



# Southwark's Approved Providers List Guidance

This document is for organisations who are members of Southwark's Food and Fun Approved Providers List

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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 the Easter, summer and winter school holidays until winter 2024. 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), including those with no recourse to public funds.

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 The school holidays can be a particular pressure point 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
<b>HAF</b>	Holiday, Activity and Food Programme
<b>DfE</b>	Department for Education
<b>FSM</b>	Free School Meals
<b>CYP</b>	Children and Young People
<b>SEND</b>	Special Educational Needs and Disabilities
<b>APL</b>	Approved Providers List

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

1.7 The APL is an "open" list. Following initial advertisement, the council will review performance of the categories annually and then re-advertise the opportunity. The work

will be commissioned directly by Southwark Council's HAF 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 guidance are as follows:

- Guide for APL Providers (this document)
- Further resources available in the online resource bank
- Holiday Programme Checklist
- Safeguarding declaration form

## **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 and are receiving benefits-related FSM, including those with no recourse to public funds.

2.2 Holiday clubs can also be made available to children who are not eligible for FSM and who can pay to attend. Please note that HAF funding cannot be used to subsidise non-HAF places. Holiday clubs wishing to provide places for non-eligible children must raise funds by other means.

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
- Maintain a healthy level of physical activity
- 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 support 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. Year plan of the programme

The table below highlights the timeline of events over the year for the holiday programme. Please note that these dates are subject to change and the HAF team will communicate the specific dates for each holiday period to approved providers.

Timeline	Date
<b>December (earliest) – January (latest)</b>	Applications for Easter funding to be submitted
<b>February (earliest) – March (latest)</b>	SEND funding applications open
<b>February (earliest) – March (latest)</b>	Easter grants awarded to providers (base grants and SEND grants)
<b>March</b>	Applications for summer funding to be submitted

<b>April</b>	Easter of Food and Fun programme runs
<b>April</b>	Providers to send back required Easter data, SEND evidence and invoices.
<b>April – May</b>	Data to be analysed, SEND evidence checked and final Easter invoices paid
<b>May (earliest) – June (latest)</b>	SEND funding applications open
<b>May (earliest) – June (latest)</b>	Summer grants awarded to providers (base grants and SEND grants)
<b>July</b>	Applications for winter funding to be submitted
<b>July – August</b>	Summer of Food and Fun programme runs
<b>September</b>	Providers to send back required summer data, SEND evidence and invoices.
<b>September – October</b>	Data to be analysed, SEND evidence checked and final summer invoices paid
<b>October (earliest) – November (latest)</b>	SEND funding applications open
<b>October (earliest) – November (latest)</b>	Winter grants awarded to providers (base grants and SEND grants)
<b>December</b>	Winter of Food and Fun programme runs
<b>January</b>	Providers to send back required winter data, SEND evidence and invoices.
<b>January – February</b>	Data to be analysed, SEND evidence checked and final winter invoices paid

#### **4. Expectations of approved providers**

The following expectations for approved providers are listed below. Further details can be found in section 5 to 10 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 quality assurance visits during the programme
- Completing all registration and attendance data using the EEQU booking platform, 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

#### **5. Call off/ordering procedures**

5.1 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.

5.2 Providers will be commissioned individually when HAF services are required

5.3 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.

5.4 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)

5.5 Providers who respond within the deadline will have their bids evaluated. Based on this evaluation and previous periods of delivery, decisions will be made on awards for provision.

5.6 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.

## 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.

5.7.4 All specialist staff hired to support children with SEND needs must have appropriate training/qualifications and experience to work with such children. This must be checked before specialist staff are hired.

## 6. Price and payment

6.1 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 may change per holiday period depending on the budget available and the needs of the programme.

6.2 Please see the example table below for when grant funding will be paid to successful applicants and the conditions that must be made to receive payment. **Summer 2023 is used in this example.**

6.3 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.

6.4 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
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70%/80% of grant	<ul style="list-style-type: none"> <li>▪ Submission of all Quality Assurance and finance documents by <b>26/06/2023</b></li> <li>▪ Submission of signed and dated grant agreement documentation</li> <li>▪ Submission of invoice</li> </ul>	June 2023
30%/20% of grant	<ul style="list-style-type: none"> <li>▪ Return of all monitoring data</li> <li>▪ Submission of invoice</li> </ul>	September/October 2023

6.5 The following finance documents will be required ahead of your first HAF delivery period 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**

If your organisation has been paid by the council for another unrelated project, you may already be set up on the system for payment and may not need to provide these documents.

6.6 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.

## **7. Safeguarding**

7.1 Southwark Council's HAF 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.

7.2 Southwark Council expects that all funded organisations and individuals taking part in the HAF programme will work within the HAF programme safeguarding policy, and will have their own policy and procedures in place, in order to protect all those coming in to contact with their organisation as a part of the Food and Fun Holiday Programme.

7.3 Each approved provider must sign the HAF programme safeguarding policy and return a copy of the signed page to the HAF team before receiving their first grant award as an approved provider.

7.4 Each programme location must have a Designated Safeguarding Lead (DSL) who will be on site throughout the duration of the holiday programme. All DSLs must have Level 2 safeguarding training as a minimum.

7.5 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.

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

7.7 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.

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

7.9 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

7.10 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.

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

7.12 All providers must send a nominated staff member to the council's safeguarding training when offered. This training is mandatory.

## **8. Training**

8.1 All organisations successful in their applications to become approved providers will be required to attend training prior to running council funded holiday programmes. Previous providers who have delivered a Southwark-based HAF programme before may nominate a staff member to attend who has not previously been trained. This training will prepare your organisation for the delivery of high-quality provision which meets the framework of

standards for this programme. It will be provided online. Further details of this training will be outlined nearer the time.

8.2 There will be additional training opportunities available to enhance the HAF offer. This may include how to engage participants in arts and crafts activities or training to support children with additional needs.

## 9. Performance management

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

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

9.3 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 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 and witnessed on site visits
4	CYP attending provision are eligible for and in receipt of benefits-related FSM	Evidence from data collection, EEQU registration forms and site visits
5	A minimum of 1 meal that meets School Food Standards is provided per child attending every day the holiday programme is running. All food provided to children (including snacks must meet School Food Standards)	Number of meals provided, assessment of food standards on site visits
6	Nutrition education provided for all participants (e.g. food preparation, conversations around healthy eating 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 and format is correct

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

9.5 Providers may be asked to provide the council with insurance certificates and other relevant documentation. Failure to do so may result in suspension from the list.

9.6 Any correspondence in relation to this should be sent to [ria.shah@southwark.gov.uk](mailto:ria.shah@southwark.gov.uk) or [charlotte.pollins@southwark.gov.uk](mailto:charlotte.pollins@southwark.gov.uk)

## 10. Quality assurance

10.1 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 from each organisation and would have been submitted with your initial application to join the APL. The HAF team will be in contact when updated certifications and policy renewals 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. The certificates provided must be dated within the last 3 years to cover until the end of the upcoming holiday period. <b>Two certificates must be provided per site you are operating from.</b>
Food Allergens Certification	The certificates provided must be dated within the last 3 years to cover until the end of the upcoming holiday period. <b>Two certificates must be provided per site you are operating from.</b> Free training is available here: <a href="http://www.allergytraining.food.gov.uk">www.allergytraining.food.gov.uk</a>
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	These certifications must be completed in-person. Two certificates must be Level 2 or above. The certificates provided must be dated within the last 3 years to cover until the end of the upcoming holiday period. <b>Two certificates must be provided per site you are operating from.</b>
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 and volunteers working with children must be able to provide evidence of their DBS checks. They must be enhanced checks, which include Barred List information. These must be renewed every 3 years, unless the staff members are signed up to the update service. <b>It is the HAF provider's responsibility to check all evidence is provided. Every HAF provider must send a signed DBS declaration form and a table of DBS checks conducted for each of their staff</b>
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.)

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

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

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

10.5 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.

10.6 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 quality assurance visits by the HAF team to the provider's operational address
- Unannounced visits to examine the quality of the service being delivered
- Collection of registration and attendance data on the EEQU booking platform
- 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.

## **11. Holiday programme checklist**

11.1 Please see the document attached for the checklist of tasks to be completed for each holiday period

11.2 Please be aware that it is your organisation's responsibility to note down any Take and Make recipe box and fresh fruit deliveries for your programme. Please be mindful of your delivery dates before organising any trips. If a delivery is missed, the council will not be able to reschedule this and future offers may be withdrawn from your organisation.

11.3 It is your organisation's responsibility to note down any programme enhancement offers you have signed up to, including the SCHWeP cultural activities offer. If any booked activities are missed, future offers may be withdrawn from your organisation.

## **12. Registration and Attendance**

12.1 All providers are required to use the EEUQ booking platform to collect registration data from families who wish for their children to attend the holiday programme run by your organisation. They must also use the platform to mark the attendance of children and young people registered onto their programmes.

12.2 The list below contains information required for each child:

- Full name of the child
- Address of the child
- Date of birth
- Ethnicity
- Most recent school the child attended
- Eligibility for benefits-related free school meals
- Emergency contact name and contact details
- Contact details of any other person who may be dropping off or collecting the child from the holiday club, including what days this will be
- Allergies
- Additional Needs (SEND) information (to support each child's individual needs)
- Parental consent for any trips which will occur throughout the provision
- Parental consent for photography/videos (to be shared with the council and/or on your organisation's social media platforms)

12.3 For safeguarding purposes, all staff members working directly with children on the holiday programme should be made aware of the needs of the children attending, as well as any further information which parents may have included about their child (i.e. SEND needs or allergies).

12.4 Please look at the help articles here for instructions on how to use Eequ for the above purposes:

<https://help.eequ.org/en/articles/7050178-how-to-take-a-register>

<https://help.eequ.org/en/collections/3486081>

## **13. Questions to ask to support children with additional needs**

13.1 It is important that booking forms use supportive language that emphasises a willingness to be flexible to meet the needs of children with additional needs. This will encourage families to share the right information so that providers can work with families to plan effectively.

13.2 The following list contains example questions that can be used when engaging with parents to understand their children's needs. They can either be sent in a follow up questionnaire to all parents that write on the registration form that their child has SEND needs or they can be written in the registration form itself. It is important to only offer the level of support your staff have been trained to offer.

- So that we can best support your child for the duration of the holiday activities, please tell us if they have a special educational need or disability?

- What specific activities does your child enjoy doing the most?
- What specific activities does your child least enjoy doing?
- What specific activities does your child enjoy that they may need extra support with to fully participate? If your child requires support with any of the activities listed below, please let us know what we can do to support them?
  - Eating
  - Drinking
  - Using the toilet
  - Participating in drawing/writing activities
  - Participating in physical activities
  - Participating in other activities, for example games
  - Socialising with other children
  
- If your child needs support with any other activity not listed above, please tell us what it is and what we can do to support them?
- What are the best approaches to use to help your child to feel nurtured, safe and secure if they get distressed during the day?
- So that we can provide a nurturing environment for your child, please let us know if there are any specific triggers for them and what we can do to support them.
- Does your child have a comfort item/sensory toy that helps them feel settled in a new environment or when distressed? We may ask you to bring this to the programme. If your child requires extra support or a quiet environment when they feel overwhelmed we may need to hire extra staff or purchase equipment to create this space at our holiday club.

#### **14. Further resources**

Please feel free to use the following resources listed below as you wish. These resources will be sent to your organisation ahead of your first programme as an approved provider and will be on the Southwark HAF online Resource Bank:

- Nutritional education resources (i.e. healthy eating information, resource banks containing healthy recipes and activity/session plans)
- Physical activity resources (i.e. activity ideas)
- Holiday Programme checklist

#### **15. Contact details**

Please contact [HAF@southwark.gov.uk](mailto:HAF@southwark.gov.uk) if you have any questions about the contents of this guidance or for further support.



## Appendix 1: Scoring Guide

Section and Question	What we are looking for	Possible Score	Score criteria
2. About your organisation	Organisation details Name of organisation, legal status, registered company address, company number and VAT (if applicable)	N/A – will not be scored	
2.3/6 About your organisation	Is the organisation's head office in Southwark? Is their head office in the neighbouring boroughs of Lewisham or Lambeth?	2	2 – Southwark based; 1 – neighbouring; 0 – elsewhere  *Organisations founded and having head office in Southwark historically form better connections and delivery with target beneficiaries
2.7 About your organisation - previous organisation name	Unscored but if it's found out that an organisation changed names after their previous HAF provision was prematurely ended by the funding local authority due to a serious safeguarding concern which should have been prevented by appropriate measures or was not resolved adequately, the council may not include them in the approved providers list.	N/A – will not be scored	
3. Contact details	Name, phone, mobile, e-mail	N/A – will not be scored	
4. Ofsted registration	Are they Ofsted registered? If yes, do they have a rating of good or outstanding?	2	2 – Ofsted registered and have a good or outstanding rating; 1 – Ofsted registered; 0 – Not Ofsted registered

5. Geographical area	Is their venue in a place with high levels of deprivation according to the Income Deprivation Affecting Children Index (IDACI)? Have they explained their reach to neighbouring areas including areas of high deprivation and anything they have in place or are doing already to reach the target audience?	2	2 – venue(s) is/are in top 3 most deprived deciles according to IMD IDACI ranking; 1 – venue(s) is/are next to an area of high deprivation and the reach to neighbouring deprived areas/communities is explained; 0 – Not in the top 3 most deprived deciles area and their reach to neighbouring areas/communities is not explained
5. Venue	Do they have a secured venue(s) (e.g. the organisation owns or details of the lease/agreement they have for the location to cover future holiday periods)? If they don't own their venue, have they provided sufficient details about their long term relationship with the venue they use?	1	1 – They own the venue their holiday programme will take place in or have evidenced their long term relationship with the venue; 0 – They do not own their proposed venue and have not evidenced their long term relationship with it
6.1 Experience	The organisation will be scored based on sufficiency in addressing the following points 1. Experience of offering a range of activities both venue and community based that supported CYP? 2. Have they given examples and information about previous experience including the age range and demographics of the CYP they work with? 3. Have they given examples of the types of	5	5 – They address all points identified for scoring. The information for each point is exceptional or exemplary in relation to the ask and the service requirements of this programme. Evidence of understanding clear and consistent throughout the proposal. Proposal submitted provides strong evidence that the specified requirements can be met. Added value

	<p>activities they've offered?</p> <p>4. Evidence of using parental and CYP feedback to inform service development?</p> <p>5. Have they demonstrated how they have previously met the requirements to offer healthy meals to school food standards as specified in the guidance documents?</p> <p>(Bonus point) Do they have experience of skills development which support a wide range of CYP?</p> <p><b>Do not write more than 700 words</b></p>		<p>is demonstrated including with their response to the bonus point;</p> <p>4 – They address at least 4 points identified for scoring. The information exceeds normal expectations. The proposal submitted provides good evidence that the service requirements can be met. Full and robust responses given for the points responded to;</p> <p>3 – They address most of the points identified for scoring with enough detail to fulfil the normal service requirements;</p> <p>2 – The response shows some understanding of the service requirements but does not adequately address the scoring criteria. The detail provided is not enough to effectively demonstrate their experience of delivering out of school activities to the target age range;</p> <p>1 – The response shows a very poor understanding of the service requirements and objectives, provides insufficient or contradictory evidence. The detail provided is insufficient to demonstrate the service requirements can be met;</p>
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			<p>0 – No response received or the response does not address the questions posed</p> <p>*Answers which do not demonstrate previous experience of providing meals to the standard required will be capped at a score of 3 points</p>
<p>6.2 Engagement with target beneficiaries</p>	<p>Is their relationship with the target beneficiaries (school children aged 4-16 years on benefits-related FSM) explained and their plan to ensure participation is defined. <b>Do not write more than 200 words</b></p>	<p>2</p>	<p>2 – the target beneficiaries/ communities they engage with in Southwark and near their proposed programme are listed and how they continually engage with these groups is explained in detail;</p> <p>1 – No current relationship with the target beneficiaries in the area, their plan to engage with the communities mentioned is explained in detail;</p> <p>0 – relationships and engagement with target communities are not explained or evidenced</p> <p>*For new organisations that are applying, the relationship with the communities mentioned in the answer to this question will be checked</p>
<p>6.4 References</p>	<p><b>New organisations:</b> referees confirm evidenced relationship with target beneficiaries and provide positive feedback of previous programme delivery (max 2 points per reference)</p>	<p>4</p>	<p><b>New organisations (per reference):</b></p> <p>2 – the reference confirms the organisation's relationship with target beneficiaries (either in or out of</p>

	<p>If they've run HAF provision before, the references must be from local authorities they've previously worked with. If their previous HAF provision was prematurely ended by the funding local authority due to a serious safeguarding concern which should have been prevented by appropriate measures or was not resolved adequately, the council may not include them in the approved providers list.</p> <p><b>Returning organisations:</b> evidence collected during previous Food and Fun programmes shows a high attendance of and successful engagement with target beneficiaries from communities local to the programme</p>		<p>Southwark- depending on the referee) and has provided positive feedback on previous programme delivery for 4-16 year olds;</p> <p>1 – the reference satisfies one of the above points;</p> <p>0 – relationships are not confirmed and positive feedback is not received or reference cannot be obtained due to lack of contact details provided.</p> <p><b>Returning organisations:</b></p> <p>4 – consistently high attendance witnessed and evidenced during previous programme delivery and continuous engagement throughout the year (including outside the holiday programme) with the target beneficiaries has previously been evidenced through the organisation's wider work;</p> <p>2 – averagely good attendance witnessed and evidenced during previous programme delivery and engagement with target beneficiaries for holiday programme evidenced;</p> <p>0 – poor attendance of target beneficiaries regardless of previous engagement</p>
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<p>6.5 Previous Southwark Food and Fun delivery</p>	<p>Based on the evidence collected by the council's previous Food and Fun programmes. The organisation will be scored based on the following points</p> <ol style="list-style-type: none"> <li>1. Previous compliance with data collection</li> <li>2. Previous engagement with programme i.e. attendance at training and provider meetings</li> <li>3. Timely returns of documents</li> <li>4. Attendance of target beneficiaries during previous delivery</li> <li>5. Confidence in data previously received i.e. the data reflecting what was witnessed on quality assurance visits by council staff and by wider partners.</li> <li>6. Previous provision meeting programme requirements</li> </ol>	<p>6</p>	<p>The holiday programme team will score every organisation the council has funded for this programme previously. 1 point can be received for each of the 6 identified points for scoring. Evidence collected during previous programme cycles including visits to holiday clubs during delivery will inform this scoring.</p>
<p>6. New provider, previous holiday programme delivery</p>	<p>Have they provided dated live social media posts (Instagram, Twitter Facebook, etc.) blog posts or articles confirming previous delivery at the location they're requesting funding for?</p>	<p>2</p>	<p>2 – the evidence confirms multiple periods of programme delivery at the location they're requesting funding to operate from;  1 – the evidence confirms one period of programme delivery at the location they're requesting funding to operate from or their evidence confirms multiple periods of delivery at other out of borough locations;  0 – No evidence received to confirm previous programme delivery or the evidence sent is not live or dated</p>

			<p>*Organisations that have not run holiday provision before, or those who have not provided sufficient evidence of running holiday provision will not be funded</p>
<p>7. Quality assurance</p>	<p>How many of the required policies and procedures have they submitted evidence for via email? If they haven't submitted a document, have they given a reasonable explanation? <b>Returning organisations</b> that have been funded since Winter 2022 will not have to send all these documents again as they are on file. They only have to submit renewals for expiring policies/certifications as well as the second food (x2) and first aid certifications if they have previously sent the council one of each.</p>	<p>14</p>	<p>1 point will be received for each correct and sufficient document received (out of 11 document types). GDPR/confidentiality information can be within the same policy/document for 2 points. 3 possible additional points if providers have more than one food hygiene level 2, food allergens and first aid certifications. Only in person first aid certifications will be accepted. Please reference the application guidance document for more details *Organisations that have not run holiday provision before, or those who have not provided sufficient evidence of running holiday provision will not be funded</p>
<p>8. Programme/Data compliance</p>	<p>Unscored, in order to receive funding organisations must collect data for this programme so that the council and the Department for Education can evaluate the</p>	<p>N/A – will not be scored</p>	

	programme's success and identify areas for improvement.		
9. Summer programme bid	This section is included for organisations to apply for funding to run their summer 2024 programmes. Only the bids from those who are successful in their applications to become approved providers will be considered. If you wish to become an approved provider but do not want to submit a bid for funding to operate this summer, please write N/A in this section.	N/A – will not be scored	
<b>Total possible score</b>		<b>34 for new organisations, 38 for returning organisations</b>	