Appendix 1

City Of Wolverhampton Council

HOLIDAY ACTIVITIES AND FOOD (HAF) PROGRAMME

SERVICE SPECIFICATION & APPLICATION GUIDANCE

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1. Introduction and background

The Department of Education (DfE) has confirmed that all Local Authorities in England will receive funding to co-ordinate a local Holiday Activities and Food Programme (HAF) during Easter, summer, and December school holidays of 2025-2026. The City of Wolverhampton Council's HAF grant allocation for 2025-2026 is £1,940,870. The DfE has also pledged to support the HAF programme across England until at least 2025.

The overall purpose of the grant is to enable the Council to coordinate and provide free holiday provision during the Easter, summer and Christmas school holidays for children that are eligible for benefits-related free school meals. HAF holiday provision includes healthy food, access to positive activities and nutritional advice and guidance.

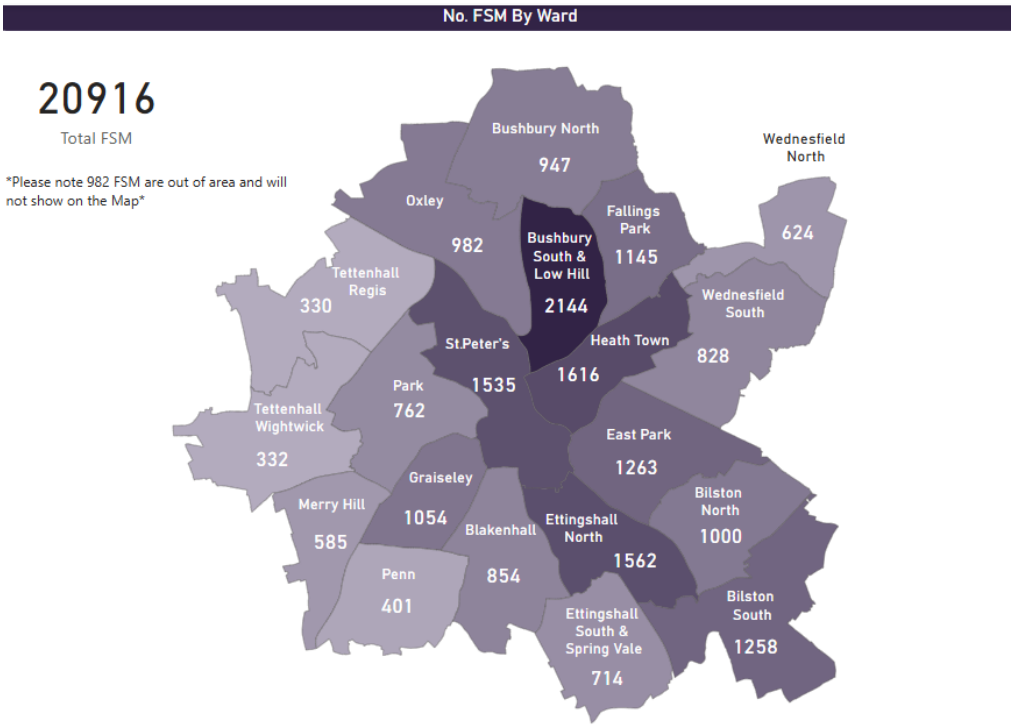
School holidays can be a particularly challenging time for some families because of reduced income or increased costs relating to food and childcare. For some children this can lead to holiday hunger and a holiday experience gap, with children from these families more likely to experience 'unhealthy holidays' in terms of nutrition and physical health. These children are also less likely to access organised out-of-school activities and more likely to experience social isolation. All these issues can have a lasting effect on children and young people's health and wellbeing, and lead to lower levels of educational attainment.

In 2021, as a national response to these issues, the government expanded the Holiday Activities and Food programme across the whole of England. The City of Wolverhampton first delivered the programme in 2021; this service specification relates to provision for 2025-2026.

Even before Covid-19, Wolverhampton was ranked 24th out of 317 using the indices of deprivation measure. The city also experienced high levels of child poverty, 31.6% in 2019 compared to a national average of 19.1%.3 Early indications are that Covid-19 will have worsened deprivation for people living in the city. For example, Wolverhampton is in the top five in the country for the highest unemployment rate amongst young people aged 18 – 24 years and top ten in the country for unemployment overall (age 16-64).

The cost-of-living crisis will further exacerbate the need for families to receive support to relieve the pressures of having to choose to eat or to heat.

As of the beginning of February 2025, more than 20,000 children and young people who live in The City of Wolverhampton were eligible for benefits related free school meals.



In January 2019, the launch of the Youth Engagement Strategy (#YES) saw a commitment to opportunities and activities for children and young people across the city. In April 2022, this strategy was embedded as Business as Usual and sits with the five pillars of the Young Opportunities Wolverhampton (YO Wolves) Brand. This position has enabled the success of the brand to grow using this knowledge base to inform future developments and support over and above the Department for Education (DfE) funded HAF (which has been in place since 2021).

2. Service Aims and Objectives

We want children who attend HAF holiday provision to:

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

We also want to ensure that the families who participate in the programme:

- develop their understanding of nutrition and food budgeting.
- are signposted towards other information and support, for example, health, employment, and education.

3. Scope

3.1 Service eligibility

Free holiday club places, funded through the HAF programme, are for school-aged children and young people from reception to year 11 (inclusive) who are eligible for **benefits-related free school meals**. The City of Wolverhampton 's HAF programme can only provide free holiday club places to eligible children and young people who live in The City of Wolverhampton or attend a The City of Wolverhampton school.

Please note, every primary school aged child attending a school in The City of Wolverhampton can have a free school meal even if their parents/carers are not in receipt of one of the qualifying benefits for free school meals. Only those children who are eligible for benefits-related free school meals are entitled to attend a HAF provision, subject to the exception below.

A number of free holiday club places – up to 15% overall - will be for children and young people who are not eligible for benefits-related free school meals but who are assessed by the local authority, schools, the provider, or other professionals as being in need, at risk or vulnerable.

To reduce stigma and allow a wider group of children and young people to benefit from the programme, where possible, a model of free and paid for places should be provided by organisations.

If offering paid for places, please note that some families may be eligible for tax-free childcare or the childcare costs element of Universal Credit, through which they could claim back up to 85% of the cost of a paid for place at the holiday club.

Other HAF-eligible groups in Wolverhampton:

- School aged children from reception to year 11 (inclusive) who receive free school meals from households with no recourse to public funds (NRPF).
- Children and young people aged 5 – 25 with an EHCP (education, health, and care plan) and/or children and young people aged 5 – 25 with special educational needs and disabilities (SEND) or additional needs.

- Children aged 5 – 18 known to local social services on a CIN/CP plan within the last three months.
- Elective home-schooled children
- Children receiving speech and language support.

3.2 Service availability

School holiday periods: Easter 2025, Summer 2025, Christmas 2025, with an extension into 2025 should further funding be awarded. The services described in this specification must take place during these school holiday periods. ***Providers can apply for all these holiday periods.***

Length of face-to-face sessions: Children and young people must have access to at least 4 hours of face-to-face provision on the days they attend.

Time of sessions: The service shall be delivered at times which meet the needs of children, young people, and their families.

Number of sessions per day: To offer more children and young people the opportunity to access the provision, organisations can design their programme so that each day offers more than one session, for example, a day may consist of a morning session from 9am to 1pm and an afternoon session from 2pm to 6pm. However, HAF funding is not permitted to support two consecutive four-hour sessions on the same day at the same venue for and individual child.

4. Application process and delivery Model

4.1 Application process

All applicants are encouraged to read this service specification and supporting documents / online guidance prior to applying for funding.

All applying organisations, must submit their application (also referred to as a bid or tender) to HAF@wolverhampton.gov.uk

All providers must demonstrate how they will use the funding applied for to deliver their HAF programme. Providers must also demonstrate how they will use the funding creatively, alongside other resources, to enhance the programme and maximise its impact.

Applications to join the HAF Holiday Activities and Food Provider Framework, which will be evaluated entirely on quality (100%). Any existing or new framework providers are expected to have funds in unrestricted reserves equivalent to 3 months expenditure – in line with national best practice and guidance from bodies such as The Charity Commission. Previous, approved HAF holiday activity providers have undergone a 'Dragons' Den' style pitch to a panel of children and young people from the Youth Engagement Strategy (YES) Board. Any new providers on the Framework will similarly have to complete a successful pitch to the 'Dragons' to be approved as a Framework Provider.

Appointment to the HAF provider framework does not guarantee your services will be commissioned.

The majority of HAF funding for Easter 2025, Summer 2025 and Christmas 2025 will be allocated through a block grant competition (up to 90% of HAF grant allocation budget) with approximately 10% of funding reserved for top up grant competition rounds prior to the summer and Christmas period. The top up rounds will enable targeted provision in pockets of the city under-served by providers who have been appointed in the block allocation round, and interest is likely to come from smaller and new providers who be unwilling or unable to commit to long term grant agreements.

The block grants round and subsequent top up rounds competitions will be evaluated on the following criteria.

- Price (50%)
- Quality (40%)
- Social Value (10%)

On the price element, applications who meet the £30 per child per day or below will be ranked with the highest all other per head per day costs will be marked as an inverted percentage of the lowest priced bid.

Each bid will include some of the following:

- Schedule of activities
- Food provision
- Dates and length of provision
- Number of spaces for CYP
- Location of programme(s)
- Age range / spread e.g., primary / secondary.

4.2 Who can apply.

All applicants must deliver a programme that will take place within or near the City of Wolverhampton, for eligible Wolverhampton children.

The Council will not fund:

- Individuals
- Projects and activities that do not meet the criteria for HAF.
- Activities that have already taken place (we do not fund projects retrospectively)
- Activities that have no public benefit for the residents of The City of Wolverhampton
- Activities which promote a particular political, religious, or extremist view.
- Activities in a formal education setting as part of the core curriculum.

4.3 Children with SEND

All providers must be able to accommodate children and young people with low-level SEND needs – places for these children should represent at least 12% of the club's total HAF funded places.

Providers will not be expected to reserve these places or keep them open for children with SEND - bookings will be accepted on a 'first come first served basis to ensure all places are filled.

When a child or young person with SEND registers with a Provider, the Provider will be responsible for carrying out an appropriate and accurate assessment of their level of need.

The HAF programme team will arrange access to training and support to help Providers develop and implement strategies for supporting children with low-level SEND.

This is separate funding to the Short Breaks programme. Entitled children and young people should be able to access both Short Breaks and HAF.

SEND Definitions

Universal.

These are services which all families can expect to access without needing any extra SEND resources. Universal services are expected to make reasonable adjustments to accommodate children/young people with SEND.

Targeted

These are services for children with additional needs over and above what is available to them.

through universal services. Often these services will be short-term and embedded into universal services. **Specialist**

Specialist services are those which families may require following individual assessment and referral by specialists. Typically, they will be long-term and for children with complex needs.

4.4 Lead organisation and partnerships

We encourage the development of partnerships between organisations that will collaborate and support one another to deliver the key areas of the HAF programme.

In each partnership, a single organisation will take a lead role.

The lead organisation will be the contracted Provider and will be responsible for the overall management and delivery of the partnership's programme; this includes ensuring all eligible children, young people and their families receive the services described in this service specification.

Funding will be paid to the lead organisation who will arrange for the funding to be distributed between the other delivery organisations.

The contract will be between the Council and the lead organisation.

Subcontracting specific elements of the service, such as food and sports coaching, are permitted but the subcontractor must adhere to the same terms and conditions as outlined in the Detailed Requirements, such as paying Living Wage.

The lead organisation will also be responsible for the provision of data and monitoring information and will facilitate any monitoring visits by the HAF programme team or other Council officer.

5. Detailed Requirements

Organisations providing HAF holiday club places must meet the following mandatory requirements:

5.1 Food provision

HAF holiday clubs must provide at least one substantial meal each day or per 4-hour session. There is flexibility in the design of the food provision however all food provided as part of the programme must:

- be healthy, tasty, and nutritious.
- meet the standards set out in this specification.
- comply with regulations on food preparation.
- consider allergies and dietary requirements.
- consider any religious or cultural requirements for food.

The expectation is that the main meal will be served hot however, we know this will not always be possible, for example when on a day trip. In such situations, the food served should be appropriate for the nature of the session, offering cold packed lunches where appropriate.

Food can either be prepared on site or purchased from a The City of Wolverhampton based food.

business / catering company.

It should be noted that preparing food at the holiday club can provide a wonderful opportunity to involve children and young people in the food preparation process which can contribute to the nutritional education element of the programme. Holiday clubs preparing food on site are also likely to produce less food and packaging waste and generate fewer food-miles.

Holiday clubs must make reasonable adjustments for children and young people with requirements and preferences, for example to reflect medical, dietary, religious, and cultural needs.

Providers will need to submit their food menus to the HAF programme team during the mobilisation period, prior to the start of the programme. The programme team will review menus and provide additional support where required to ensure they meet school food standards and other standards set out in this specification.

Healthy food:

All food and snacks served by HAF holiday clubs must meet the Government's school food standards.

These standards have been developed so that children:

- develop healthy eating habits.
- get the energy and nutrition they need.

Club menus should help to promote a healthy, balanced diet and should consist of:

- plenty of fruit and vegetables.
- plenty of unrefined starchy foods.
- some meat, fish, eggs, beans, and other non-dairy sources of protein.
- some milk and dairy foods.
- food and drink that is low in saturated fat, sugar, and salt.

Clubs should provide a wide range of foods across the programme and must not serve drinks with added sugar or snacks that are high in fats, salt, and sugar such as crisps, chocolate, or sweets. Snacks should be limited to seeds, vegetables and fruit with no added salt, sugar, or fat.

Sustainable food:

The foods we eat not only affects our health, but also the health of the environment.

The City of Wolverhampton Council is committed to tackling climate change and to making a major contribution to reducing greenhouse gas emissions through the promotion of healthier, more sustainable food consumption and the reduction of food waste.

Holiday club providers should take the following measures to provide healthier and more sustainable food as part of their HAF programme.

Less beef and lamb: Although School Food Standards advise that children and young people should be eating meat three days a week (unless they are vegetarian/vegan), different types of animals have different effects on the environment. Beef and lamb produce much higher greenhouse gas emissions than poultry and pork.

Serve less lamb and beef in favour of poultry (e.g., chicken and turkey) and pork.

More vegetarian and vegan meals: Encourage children to have a meat-free day each week, using.

alternatives such as pulses, soya mince, tofu, or mycoprotein-based meat substitute. This is also recommended in the School Food Standards.

More local and seasonal produce: Buying local and seasonal produce is an effective way to reduce the carbon footprint of your food offer. The best way to do this is by writing your menu to take advantage of what is available in Britain or from near neighbors in the EU. Avoid fruit and vegetables that have air miles and out of season 'local' foods that have been grown in energy intensive greenhouses and polytunnels. See this handy guide for what is in season in the UK each month https://vegsoc.org/cookery-school/blog/seasonal-uk-grown-produce/.

Reduce food waste: When we waste food, we also waste all the energy and water it takes to grow, harvest, transport, package and cook it. On top of this, if food waste then ends up in landfill, it generates even more emissions that are very harmful to the environment. Food waste is also a potentially valuable resource for energy, fuel or for fertiliser that we lose to landfill.

- Teach children and young people about how food waste has a negative impact on our environment and how they can play a role in reducing this.
- Avoid buying too much food.
- Store perishable food correctly.
- Prepare and serve the right amount, every mealtime.
- Give leftovers to children, young people, and their families.
- Recycle unavoidable food waste using compost bins; compostable items include fruit and vegetable scraps and peels, crushed eggshells and much more.

Reduce single use plastics: Most plastics do not decompose and can last centuries in landfill, or end up as litter in the natural environment, which can pollute soils, rivers and oceans, and harm the creatures that inhabit them.

As far as is possible, providers should:

- avoid plastic straws and disposable plastic dessert pots.
- where possible, use reusable plates and cutlery.
- for drinks, try juices and milk drinks in refillable jugs instead of in plastic cartons.
- try to buy fruit and vegetable without plastic packaging.
- take reusable bags when shopping for food.

Make use of food surplus organisations for example The Good Shepherd Daily Food Service: The food redistributed by these organisations are free, nutritious, and good to eat, and can help many of the children, young people and families that are eligible for the HAF programme.

5.2 Food Hygiene / Safety

All holiday clubs, whether they prepare their own food or source food from an external caterer / food provider must have the following in place prior to their programme starting. We understand that it may not be possible to have all these requirements in place before funding is confirmed but we will expect them to be implemented during the early part of the mobilisation period.

- Holiday clubs / club venues must be registered as a food business. A food business is anyone preparing, cooking, storing, handling, distributing, supplying, or selling food. If you are running more than one holiday club where food will be prepared, cooked and / or served to children, you will need to register each venue. For further information on registration, visit: www.wolverhampton.gov.uk/food-businesses-and-safety

https://register.food.gov.uk/new

- Holiday club venues must:
  - comply with the necessary regulations relating to food hygiene.
  - be suitable for the type of food provision on offer.
  - enable the safe preparation, cooking, storing, handling, serving and consumption of food.
  - be clean, maintained and in good repair and condition.
  - allow you to follow good food hygiene practices, including protection against contamination and pest control.

- Holiday club venues must have a food safety management system in place that is based on the principles of HACCP (hazard analysis and critical control point) such as 'Safer food, better business for caterers' by the Food Standards Agency. In practice, this means that you must have procedures in place to manage food safety 'hazards' in your holiday club. You must write these procedures down, update them as needed and keep up to date records.

- Providers must ensure information on allergens and ingredients is available at every session, for all meals and snacks that are being served. See allergen guidance by the Food Standards Agency

- Holiday clubs must have a minimum of two staff who have completed Food Standards Agency food allergy and intolerance free online training.
- Providers must ensure that all staff and volunteers who handle and serve food are supervised and have received appropriate verbal or written instructions in food hygiene in a way that is appropriate for their role. This should include personal hygiene, temperature control, cleaning procedures and pest awareness. The guidance in 'Safer food, better business for caterers' by the Food Standards Agency can be useful guidance for you and your staff / volunteers.

Additional requirements if preparing food on site.

Holiday clubs must have a minimum of two members of staff / volunteers who have completed accredited training to a level equivalent to the Royal Society for Public Health (RSPH) level 2 award in food safety and catering. The objective of the Level 2 Award in Food Safety and Hygiene is to cover the principles of food hygiene for food handlers working in a food environment – it will cover the importance of food hygiene, associated food safety hazards, good hygiene practice, and controls based upon an awareness of food safety management systems.

Additional requirements if purchasing food from a The City of Wolverhampton based food business / catering company.

The food business / caterer must be registered with The City of Wolverhampton as a food business and have a Food Hygiene Rating Score (FHRS) of four or five. You can check FHRS scores here: FHRS scores online.

Additional things for you to consider when choosing a food provider / caterer:

- Do they have experience in catering for children and young people?
- Do they offer a variety of menu options (including vegetarian and vegan), and do they cater? well for dietary, cultural, and religious requirements?
- Can they provide the food in compostable/ reusable containers?
- Do they provide flexible options for hot and cold food?

Food hygiene / safety checks and additional support

Depending on the type of venue, nature of the food provision and considering any previous food safety inspections, a member of the HAF programme team may undertake site checks to ensure good hygiene practices are in place and to help you comply with food safety and hygiene standards.

The Food Safety Team will also contact confirmed holiday club Providers and may also conduct their own checks.

5.3 Enrichment activities

Holiday clubs must provide age-appropriate fun and enriching activities that provide children with opportunities to:

- develop new skills or knowledge.
- consolidate existing skills and knowledge.
- try out new experiences.
- have fun and socialise.

This could include but is not limited to:

- creative activities, for example putting on a play, junk modelling or drumming workshops.
- experiences, for example a nature walk or visiting a city farm.
- free play, for example fun and freedom to relax and enjoy themselves.

5.4 Physical activities

Holiday clubs must provide age-appropriate physical activities each day and in line with the Government's physical activity guidance all children and young people 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.
- children and young people participating in the HAF programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength.
- children and young people should aim to minimise the amount of time spent being sedentary, and when physically possible should break up prolonged periods of not moving with at least light physical activity.

5.5 Food and nutritional education

Holiday clubs must deliver an element of food and nutritional education each day aimed at improving children and young people's knowledge and awareness of healthy eating. These do not need to be formal learning activities and could, for example, include activities such as:

- getting children involved in food preparation and cooking.
- growing fruit and vegetables.
- taste tests.

Food and nutritional education can also take place through discussion and by integrating the topic into other activities.

5.6 Food and nutritional education for families and carers

Holiday clubs must make a weekly training and advice session available for parents, carers, or other family members. These sessions should provide advice on how to source, prepare and cook nutritious and low-cost food. This element of the programme could be combined with food and nutritional education for children and young people, for example, by inviting families and carers to the club to prepare, cook and eat a meal with their children.

5.7 Signposting and referring children, young people, and families to other sources of support.

Holiday clubs must provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.

This could include:

- GPs, dentists, or other healthcare practitioners
- Early Help or Children's Services
- Housing Support Officers
- Our https://www.wolvesworkbox.com/wolvesatwork18-24/index.html - for work and/or apprenticeships
- Money and debt advice and support
- Cost of Living Support Cost of Living Support | City of Wolverhampton Council
- Jobcentre Plus
- Citizens Advice

The HAF programme team will provide a list organisations and online resources that may benefit some of the children and families Providers will meet.

Providers should ensure information, signposting and referrals are tailored to the unique needs of each child and their family.

5.8 Safeguarding

Safeguarding and promoting the welfare of children and young people is everyone's responsibility.

All HAF holiday clubs should be a safe and happy place for children and young people to be and parents, carers and families should feel confident that their child is well cared for and that robust safeguarding arrangements are in place.
The Provider are required to have in place safeguarding arrangements that reflect the importance of safeguarding and promote the welfare of children and young people.

All organisations must have up to date enhanced DBS checks for all workers in contact with children and young people and have a named safeguarding lead.

For information and advice on safeguarding in Wolverhampton, visit www.wolverhamptonsafeguarding.org.uk

5.9 Venue

Providers must secure an accessible and appropriate venue within The City of Wolverhampton in which to deliver their HAF holiday club and must undertake the necessary checks to ensure the venue

and facilities are appropriate for their programme.

Holiday clubs must be delivered from an environment that is well maintained, easily accessible, with good public transport links and have the relevant health and safety arrangements in place.

HAF venues must be warm and welcoming, and Providers must have considered all potential barriers to access.

Following confirmation of funding, Providers must provide proof of venue hire arrangements to the HAF programme team.

5.10 Operational Readiness

Providers must be able to set up their holiday club in time for the start of the relevant school holiday period.

Providers must have a service mobilisation plan in place and have the management and staff capacity to support programme implementation and ongoing delivery.

5.11 Workforce / staffing

Providers must have sufficient staff with the required knowledge, skills, training, and experience to deliver the programme and meet the needs of all children, young people and families that will access the service.

There must be enough staff to provide the appropriate level of supervision, which will vary depending on the children's age, behaviour and needs.

Providers must have systems in place to ensure the provision of the service during periods of staff absence due to holidays, sickness or for other reasons.

Providers must ensure that they are compliant with all applicable law in relation to staffing.

All staff and volunteers working at the holiday club must have an up-to-date enhanced level DBS check.

The service may need to recruit volunteers to support the delivery of this programme but should not be reliant on them.

Providers must ensure that all staff and volunteers involved in the delivery of the service have access to regular support and supervision and that staff performance is monitored and managed.

The Provider must be a Living Wage Employer.

Providers should be able to demonstrate a commitment to tackling Modern Slavery including Child Labour and Child Exploitation. For information and advice, visit www.saferwolverhampton.org.uk/modern-slavery.html

5.12 Ofsted registration

Some holiday clubs may need to register with Ofsted; providers must check whether registration applies to their type of provision. Where Ofsted registration is required, this must be in place prior to the programme starting.

5.13 Marketing and promoting the programme

Branding and communications:

The entire programme will be branded YO Wolves *the City of Wolverhampton* and communication of the holiday programme will be undertaken in line with The City of Wolverhampton 's communication policies. Some providers may wish to facilitate their own communications which can be done using the YO branding and resources provided by the HAF Team, but it should include *YO Wolves*. Any communications produced by providers should be shared with the HAF programme team prior to circulation for approval.

There will be an online directory www.yowolves.co.uk/ produced with the details of all successfully funded HAF programmes for each holiday period. The directory will be shared with schools, the parents of those eligible for the service, Council departments and community groups. The directory will be promoted via the Council's website, social media platforms, resident's newsletter, and other external media. We encourage all Providers to work within the CWC advertising policy, which outlines that CWC settings must not use any visual promotional materials (including digital/social media content) that contain foods and drinks that are high in fat, sugar, and salt.

Providers must also:

- marketing and communicating their own programme to schools, children, young people, their families, and other key stakeholders.
- actively advertise their service and prevent low attendance.
- obtain consent from the Council prior to releasing any media statements.

5.14 Bookings and referrals

The City of Wolverhampton use Eequ booking system and providers will need to ensure all activities are on the system. Providers are expected to:

- accept bookings from parents / carers and young people, as well as referrals from the Council, schools, or other professionals.
- register attendance and non-attendance of children, young people and families who have booked a place at the provision.
- follow-up non-attendance with parents and young people and provide support to maximise future attendance.

Attendance registration must accurately collate and record information about each participant and must support the programme monitoring and evaluation requirements outlined in this service specification.

During the programme mobilisation period, the council will confirm any additional arrangements that will be in place to:

- manage the 15% of discretionary free places that will be available to non-FSM eligible children.
- help ensure only eligible children, young people and families are accessing free places on the programme.
- help ensure the programme is reaching the most children, young people, and families.

5.15 Business Continuity Planning

The Provider must have in place a business continuity plan to ensure it can return to "business as usual" as quickly and painlessly as possible in the event of a disruption - no matter how big or small.

5.16 Support and training

The HAF programme team will support Providers to meet the standards outlined in this service specification and requirement to complete Self Evaluation Form (SEF)

Successful Providers will receive training, support, and guidance on delivering some of the core programme requirements, including the use of a centralised booking system.

5.17 Policies and Procedures

Prior to the programme starting, the Provider must have in place, a comprehensive set of policies and procedures to ensure the safety, safeguarding and wellbeing of the children, young people and families accessing the service.

This must include, but not be limited to:

- A Health and Safety policy and emergency procedures
- An up-to-date risk assessment (including Covid-19 risk)
- A business Continuity Plan including epidemics / pandemics.
- Relevant insurance policies
- An accessibility and inclusiveness policy
- An equality and diversity policy
- A whistleblowing policy
- A data protection (GDPR) policy
- A Safeguarding policy

Staff and volunteers must be made aware of all policies and procedures, and these should be readily available through staff handbooks, team meetings, supervision, and notice boards.
All staff must be made aware of changes to policies and procedures and be issued with the latest version of each one. Documentation, including policies and procedures must be made available if requested by the HAF Team.

5.18 Social Value and 'The Wolverhampton Pound'

The Council want to work with organisations who can produce wider benefits for The City of Wolverhampton and its residents in terms of economic, social, and environmental wellbeing.

Social Value looks at additional benefits over and above the core requirements of this funding. This means a Social Value offer from a potential provider should not add to the cost of the funding required.

As part of your bid, you will need to demonstrate how you will deliver additional Social Value to The City of Wolverhampton beyond what is outlined in this service specification, for example:

- supporting families to achieve better outcomes over and above the service specification.
- offering additional collective benefits to the community.
- any additional funding you can attract to support the service.

Social Value represents 10% of the bid evaluation score.

6. Data collection, monitoring & evaluation

All attendance data will be collected using the Eequ booking system and provider should ensure this is updated regularly during delivery. Providers may collect additional data including SEND needs or case studies, these should be collected and stored in line with General Data Protection Regulation (GDPR) requirements.

To monitor service activity, derive as much learning as possible about the programme and provide regular reports to Council staff and Department for Education, the HAF programme team will supply a template for providers to collate and report on the following after each holiday period:

- feedback from participants, their families, and carers.
- case studies and particular highlights.

Reports on bookings and attendances is reviewed by the HAF delivery team and issues will be raised with providers to resolve them as soon as is possible. Providers should proactively monitor bookings and attendances and take steps to address any issues routinely.

Where necessary the HAF programme team may ask providers to supply additional information or complete / circulate surveys.

Providers must allow the HAF Team, #YES Board members or other authorised Council officers access to the holiday club to observe the provision.

Upon request, the service provider shall make available individual site and activity risk assessments or policies and procedures.

The service provider shall comply with any such further monitoring provisions as The City of Wolverhampton Council may require during the period of the contract.

7. Funding and payments schedule

7.1 Funding

The local authority aims to use the DfE grant to provide the maximum number of places per day that will ensure there is sufficient provision in place across the City for children and their families.

All costs must be reasonable and represent value for money, and it must be clear how all expenditure directly meets the objectives of the HAF programme and more significantly the needs of children and young people.

When assessing the grant amounts applied for, the evaluation team will allow a degree of flexibility on the basis that providers may incur different costs, especially when considering the provider's access to existing facilities and resources, knowledge of their target cohort and the type of activities and support they plan to provide.

We expect the cost of places for children with complex and significant SEND to incur a significantly higher per head, per day cost.

The financial evaluation (price score) will calculate the 'per-head, per-day' cost of each grant.

application and compare it to the lowest price offered. The lowest 'per-head, per-day' price will score highest marks. The other offers will then receive price scores expressed as an inverse proportion of the lowest price. Per-head, per-day = total cost / today places per day / total days provision. The price score makes up 50% of the overall score.

Expenditure may include:

- Food
- Essential cookware, utensils, cutlery, and similar items
- Staffing (including additional staffing hours e.g., for teaching staff)
- Volunteer expenses
- Activity instructors / providers
- Trips and days out
- Venue / room hire.
- Transport
- Relevant training for staff and/or volunteers
- Activity materials
- Promotional material
- Additional insurance costs
- DBS checks
- Management and co-ordination **(limited to a maximum of 15% of your overall funding request)**
- Equipment **(limited to a maximum of 2% of your overall funding request)**

The following expenditure will **not** be funded:

- Costs associated with holiday club places for children that are **not eligible** for the service.
- Places for children and young people who are not residents of The City of Wolverhampton (or who do not attend a The City of Wolverhampton school)
- Unreasonable costs where management and overhead costs exceed expectations.
- VAT that you can recover.
- Purchase of vehicles or property
- Building renovation/repair costs
- Activities that have already taken place
- Loan repayments, budget deficits or endowments.
- Fundraising events, activities for private gain, or that result in profit being made.

7.2 Attendance and Funding

Providers achieving an attendance rate of at least 80% of their grant agreement target for the respective holiday period will receive 100% of their agreed funding. Providers failing to achieve 80% attendance rate may see withholding of final payments and/or a reduction in advance payments in subsequent holiday periods as detailed in 7.3 Payment schedule. Performance will be assessed on actual attendances of HAF-eligible children and not bookings. Providers will be expected to have a robust non-attendance and 'no show' policy as well as operating a reserve / waiting list when fully booked.

7.3 Payment schedule

All new providers will receive 50% advance payment for their first HAF– rising to 80% advance payment for the subsequent holiday period if performance has been deemed satisfactory.

If a provider's advance payment reverts to 50% in the event of subsequent poor performance, this will be reinstated to 80% advance if/when performance improves sufficiently.

Performance Measure	Second / Final Payment	Advance Payments for Subsequent Holiday Periods
Attendance rate of HAF-eligible children across the holiday programme as a percentage of grant agreement target: 80% or higher	Second / final payment will be forthcoming	Eighty percent advance payment in subsequent HAF holiday period.
Attendance rate of HAF-eligible children across the holiday programme as a percentage of grant agreement target: between 50% and 79%	Second / final payment will be forthcoming	Fifty percent advance payment in subsequent HAF holiday period
Attendance rate of HAF-eligible children across the holiday programme as a percentage of grant agreement target: less than 50%	Second / final payment withheld	Fifty percent advance payment in subsequent HAF holiday period

8. Performance Management

8.1 Providers shall note that their continuation on the Framework will be subject to satisfactory performance and compliance with quality assurance standards as set out in the contract.

8.2 Providers on the Framework will need to submit data in line with the DfE requirements.

8.4 Providers will be expected to collect feedback from children, young people and their families accessing their service and this information will be shared with the Council.