should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day - this does not have to be in the form of a structured activity session, but can include active travel, free play and sports

6.1.4 **Nutritional education:**

Holiday clubs must improve children's knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food. 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 and growing fresh produce

6.1.5 **Signposting and referrals:**

Holiday clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. These services may vary in different locations but could include sessions and/or information provided by:

- Citizen's Advice
- GPs, dentists or other healthcare practitioners
- Family Support Services or Children's Services
- House Support Officers
- Jobcentre Plus
- Organisations providing financial education

6.1.6 **Policies and procedures:**

Holiday clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children

6.2 **Ofsted Registration**

6.2.1 Southwark Council will only be allocating funding to hubs who are running or who are linked to Ofsted registered child provision (if required). This is a legal requirement and Southwark Council have a statutory duty to report those that are not registered and need to be. The requirement for registration is if children of 8 years or below are attending (where their parents/carers are not on the premises) for:

- More than 2 hours per session
- More than 14 days a year

6.2.2 There is an exemption if the club is registered as an activity-based setting offering no more than two types of activities. The activities could be broad including "sports" and "arts and crafts". The exemption is aimed at clubs which are focussed on a particular activity (e.g. a football camp or drama camp). The application form will ask you to confirm if you are/ need to be Ofsted registered.

6.2.3 Please click on the link for more guidance: www.outofschoolalliance.co.uk/ofsted

6.2.4 The Ofsted registration process is outlined here: www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted

6.3 Training

6.3.1 All successful applicants will be required to attend training prior to the start of the summer programme. This training will prepare your organisation for the delivery of high-quality provision. It will likely be provided online. Further details of this training will be outlined nearer the time.

6.3.2 There will be additional training opportunities available to enhance the HAF offer, for example how to run exciting physical activities and arts and crafts.

6.4 Registration for Eligible FSM Children

6.4.1 Registration will occur at programme location/hub level. This means you will be able to contact eligible families on your database/in your community directly and register them for your programmes. A registration and attendance spreadsheet will be circulated to funded organisations before the HAF programme begins. This has been specifically designed for holiday clubs to use day to day throughout their programmes to register participants and mark their attendance- which is a data collection requirement for the programme

6.4.2 Places for your programme must be prioritised for CYP who are eligible for benefits-related FSM. Further information about those who are eligible for this programme can be found here: www.gov.uk/apply-free-school-meals

6.5 Branding/Communications and Promotions of the Holiday Programme

6.5.1 For each holiday period, a promotional flyer will be sent to the holiday providers taking part. The council's dedicated webpage for the programme will contain all of the up to date contact details for participating providers. The website is: www.southwark.gov.uk/foodandfun

6.5.2 Southwark Council will promote the programme across various channels, including sending a letter to all eligible children via Headteachers and School Business Managers in Southwark schools. Holiday clubs, however, are expected to promote their own programme within the communities they are operating in order to maximise attendance. This may include creating relationships with local schools or Children's Centres and

asking them to make eligible families aware of your programme or putting flyers in local libraries etc.

6.6 Health Protection

6.6.1 The Provider is responsible for ensuring they adhere to the most up-to-date health protection guidelines (including COVID-19 guidelines) set out by the Government and their registered governing body.

6.7 Ambassador Programme

6.7.1 Southwark Council has launched a Community Health Ambassadors Network to help share important health protection messaging and to empower and support local Southwark residents to stay up to date with the latest and most accurate advice.

www.healthwatchsouthwark.org/community-health-ambassadors-network

6.7.2 The council are working with the commissioned organisations to recruit/nominate one person associated with each HAF programme to become a Community Health Ambassador. Ambassadors will help families, friends and the wider community make sense of the latest health protection advice and information to help residents stay safe.

7. Expectations of Approved Providers

The following expectations for approved providers are listed below. Further details can be found in section 8 to 12 of this document:

- Applying for funding for each holiday period within the specified timeframes and answering all appropriate questions in your application
- Ensuring all quality assurance documents, including certifications are kept up to date and sending new certificates and policy renewals to the HAF team at the earliest opportunity
- Returning all grant agreement documentation and invoices in a timely manner so the council can issue payments promptly
- Regularly attending holiday programme meetings (such as network meetings or APL meetings) and any mandatory training or other opportunities
- Clearly communicating any changes, challenges, or issues faced during the planning of, or during the holiday programme with the HAF team in a timely manner
- Engaging with programme enhancement offers
- Welcoming council staff for visits during the programme
- Completing all registration and attendance data in the format required, and returning all monitoring and evaluation data, including SEND evidence/data (if applicable) within the specified timeframes
- Proactively promote your HAF funded programme to the target audience
- Reaching the number of eligible children and young people providers are being funded for

8. Call Off/Ordering Procedures

8.1 Approved Providers will be asked to work on a 'call off' basis (which is the process for selecting a provider to deliver a specific piece of work) as and when required, and to the agreed rates set out in the grant agreement documentation. Providers shall note that there is no guarantee of any level of work to be commissioned.

8.2 Providers will be commissioned individually when HAF services are required

8.3 As a request for a service arises (Easter, summer or winter school holidays), a 'call off' process will be followed and providers will be contacted via email with details of the request, details of any specific requirements (e.g. location/venue) and a deadline to respond with their bid.

8.4 Each request will be clearly defined and will include some of the following:

- Food provision
- Dates and length of provision
- Number of spaces for CYP
- Location of programme(s)

8.5 Providers who respond within the deadline will have their bids evaluated. Based on this evaluation, decisions will be made on awards for provision.

8.6 Providers will be allowed a reasonable time period to confirm interest, answer any of the questions in relation to the requirement for delivering specific requirements of the work. Providers will be approached based on location and the level of need in that area, this may include borough wide 'call-outs' for provision.

9. Price and Payment

9.1 When approved providers are invited to submit bids for funding, the minimum amount of funding they will receive per child per day will be communicated. This figure will change per holiday period depending on the budget available and the needs of the programme.

9.2 Please see the below table for when the summer 2024 grant funding will be paid to successful applications and the conditions that must be made to receive payment.

9.3 Please note that payments for grants below £25,000 will be made in the following instalments: 80% of the grant will be paid prior to the programme delivery, and the final 20% will be paid upon receipt of required data and other evaluation documents.

9.4 For grants over £25,000, payments will be made in the following instalments: 70% of the grant will be paid prior to the programme delivery, and the final 30% will be paid upon receipt of required data and other evaluation documents.

Amount	Conditions	Payment
70/80% of grant	Submission of all Quality Assurance and finance documents by 08/12/2023 Submission of signed and dated grant agreement documentation Submission of invoice	May/June 2024
30/20% of grant	Return of all monitoring data Submission of invoice	September/October 2024

9.5 The following finance documents will be required in order for the council to make any payments to your organisation:

- Evidence of your Companies House registration or your Charities Commission registration if applicable (a saved PDF of the live registration webpage is fine)
- Evidence of your VAT registration number, if you are VAT registered (a saved PDF of the webpage is fine)
- A letter sent from your organisation confirming your registered address, email address, phone number, and bank details. This needs to be on letter headed paper and sent via email as a PDF
Please address this letter to:

Southwark Council
Finance and governance
Financial control and processing - payments
PO Box 64529
LONDON
SE1P 5LX

9.6 Please note that the name on the bank account must match your organisation's name otherwise the council will not be able to award your organisation's grant. The letter confirming your organisation's details must be in the format requested and must contain all the information asked otherwise the council will not be able to issue your awarded grant.

10. Safeguarding

10.1 Southwark Council's Holiday Programme Team is committed to promoting the health, development, safety and welfare of everyone with a particular focus on children, adults at risk, and families attending its activities/services. We recognise that we serve a diverse community including people from different cultures, racial background, religions, social class, financial resources, and ability. Whilst family differences will be respected, differing

cultural approaches to bringing up children will not be viewed as valid explanation for clear harm to a child.

10.2 The council expects that all organisations and individuals will work within their safeguarding policy and procedures in order to protect all those coming in to contact with their organisation as a part of the Food and Fun Holiday Programme.

10.3 The provider will ensure that all staff are aware of their responsibilities to take action to keep children and adults safe. This includes carrying out their duties in a way that is consistent with legislation, national guidance and the Multi-Agency Threshold Guide.

10.4 The provider will ensure all relevant staff are able to participate fully in safeguarding meetings, protection planning and core groups.

10.5 The provider will ensure all staff are kept informed of the outcomes of an incident or allegation and learning reviews will implement recommendations as required.

10.6 The provider will undertake yearly safeguarding audits to demonstrate that they comply with the arrangements set out above.

10.7 The provider will ensure that the correct ratios of children: adult are adhered to and a minimum of two staff are on site at all times

10.8 Any serious complaints or concerns including safeguarding should be referred to Local Authority's Designated Officer and may result in an immediate suspension of service until the matter has been resolved or closed. This decision will be made in consultation with the Holiday Activity and Food programme manager.

10.9 Any safeguarding issues, which occur during HAF provision, will be thoroughly investigated by the council, alongside the procedures in place.

11. Performance Management

11.1 Providers shall note that their continuation on the APL will be subject to satisfactory performance and compliance with quality assurance standards as set out in the grant agreement documentation.

11.2 Providers on the APL will need to submit data in line with the DfE requirements.

11.3 The following KPI's must be met:

Number	Performance Measure	What is Measured
1	A minimum of 1 staff member per programme location attending and engaging in HAF mandatory training	Attendance
2	A minimum of 1 staff member per programme attending network meetings and information sessions before programme delivery	Attendance

3	All policies and procedures are in place (this includes safeguarding, GDPR, confidentiality and privacy, public liability insurance, and Ofsted registration where appropriate)	Policies will be received by the stated deadlines
4	CYP attending provision are eligible for and in receipt of benefits related FSM	Evidence from data collection, registration forms and site visits
5	A minimum of 1 meal per child provided every day in line with School Food Standards	Number of meals provided, assessment of food standards on site visits
6	Nutrition education provided for all participants (food preparation etc.)	Evidence from data collection and site visits
7	Physical activity which allows young people to achieve the recommended daily activity guidelines, provided for all participants	Evidence from data collection and site visits
8	Enrichment activities, which encourage new skills/knowledge development, provided for all participants	Evidence from data collection and site visits
9	All young people/families who require additional assistance are supported appropriately	Evidence from data collection and site visits
10	All young people and families are signposted to other holiday/service support on completion of HAF intervention	Evidence from data collection and site visits
11	All provider data forms sent to the Southwark HAF Team in the format specified and within agreed timescales	Submission dates are met

11.4 Providers will be expected to collect feedback from children and parents accessing their service and this information will be shared with the council.

11.5 Providers may be asked to provide the council with updates to Disclosure and Barring Service (DBS) certificates, insurance certificates and other relevant documentation. Failure to do so may result in suspension from the list.

11.6 Any correspondence in relation to this should be sent to ria.shah@southwark.gov.uk or charlotte.pollins@southwark.gov.uk

12. Quality Assurance

12.1 Providers must fully comply with all relevant legal obligations including planning, building control, health and safety, food safety, and public liability insurance.

The following quality assurance documents are required:

Quality Assurance Document	Requirements (which must be met)
GDPR/Data Protection Policy	This policy needs to detail the data protection principles your organisation follows in line with current legislation
Confidentiality/Privacy Policy	This can be included in the data protection policy but it needs to explicitly explain confidentiality when handling personal information from clients
Food Safety/Food Hygiene Level 2 Certification	Two certificates must be Level 2 or above. Must provide a certificate within the last 3 years to cover until the end of August 2024. Two certificates must be provided per site you are operating from.
Food Allergens Certification	Must provide two certificates within the last 3 years to cover until the end of August 2024. Two certificates must be provided per site you are operating from. Free training is available here: www.allergytraining.food.gov.uk
Equality and Diversity Policy	This must include the measures your organisation takes to ensure all individuals are treated equally and not discriminated against regardless of protected characteristics.
First Aid Certificate	The certification must be completed in-person. Must provide a certificate within the last 3 years to cover until the end of August 2024. Two certificates must be provided per site you are operating from.
Child Safeguarding Policy	The policy must be robust enough and cover several procedures which will protect all those coming into contact with your organisation. All approved providers will be required to sign Southwark's holiday programme safeguarding policy.
Enhanced DBS Checks with Barred List information	All staff working with children must be able to provide their DBS checks. They must be enhanced checks, which include Barred List information.
Regular Risk Assessment	Your organisation's risk assessment needs to cover the variety of activities on offer at your

	programme and the risks associated with operating
Public Liability Insurance	The policy must have a minimum cover of £5million for any one event and must cover your organisation's activities which the council will be funding you for with this programme (e.g. as a sports club, out of school activity setting, etc.)

12.2 Failure to provide the required quality assurance documents will automatically result in the council not funding the organisation.

12.3 All providers and the local authority will fully adhere to relevant legislation and insurance requirements.

12.4 The council requires that the service is provided to the highest standards at all times. Performance will be monitored by the holiday programme team.

12.5 It will be a commitment between the council and the approved provider to continuously improve the service to ensure the implementation of best practice and delivery of best value.

12.6 Monitoring will include, but may not be limited to:

- Gathering of feedback from service users (children young people, and parents) including complaints and/or receipt of compliments, and how complaints have been addressed
- Planned visits by the HAF team to the provider's registered address
- Unannounced visits to examine the quality of the service being delivered
- Collection of registration and attendance data
- Completion of the DfE monitoring and evaluation form
- Providing information on programme spending and budget
- Quality assurance and monitoring quality assurance will include testing compliance with safeguarding and welfare, provider policies and procedures etc.

13. Evidence of previous delivery

13.1 If your organisation previously has not taken part in Southwark's Food and Fun programme, please submit evidence of your organisation running your holiday programme at the location you are requesting funding to operate from within the past two years. If you do not have evidence for this location specifically please submit information about other locations.

13.2 Evidence can include screenshots of dated live social media posts (with the date of the post visible), photos of dated programme leaflets, etc.

13.3 All evidence needs to be sent to HAF@southwark.gov.uk by the application deadline. Late submissions will be counted as incomplete applications and will not be considered.