



## Fun and Food Guidance Notes

The school holidays can be a pressure point for some families because of increased costs (such as food and childcare) and reduced household incomes. For some children, this can lead to a holiday experience gap - with children from disadvantaged backgrounds 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.

This fund will provide the opportunity for groups and organisations to apply for a grant to help them deliver Fun and Food projects locally.

### Aim of the Scheme

The scheme aims to support local community groups and organisations to deliver Fun and Food projects, targeted at school age children from Reception to Year 11 who receive benefits-related free school meals and children and young people that are identified as vulnerable e.g. looked-after children, children with additional needs and/or an EHC plan (education, health and care), children assessed as otherwise vulnerable, children living in areas of high deprivation)

### How much can you apply for?

We want to try and ensure there is a range of activities across the AAP area, applicants can apply for amounts over £500.

### Funding Criteria

Projects that apply to the Fun and Food fund must meet the following criteria:

- The project must not have already started
- Applicants must provide face to face enriching activities **and** at least one healthy meal (breakfast, lunch or tea) that meets School Food Standards and Food Safety Requirements.
- **Group outings/day trips** must have structured and enriching activities that beneficiaries take part in as a group.
- Group outings/day trips will only be funded as part of a wider face to face offer e.g. as a reward activity following attendance at a centre based activity.
- Applicants can apply for a maximum of one trip/outing per week (with a maximum of three trips over the Summer holiday period).
- Any deposits charged for Fun and Food activities must be fully refundable

# FUN & FOOD

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- Applicants can partner with another organisation to provide healthy food as part of the delivery if you need support with finding a food provision partner for your project then contact your AAP before completing the application form.
- Applicants must demonstrate how they will engage/target children and young people that are eligible for benefits related free school meals and children and young people that are identified as vulnerable e.g: looked-after children, children with additional needs and/or an EHC plan (education, health and care), children assessed as otherwise vulnerable, children living in areas of high deprivation).
- Applicants must agree to capture the voice of the child as part of the evaluation of the project.
- **Applicants must agree to obtaining and supplying information for monitoring purposes on all children and young people participating in the provision (we will require child's full name, date of birth, postcode, school attended and how many times a child has attended)**
- **The AAP and Fun and Food programme** is fully credited in all publicity associated with the project (logos will be provided)

### Framework of standards (This section sets out the standards expected of all providers)

**Support is available from the Fun and Food team to help you work towards achieving the following standards.**

#### Food provision

Providers must provide **at least** one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet [school food standards](#)

Our expectation is that the majority of food served by providers should be hot, however, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate. All food provided as part of the programme must:

- comply with regulations on food preparation
- take into account allergies and dietary requirements (see the allergy guidance for schools)
- take into account any religious or cultural requirements for food

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

Providing food on site can provide an opportunity to engage children and families in food preparation and nutrition.

# FUN & FOOD

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Durham  
County Council



There are also environmental factors to consider when planning the food provision and groups should consider whether preparing food on their own premises would produce less food and packaging waste and result in fewer food-miles than off-site provision.

### **Food providers**

A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. Further guidance to help your group assess whether food establishment registration is required. Can be found here: <https://www.food.gov.uk/business-guidance/register-a-food-business#volunteers-and-charity-organisations> and <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

If you would like to register as a food business further information is available here <https://register.food.gov.uk/new/durham> Registration is free and you will receive an acknowledgment of registration.

### **Food information regulations - Natasha's Law**

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS). Groups should take the time to read the guidance on the Food Standards Agency website and ensure that all food provision for the Fun and Food programme meets these requirements.

### **Enrichment activities**

Projects must provide 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:

- physical activities, for example, football, swimming, table tennis or cricket
- 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

### **Physical activities**

Projects must provide activities that meet the physical activity guidelines [physical activity standard](#) on a daily basis.

In line with those guidelines, we expect:

- all children and young people participating in the Fun and Food programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day. It should be noted that 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 Fun and Food 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 long periods of not moving with at least light physical activity.

# FUN & FOOD

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Durham  
County Council



### **Nutritional education**

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
- taste tests
- discussing food and nutrition
- including food and nutrition in other activities

### **Food education for families and carers**

Providers to make available 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.

### **Signposting and referrals**

Providers should be able to 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 referring via the Advice in County Durham portal or host sessions 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
- early years and childcare, including help to pay for childcare (e.g. Tax Free Childcare)

### **Policies and procedures**

Groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including safer recruitment of staff and volunteers
- health and safety
- relevant insurance policies
- accessibility and inclusiveness

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. We want every Fun and Food project to be a safe and happy place for children to be and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

As set out in working together to safeguard children, safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

# FUN & FOOD

Holiday activities with healthy food

Durham  
County Council



- taking action if you identify children to be at risk of harm

A range of Safeguarding online learning is available at [Durham Safeguarding Children Partnership – Durham Safeguarding Children Partnership \(durham-scp.org.uk\)](https://www.durham-scp.org.uk)

## Who can apply?

- Any not for profit organisations including:
- Voluntary and Community Sector organisations
- Statutory bodies including DCC Services, Police, Fire and Health bodies
- Parish and Town Councils
- Church and faith-based groups who operate activities and services where there is wider community benefit

### Your organisation must also have the following:

- An approved constitution or governing document
- A bank account in the group's name that requires at least two signatories
- Up to date annual accounts (or for new groups, a 12-month projection of income and expenditure and welcome letter from your bank)
- Relevant safeguarding policies.

**Please note: If you have previously received funding from Area Action Partnerships, any outstanding monitoring must be satisfactorily completed before your Fun and Food application can be processed.**

## Fun and Food Grant Exclusions

The Fun and Food grants **will not** fund the following:

- Retrospective projects. This means that a grant cannot pay for work or activities that have already started or taken place or pay for any goods or services that have been ordered or paid for (including deposits) before the applicant receives an offer letter. This means that you should allow enough time for the application to be processed and approved before the work or project is due to start.
- Food only related projects, or activities that are offered without food provision
- Trips/outings to theme parks
- Open access/drop in fun days where activities are not structured and places are not pre booked
- Services that have been withdrawn through the Council's Medium-Term Financial Plan (MTFP) process, unless the circumstances are exceptional
- Items which only benefit an individual
- Fund religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit

# FUN & FOOD

Holiday activities with healthy food



- Fund political activities
- Fund the purchase of alcohol
- Any project that is a statutory responsibility of any organisation or that duplicates statutory fund
- Funding for the purchase or maintenance of road vehicles
- Profit making organisations
- Recoverable VAT
- Support projects where the applicant has not managed a previous grant satisfactorily

**Please note: Grants should not give rise to an expectation of future funding.**

## How to apply

- Carefully read through these guidance notes and funding criteria.
- Discuss your project idea with AAP staff or the central Fun and Food team
- Complete the application form and send it, along with your supporting documentation, to the AAP you are applying to.

## Supporting Documentation to be sent with the application

- Constitution or governing document
- Latest set of signed accounts
- Bank Statement dated within the last 3 months.

## Application process and timescales

When we receive your application form, we will check to make sure it is complete, and that all supporting documentation is attached. We will then contact you to acknowledge receipt of the application form and inform you of the next steps in the application process.

Please note that if there is an over subscription to the grant scheme, the AAP will make a decision on the funding allocations.

# Good Luck with your application!

**East Durham AAP**

Telephone 03000 262054 or E-Mail [eastdurhamaap@durham.gov.uk](mailto:eastdurhamaap@durham.gov.uk)

# FUN & FOOD

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