Tower Hamlets Council 2020 Holiday Programme
Clubs Guidelines

To provide children with food and activities during the summer holiday

School holidays can be particular pressure points for some families because of increase 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 more likely to experience social isolation.

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people and that they work best when they provide consistent and easily accessible enrichment activities, for more than just breakfast or lunch, and when they involve children (and parents) in food preparation.

To address this, the Tower Hamlets Council Holiday Programme seeks to increase the number of disadvantaged children, particularly those eligible for free school meals, accessing free holiday provision including healthy food and enriching activities during the 2020 school summer holiday period.

Overall Aims
The overall aims of the Holiday Hunger Programme are to support school-age children, particularly those who are eligible for Free School Meals (FSM) to:

- Eat healthier
- Be more active
- Take part in engaging and enriching activities which support the development of resilience, character, wellbeing and other key skills
- Be safe and not socially isolated
- Have greater knowledge of health and nutrition

In addition, the Holiday Programme aims to support families to be more engaged with Schools and other local services, have a greater knowledge and awareness of local free holiday provision. The primary focus of the programme will be engaging and supporting children eligible for Free School Meals.

While the overall programme aims will remain the same, due to the uncertainty of the coronavirus pandemic the council will need to consider what activity could look like if
A) social distancing measures are relaxed, and activities can be delivered ‘as normal’ or
B) social distancing measures remain in place, and adapted provision will be required

The Holiday Programme application process is being coordinated by East End Community Foundation. All grants will be awarded and managed by Tower Hamlets Council.
Available Funding

Grants are available depending on the number of children attending the club activities or accessing social distancing provision. An increased grant amount is available to support groups providing SEND-focused summer holiday activities to reflect the additional support required. To apply for the SEND-focused grant amount, clubs must have at least 50% attendance from children with SEND, and evidence will be required.

The available funding per club has been extended, due to a reworking of the budget to bring management costs in-house and other elements of the programme not doing ahead due to Covid-19.

PLEASE NOTE: While social distancing measures are ongoing, there is flexibility around the number of children attending in-person each day, but all children benefiting must have access to food provision and resources.

For example, a holiday club acting as a collection point for food and resources for 30 children, while operating a rota of 15 children attending in-person sessions. The key point is that all children benefiting must have access to food and resources but not all children will need to/be able to attend in-person sessions.

Mainstream Clubs
- Apply for a flat rate grant of £5,250 to provide provision to a minimum of 30 children
- An additional payment of £7.50 per day per child will be available based on the number of children attending each day*
- There is no grant limit, you can apply for what you need based on your expected participant numbers, but additional payments will be made in arrears

SEND-focused Clubs
- Apply for a flat rate grant of £7,500 to provide provision to a minimum of 25 children
- An additional payment of £10 per day per child will be available based on the number of children attending each day*
- There is no grant limit, you can apply for what you need based on your expected participant numbers, but additional payments will be made in arrears

*the additional payments will be based on the average number of children attending per day across the duration of the club and will be subject to the submission of daily registers.

Additional Funding for Equipment

Funding has also been made available in additional grants of £250 to support the purchase of equipment directly related to delivering activities and ensuring you are better equipped to run clubs in the future. In your application you can add an additional £250 to purchase equipment, please provide quotes for the items.
Funding Schedule Example

The below table outlines exactly how much funding is available for different numbers of attendees, both for mainstream clubs and SEND clubs.

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Mainstream Clubs Funding Available</th>
<th>SEND-focused Clubs Number of Children</th>
<th>Funding Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>£5,250</td>
<td>25</td>
<td>£7,500</td>
</tr>
<tr>
<td>35</td>
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<td>£13,650</td>
<td>95</td>
<td>£18,700</td>
</tr>
</tbody>
</table>

Please remember there is no limit to the number of participants, if you’re expecting to cater for more than 100 children you can apply for more, the above is just a guide on the funding available.

**Scenario A: Social Distancing Measures are Over**

**Minimum Standards of Activity**

If social distancing measures are relaxed and community activities can take place clubs will be expected to deliver the following activities.

**PLEASE NOTE:** Resources will be provided to clubs to distribute, covering nutritional education and activities which can be done at home, as well as signposting and referral support. These resources can be distributed alongside food for children who are unable to attend in-person activities due to social distancing.

- **Delivery Structure:** clubs must be delivering a minimum of 64 hours of activities in a 4x4x4 structure. This means a minimum of 4 hours of activity per day, 4 days per week for 4 weeks (a total of 64 hours of provision). Please note, this is the minimum level of activity provided and priority will be given to clubs offering more than a total of 64 hours of activity.

- **Food:** at least one meal served per day and all food and snacks must meet the school food standards. Our expectation is that the majority of food will be hot, however we understand there will be occasions when this is not possible, and a cold alternative should be used.
- **Nutritional Education**: provision must include an element of nutritional education each day aimed at improving knowledge and awareness of healthy eating. This does not need to be formal learning sessions, but children should be able to participate in activities to build their understanding of healthy eating e.g. helping with food preparation. **Support will be provided by Tower Hamlets Council on this and materials will be provided.**
- **Enriching Activities**: clubs must provide fund and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge or to try out new experiences. This could include physical activities, creative activities or experiences.
- **Physical Activities**: clubs must provide activities which meet the physical activity guidelines on a daily basis
- **Food Education for Families and Carers**: clubs must include at least weekly training and advice sessions for parents, carers and other family members which provide advice on how to source, prepare and cook nutritious and low-cost food. **Please note support will be provided by Tower Hamlets Council on this and materials will be provided.**
- **Signposting and Referrals**: clubs must be able to provide information, signposting or referrals to other services that would benefit children and their families. This could be sessions or information provided by Citizen’s Advice, School Nurses, dentists or other healthcare practitioners, Family Support Services, Housing Support, Organisations providing employment support or financial education. **Tower Hamlets Council has existing partnerships in place to provide information and support on this element.**

**Food Options**

Tower Hamlets Council has established partnerships with two food providers who will be available to support the delivery of healthy meals to children. Clubs that are serving hot food will be prioritised.

With your grant funding you can either:
- Source healthy food yourself
- Access hot meal delivery from Akshaya Patra Foundation (hot meals will be delivered daily to your provision. [Please click here for more information](#))
- Access surplus food redistributed by FareShare/Felix Project (surplus food and ingredients will be delivered to your provision for you to prepare meals)

Projects will be required to comply with [School Food Standards](#) (mandatory training will be provided by Tower Hamlets Council). You will need to include these costs in your budget.

**Scenario B: Social Distancing Measures Remain in Place**

Tower Hamlets Council needs to understand how your activities will adapt if social distancing measures remain in place i.e. what your contingency plan is.

We will need to understand how you will use the funding requested to adapt your provision to include:
- An extended delivery period to cover the 6-week holiday period
• The distribution of food and essentials to families who would otherwise be in receipt of free school meals, or who are in significant need. For example, clubs could be set up as food collection hubs, establish a delivery network to take food door-to-door or act as a kitchen to create meals to be distributed

• How other elements of the programme can be delivered remotely including nutritional information, physical exercise and enriching activities, school readiness and signposting/referrals. These should include information and tips on healthy eating, innovative ways of encouraging and delivering exercise and enriching activities remotely, activities and education support to improve school readiness and information on other services to support families with income maximisation, welfare advice and other support.

Please note some information and resources on nutrition and remote access to advice services will be provided by Tower Hamlets Council to support the above activities to distribute along with food.

Programme Information

What We Will Fund
Funding can be used for a variety of things, but we would expect it to fall within two broad categories:

• to support the holiday offer itself (e.g. setting up new provision, paying for additional staff)
• to support quality improvement of provision (e.g. bringing in sports coaches, establishing partnerships with catering organisations, catering equipment etc.)

What We Won’t Fund

• activities where a profit will be distributed for private gain or projects that have no charitable or community element
• religious or political activity (we are able to fund religious organisations if they are providing benefit for the wider community)
• activity that replaces government funding or is a statutory responsibility, for example, we can only fund school activities that are additional to the curriculum
• activities that benefit individuals, rather than a wider community
• retrospective costs and loan repayments
• expenditure or activities that have already taken place
• foreign travel

Monitoring & Evaluation
In order to derive as much learning as possible Tower Hamlets Council will gather a range of information from funded activities. All providers must collect the following information for all pupils attending each session:

• First name
• Surname
• Gender
• Date of birth
• Home postcode
• UPN if available (Unique Pupil Number)
• Dates of all sessions attended, or all dates social distancing provision is accessed

Clubs will be required to report weekly on attendances or families supported as well as the numbers of FSM children reached. Tower Hamlets Council will provide a survey for children and parents/carers to monitor eating behaviour before and after the programme and to assess awareness of local services.

**Supporting Documents**
Organisations 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

You will also need to provide the following supporting documents:

- Constitution or articles of association
- Approved accounts or a record of income and expenditure for the organisation
- One bank statement dated within the last 3 months
- Equality & Diversity Policy

**How to Apply**
Voluntary and Community Sector Organisations can apply by [clicking this link](https://example.com). Applications forms must be submitted by **5pm on Friday 5th June 2020**.

**Support with your Application**
Overall Programme Questions/Enquiries:

- EECF Grants Team on grants@eastendcf.org

Support with Completing/Reviewing Application:

- Tower Hamlets CVS on info@thcvs.org.uk
- Volunteer Centre Tower Hamlets on alex@vcth.org.uk

Support with Engaging/Recruiting Volunteers:

- Volunteer Centre Tower Hamlets on info@vcth.org.uk