**HAF Frequently Asked Questions (FAQs)**

Some of these questions are from providers in Barking and Dagenham, and others are from providers across the country. We will update this document regularly as we receive new questions.

**How can we get in touch with the Barking and Dagenham HAF team?**

You can email us at[**HAFprogramme@LBBD.gov.uk**](mailto:HAFprogramme@LBBD.gov.uk)

**Will there be support available from the Barking and Dagenham HAF team?**

Yes. We will offer email support and regular online meetings, both before and during HAF. We will also carry out visits when the programme is delivered. We expect you to write the bids yourselves, but will provide some guidance. So it’s important you participate in online meetings.

**Is there a Word application or do you have to bid through the website?**

The application is completed online. We will be uploading a printable version also. So you can use the Word version to prepare your answers, then copy and paste them into the online application portal.

**How do we know which children and young people are eligible for HAF?**

The HAF programme is for children who live in or go to school in the London Borough of Barking and Dagenham and are in reception to year 11 who qualify for benefits-related Free School Meals (FSM), also known as Pupil Premium. These are children who are rising 5s to 16 year olds. Any 4 year olds on the programme must be in reception, not nursery.

Not all the children in reception to year 2 who receive Infant Free School Meals are eligible for HAF. You will need to check those children qualify for benefits-related FSM. More information is here: [Apply for free school meals - GOV.UK (www.gov.uk)](https://www.gov.uk/apply-free-school-meals)

**Can we offer paid for places alongside the HAF places on our holiday club?**

Yes. However, the HAF funding can only be used for FSM eligible children. You can use your other funding sources for children who are not eligible for HAF. This might include offering paid places to working parents. A paid place should not take the place of a HAF place.

**Will the staff delivering the HAF programme all need satisfactory enhanced DBS checks?**

Yes. All of your staff who have unsupervised access to children must have an enhanced DBS check including a check of the barred lists. More information on DBS checks are here: [DBS checks: guidance for employers - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers)

DBS Exception example: A guest speaker or presenter visits a holiday activities and food programme club to deliver a talk on nature. The guest is escorted by staff at the club (who are DBS checked) while on the premises and is not left unsupervised with children at any time. In these circumstances, we would not expect a DBS check to be carried out.

**Will providers who have delivered successful HAF programmes previously be given preferential place in the application process?**

No. In order to meet fair process rules we are running the application process through One Borough Voice and will be scoring against the guidance outcomes.

**Do we have to work with parents?**

Yes. We expect HAF providers to make available weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together.

**Do we need to do anything in particular for secondary school aged children**?

There should be flexibility in the programme you offer to older children with careful consideration being given to a different model of food and activity provision, for example, considering the location of provision, such as, pop up parks or urban areas. Some areas have reported a reduction in anti-social behaviour around those areas with a focused HAF provision. Others have reported increases to the levels of assurance among parents and families that their children and young people safe and secure when attending a HAF programme.

You might also consider the role that older children can have in supporting, designing and leading sessions for their peers or for younger children – to help them to socialise and develop leadership skills which can be crucial for those in years 9 to 11.

**When do we have to deliver the sessions?**

Yes. You can be flexible with the days and times you plan to offer HAF. You must make sure each child or young person has a minimum 16 hour HAF place. This should be at least 4 hours per day for at least 4 days per week. As there are two weeks of holidays in Easter, you can offer HAF to more than one cohort of children – as long as each cohort gets at least 16 hours each. You may want to deliver HAF over evenings and weekends. If you do a longer day you will need to offer more than one meal.

If you are running a festival or fayre, then we would expect the offer to be available for at least four hours, but we do not expect all children and families to attend for a minimum of four hours. But we do expect these events to include both food and activities for attendees.

**Can we just offer support for children remotely?**

No. We know that the HAF programme offers a wide range of support for families and goes well beyond the delivery of food and activities: it’s a point of contact for children and families during holiday periods that can be vital for them in accessing support and services and that holiday provision is most effective when it is delivered face to face.

**Do we have to provide hot food?**

Yes. If you are doing offsite trips then it is acceptable to take packed lunches.

**Do we have to provide the food ourselves?**

No. You can partner with the school catering service, BDTP, who can prepare and deliver the hot meals. If you would like to provide the food yourselves, you can do so. If you use a caterer, you should make sure they are registered as a food business.

**What if there’s another lockdown?**

The government don’t anticipate any further lockdowns at present. In the unlikely event there is a full lockdown, we would expect you to provide:

* High quality and seasonal recipe boxes or food parcels that provide healthy meals
* Activity packs
* Access to online activities and support

**Would we be responsible for promoting directly to families for the holiday clubs or would this be done by the council?**

Both - we will be doing a borough-wide promotion, and targeting eligible children via schools, but we also expect providers to advertise their HAF programme themselves and reach out to families they may already be in contact with.

**Can we use the HAF money to buy families vouchers for things like food or utilities?**

No. You cannot use HAF funding to provide families with vouchers. If you have an alternative source of funding you can use this for anything else you’d like to provide to families.

**When will providers be paid?**

You will receive half the costs upfront, and the other half after you submit satisfactory monitoring data in May 2022.

**Will slides or a recording be available after online meetings?**

All slides and recordings will be available on the One Borough Voice webpage.