**** **CLASSIFICATION: ENTER HERE**

Specification for a Holiday Activity Clubs

[Specification for a Holiday Activity Clubs 1](#_Toc64456403)

[1. Background 2](#_Toc64456404)

[2. Scope 2](#_Toc64456405)

[3. Aims 2](#_Toc64456406)

[4. Provision 3](#_Toc64456407)

[Age grouped sessions 3](#_Toc64456408)

[Food 3](#_Toc64456409)

[Enriching activities 3](#_Toc64456410)

[Physical activities 3](#_Toc64456411)

[Nutritional education 3](#_Toc64456412)

[Food education for families and carers 3](#_Toc64456413)

[Signposting and referrals 4](#_Toc64456414)

[Impact of COVID-19 4](#_Toc64456415)

[5. Guidance on delivering the programme 4](#_Toc64456416)

[6. Relevant Legislation 4](#_Toc64456417)

[7. Service Standards 4](#_Toc64456418)

[Food Standards 4](#_Toc64456419)

[Excluded and restricted foods 5](#_Toc64456420)

[Medical Diets 6](#_Toc64456421)

[8. Workforce 6](#_Toc64456422)

[9. Estimation of Need 7](#_Toc64456423)

[10. Referral and Attendance 7](#_Toc64456424)

[Referral criteria 7](#_Toc64456425)

[Exclusion criteria 7](#_Toc64456426)

[11. Performance Management 8](#_Toc64456427)

[12. Safeguarding 8](#_Toc64456428)

## Background

On 8 November 2020, the Government announced that the holiday activities and food programme would be expanded across the whole of England in 2021. The programme has provided healthy food and enriching activities to disadvantaged children since 2018.

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, and for children from disadvantaged families they may be:

* less likely to access organised out-of-school activities
* more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health
* 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
* cover more than just breakfast or lunch
* involve children (and parents) in food preparation

The programme will cover the Easter, Summer and Christmas holidays in 2021.

**At this time, Brighter Futures for Children (the Company) is only seeking expressions of interest from providers who can deliver the Summer holidays programme.**

## Scope

This holiday provision is for children who receive benefits-related free school meals. It will of course be optional for eligible children to attend this provision if they wish.

Local authorities have been asked to ensure that the offer of free holiday club provision is available for all children eligible for benefit related free school meals in the Reading Borough Council area. There are approximately 3800 children eligible for benefit related free school meals attending school in Reading. We would not expect all eligible children to participate.

The Company encourages service providers to make the holiday clubs available to any children or young person not eligible for benefit related free school meals, who can pay to attend.

## Aims

The aim of the programme is to make free places available to children and young people eligible for benefit related free school meals for the equivalent of at least 4 hours a day for 4 days over four weeks during the summer holidays.

Service Providers will have flexibility about how they deliver this level of provision to best serve the needs of children and families in Reading. There will also be flexibility in how the programme can be delivered to older children.

As a result of this, we want children and young people who attend this provision to:

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

## Provision

The service must provide:

### Age grouped sessions

The Service Provider must deliver sessions targeted at the following age groups:

* Key stage 1 children ages 5 to 7 years old;
* Key stage 2 children aged 8 to 11 years old;
* Key stage 3 young people aged 12 and 13 years old; and a session for
* Young people aged 14 plus.

### Locations

Ideally services will be offered from a number of locations in Reading to ensure ease of access for families and manageable numbers attending.

At each location age group sessions may be delivered at the same time, to assist families with children in more than one age group, but there must be clear separation of activities.

### Food

* 1. The Service Provider must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the club (including snacks) must meet school food standards. Our expectation is that the majority of food served by Service Providers will be hot, however, we acknowledge that there will be occasions when this is not possible and that a cold alternative should be used. All food provided as part of the programme must comply with regulations on food preparation and take into account allergies and dietary requirements and preferences as well as any religious or cultural requirements for food.

### Enriching activities

* 1. Service Providers must provide fun and enriching activities that provide children with opportunities to develop new skills and/or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include: physical activities such as football, table tennis, cricket; creative activities such as drama, junk modelling, music workshops; or experiences such as a nature walk, visiting a city farm etc.

### Physical activities

* 1. Service Provider must provide activities which meet the Physical Activity Guidelines on a daily basis.

### Nutritional education

* 1. Service Providers must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. 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, and taste tests.

### Food education for families and carers

* 1. Service Providers must include at least weekly training and advice sessions for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food. This may be delivered face-to-face or online and delivered at appropriate times for working members of the families.

### Signposting and referrals

Service Providers 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 sessions, information provided by:

* Citizen’s Advice
* School Nurses, dentists or other healthcare practitioners
* Family Support Services or Children’s Services
* Housing Support Officers
* Jobcentre Plus
* Organisations providing financial education

### Impact of COVID-19

This service should be a face-to-face service; however, face-to-face delivery of holiday clubs may not be possible due to local and/or national COVID-19 lockdowns and restrictions. If face-to-face is not possible then a virtual service is required. The service should still include all the elements above with food parcels being distributed to the participating families. The ideal is that food is delivered, but other distribution systems will be considered.

## Guidance on delivering the programme

* DfE guidance – Holiday activities & food programme <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>
* LACA/Department for Education (DfE) guidance on producing food parcels - <https://laca.co.uk/laca-view/guidance-free-school-lunch-parcels>
* DfE School food standards - <https://www.gov.uk/government/publications/standards-for-school-food-in-england>
* School Food plan/standards - <http://www.schoolfoodplan.com/>

## Relevant Legislation

The Service Provider will adhere to all relevant existing and emerging national legislation and local guidance.

## Service Standards

In addition to the guidance provided under section 9 the following standards must also be adhered to.

### Food Standards

All raw materials and ingredients used in food production shall be of a high quality. All eggs shall be of British Lion Quality, “Class A” free range. Meat should have a fat content not exceeding 10% and be free of additives. Chicken and turkey shall be sourced from suppliers that meet or exceed the British Poultry Standard requirements for food safety, environmental implications of production and animal welfare. As evidence, the food supplied must carry the Red Tractor logo or other equivalent label.

Except for beef burgers, sausages, fish products and plant-based products, no manufactured items shall be used on menus. Any manufactured items shall comply with all legal minimum specifications for manufactured foods, meeting current legal requirements for composition and labelling.

The quality of fish supplied shall be no less than the standards laid down by the Sea Fish Industry Authority or Marine Stewardship Mark and adhere to their code of practice on the declaration of the fish content in fish products. Evidence of Dolphin friendly tuna and sustainable fishing methods are encouraged. Portioned fish products to have a uniform weight and size and any coating shall comply with the requirements regarding to food additives.

For nursery and key stage one children, sausages and grapes shall be cut lengthways prior to serving. This includes packed lunch, and transported services.

The serving of a brand tomato ketchup and/or mayonnaise shall be permitted on the day chips are served, within the prescribed portion size in the School Food Standards.

Pre-peeled or frozen potatoes may be used with the permission of the Company. Dried or pre-cooked potato shall not be permitted.

The Service Provider shall be permitted to use pre-prepared pizza bases, but these should be egg free where achievable. Brand name sauces will be permitted for the base. Pizza toppings shall be made using fresh ingredients.

All vegetables, fruit and salads shall be of Class 1 standard. The Service Provider shall use organic produce when the cost is comparable to non-organic produce and provide evidence where requested.

Fruit salads shall contain five different types of fruit, with a minimum of three types of fresh fruit daily.

All freshly made flour dishes shall contain at least 25% wholemeal flour. There should be an inclusion of whole wheat pasta and wholegrain rice in the menu.

Freshly made bread without spread shall be available daily to all pupils.

### Excluded and restricted foods

No products containing nuts or nut derivatives shall be used, including those with a ‘may contain’ nuts status. The Service Provider shall have a clear and published nut policy.

The Service Provider shall ensure that food products only contain additives that are essential to the stability and preservation of a product and are in line with appropriate legislation. Agents that unnecessarily enhance the colour and/or flavour of products are not permitted.

The following items are not permitted:

* Food containing mono sodium glutamate or similar (related) hydrolysed flavouring salts.
* Products containing aspartame and saccharine are not permitted.
* Additives of animal origin shall not be used in non-meat dishes.
* Food products which contain genetically modified ingredients.
* Food that has been subjected to irradiation
* Mechanically recovered, separated or deboned meat or meat products
* Salt shall not be used in the cooking process or available in the dining room.

The Service Provider shall adhere to current UK food labelling recommendations and regulations and any subsequent changes.

Where further legislation is implemented it may be necessary to withdraw other foods and in certain cases for an alternative to be supplied. The Service Provider shall make the Company aware of such products. The Service Provider shall notify the Company of any significant changes to the type and quality of food products used.

The Service Provider shall not re-heat meat, fish or any protein item or any other product containing dried milk that has been previously cooked unless it is food specially prepared for regeneration and has been chilled or frozen in accordance with the Food Safety and Hygiene (England) Regulations 2013. The exception to this is that roast joints can be cooked the day before for ease of slicing and portion control and re-heated the following day in vegetarian gravy.

The Service Provider shall be permitted to freeze on the day of production any surplus non-meat or registered medical diet meal portions in accordance with Food Safety and Hygiene (England) Regulations 2013, provided it has not been presented on the service counter. All hot food that has been presented on the service counter and is not a portion controlled pre-wrapped item must be disposed of at the end of the meals service period.

### Medical Diets

The Service Provider shall provide medical diets for children and young people registered with medically verified food allergies or food intolerances. Consideration should be given as to how this is managed, for example, will children and young people with medical diets have to pre-book meals. Who will hold the records of registered medical diets and how will these children and young people be identified during the session? Do not assume that the children and young people will identify themselves.

The Service Provider shall be permitted to offer an allergy aware menu which eliminates the 14 EU allergens to children and young people with medical diets that fall under this category. Individual menus shall also be provided for those with bespoke allergen requirements that are not classified under the 14 EU allergens.

The Service Provider shall follow the DfE School Food in England guidance and make all reasonable efforts to cater for children and young people with a medical diet requirement. The Service Provider may reject an application for a request if a risk assessment indicates that food could not reasonably be produced which would be safe for a child or young person.

The Service Provider shall comply with Food Information Regulations (2014) and any future allergen legislation, including legislation regarding food labelling. The Service Provider shall provide details of the 14 EU defined allergens for all menu items upon request and ensure that an up to date, hard copy file is available to view in each kitchen and on-site if the food is transported in from elsewhere

## Workforce

The Service Provider will:

* Ensure that all the activities are delivered by personnel (staff/volunteers/sub-contractors) who have the capacity and capability to deliver the Service/ activity safely and to high quality.
* Ensure the whole service is compliant with the Company’s safeguarding policies and training guidelines ensuring safe delivery of this programme.

Where it has been identified that a child or young person requires additional support to safely access an activity, (beyond the staffing already in place), the Service Provider will ensure:

* Specially trained and experienced support staff are available to enable access to activities. This may include increased staffing ratios e.g. 1:1 or 2:1 basis;
* Those with the most complex needs are sufficiently supported by appropriately trained staff to meet all of their complex needs, e.g. health needs such as peg feeds, administration of medicine and that staff are trained 1:1 for specific children.
* Support staff are matched effectively with the children and families who access the short breaks, reflecting the short break risk assessment.
* Support staff are able to effectively engage and communicate with children/young people and their siblings, and to understand, be supportive and sensitive to their specialist needs.
* Plans are in place to ensure continuity of staff where practicable.

Staffing and Volunteer Requirements:

Strategic – The Service Provider shall ensure:

* There is capacity within the team to manage the delivery, administration, risk assessments, monitoring and evaluation of the service and provide regular reports.
* There is strategic capacity, adoption of creative approaches, management skills, analytical skills, support, supervision and guidance of staff to support effective service delivery.
* It is ready and organised to assist and provide information to the Company during inspections or audits of the funding allocated to the service. The Service Provider will work in partnership and support partners though inspections and audits.

Staffing – The Service Provider will ensure that:

* the Service is fully staffed and operational to ensure service levels are maintained during staff holidays, or absences due to sickness, training or any other absence
* All staff/volunteers involved in delivering this Service from within the provider or subcontracted providers will:
* Have detailed knowledge and experience of the subject and associated areas.
* Be experienced and sufficiently skilled in working with vulnerable children, young people and families.
* Have relevant safeguarding training (minimum level 2).
* Will have a current enhanced DBS checked.

## Estimation of Need

In the Reading area there are approximately 3800 children and young people eligible for benefit related free school meals (as at the October 2020 school census). Within each age group there are:

* Key stage 1 children ages 5 to 7 years old – 1,084 children
* Key stage 2 children aged 8 to 11 years old – 1,440 children
* Key stage 3 young people aged 12 and 13 years old – 1,689 young people
* Young people aged 14 plus – 332 young people.

It is anticipated that between 30% and 50% will take up the offer. This is based on the experience of other programmes and it is not guaranteed.

## Referral and Attendance

### Referral criteria

Parents will self-refer to the scheme. The Service Provider will not be expected to check eligibility.

### Exclusion criteria

In some circumstances exclusion from the holiday activity is necessary, and will

only occur in extreme circumstances, where for example:

* The child/young person poses a serious risk to staff, other children/young people etc.
* The child/young person breaches accepted Service Provider rules expectations and standards.
* The child/young person presents at an activity and is not registered with the Service and no risk assessment is in place.

If exclusion becomes necessary, the following will be exercised in all cases:

* Prior to exclusion the Service Provider will discuss the potential exclusion with the child / young person / family and partners
* The Service Provider will exhaust all options/interventions before excluding a child/young person
* Prior to exclusion all attempts will be made to work with the child/young person who has been excluded.
* The Service Provider will work pro-actively to re-engage the excluded child/young person which may include partnership working
* Refer the excluded child/young person to an appropriate related service to ensure suitable support is available
* The Service Provider will report any exclusions to the Company and relevant professionals involved in the child/young person.
* Exclusions should be time limited, and permanent exclusions should be a last resort.
* Any permanent exclusions must be discussed and agreed with the Company beforehand, following consultation with relevant professionals e.g. the child/young person’s social worker.

The Service Provider must ensure the following:

* The Service Provider works closely with all those involved in the child/young person carer, to reduce the risk of incidences which may result in exclusion.
* The Service Provider will explain service expectations/standards at the beginning of the support and seek assurance concerning the understanding of the child/young person/family

## Performance Management

The Service provider and the Company will agree the key performance indicators (KPIs) prior to the start of the service. These KPIs will reflect the DfE’s reporting requirement which are still to be published (as at 17 February 2021).

The KPI’s are likely to include:

* Numbers attending.
* Number of meals served.
* Satisfaction survey of children and young people and their parents/carers – 85% satisfied with service.
* Spend against pricing schedule with unspent funds to be returned.

## Safeguarding

The Service Provider will operate within all safeguarding procedures and policies as outlined in law, and by stipulations outlined by Reading Borough Council’s Safeguarding Board. The Service Provider must ensure its staff and volunteers are familiar with and comply with all statutory legislation procedures protocols and associated documents as well as have in place internal policies and procedures on safeguarding children, as appropriate to the Services they deliver. There must be a designated lead for safeguarding.

Safeguarding children and young people is everyone’s responsibility.

<https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp>