

School's Out!

(Supported by the Department for Education's Holiday Activities and Food programme)

12 Month Award – Additional guidance

The following information is intended to complement the application process to award funding to organisations over a 12-month period to deliver the School's Out! offer in Kirklees.

The funded organisation will be expected to:

Organisation registration

- Be registered with OFSTED and/or
- Be registered with Kirklees Council's Grant Access Point (GAP)

Eligibility of funded places

- Support children and young people that are eligible for benefits related free school meals
- Support children and young people that are SEND
- Support children and young people that have a social worker
- Support children and young people that have a family support worker
- Support children and young people that have been identified by schools

Activity type

- Delivered during the April, Summer and/or December school holidays
- To be offered for a minimum of four hours per day
- A maximum of 4 days during April, 16 days during Summer and 4 days during December school holidays
- Sessions will include enrichment activities
- Sessions will include a healthy nutritious meal
- Sessions will include food nutrition support

Provision of food

- If preparing food on site; the organisation is registered with Kirklees Environmental Health and have a hygiene rating of 3 or above
- If a supplier is providing the food; the supplier must be registered as a food business with Kirklees Environmental Health and have a hygiene rating of 3 or above

- Food safety procedures are in place regarding food allergies and intolerances
- Procedures are in place to take details of allergies / intolerances of children attending
- Have suitable insurance in place to provide food
- Staff members present during mealtimes have current food safety qualifications in place
- Agree that the food offered is healthy and nutritious

Staffing during sessions

- Will always have a minimum of two staff in attendance during funded activities
- Will always have a staff member in attendance during funded activities that has a current first aid qualification
- Will always have a staff member in attendance during mealtimes that has a current basic food and hygiene qualification
- Will always have a staff member in attendance during funded activities that has completed appropriate safeguarding training
- Has identified the Designated Safeguarding Lead during activities
- All staff have a current DBS check in place

Policies and Procedures in place

- Risk assessments relevant to the session and activity taking place
- Appropriate Emergency Procedures in place
- Equalities and Diversity
- Accessibility and Inclusiveness policy
- Safeguarding and child protection policies
- Environmental Impact policy
- Data protection policy
- Appropriate insurance(s)
- Public Liability and Employers Liability Insurance (£5 million)

Monitoring returns

- Ensure that any promotional materials include reference to the sources of funding and School's Out! logo
- Ensure that any promotional materials are shared in a targeted and sensitive way (Please see eligibility of funded places)
- Provide details of staff supporting activities to Kirklees Council prior to the holiday periods

- Return registers of attendees to funded sessions with specific additional information
- Promote parents and carers to complete evaluation surveys
- Provide information to Kirklees Council regarding outcomes of support including videos; photos; case studies etc

Support and Engagement

- Engage with meetings held to bring together funded organisations to support ongoing development of the programme