

# DfE Funded Fun and Food

## Easter 2024

### 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.

Our Fun and Food programme runs during the school holidays across the county. All sessions are free and include a breakfast/lunch/tea and snacks. We offer a wide range of sessions including things like: sport, dance, art and crafts, outdoor adventures, fun with animals, circus skills and much more.

### Who is the DfE funded programme for?

The programme aims to support organisations to deliver Fun and Food projects, targeted at school age children from Reception to Year 11 who receive benefits-related free school meals.

Please note: All children from reception to year two get a free school meal through the Universal Infant Free School Meal scheme. The Fun and Food programme is aimed at children whose parents apply for free school meals based on their income and any benefits they receive. To find out more about free school meals and if parents could apply for them, visit:

<https://www.durham.gov.uk/freeschoolmeals>

If a child gets income-based free school meals, they will receive a Fun and Food Ticket through their school, with details of how to find out what's on in their area and how to book a place via an online centralised booking system (A place is a single continuous time booking at a club that a child attends in one day, and that is funded by the DfE funded element of the fun and food grant).

If a child hasn't had a ticket and think they should have had one, please ask them to get in touch with us on [FunandFoodTickets@durham.gov.uk](mailto:FunandFoodTickets@durham.gov.uk) and we will check the child's school FSM data.

### **Hybrid Model**

Please note, sessions do not need to be exclusively for children in receipt benefits-related Free School Meals, however the DfE funded element of Fun and Food will only fund children in receipt benefits-related Free School Meals. Alternative funding may be sourced by the organisation to fund children ineligible for DfE funding or parents/carers may be charged for sessions by the activity organisation.

### How much can you apply for?

Applicants can apply for amounts over £500.

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## Funding Criteria

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

- The project must not have already started
- Length of Fun and Food sessions - Our expectation is that in every DfE funded holiday week, providers should offer all eligible children the equivalent of at least 4 hours a day (this can be flexible when providing activities specifically for children 11 – 16 years or specifically for children with SEND).
- Costings – a guide cost of £25 per head per 4 hour session should be used when costing fun and food activities (£35 if the project is aimed specifically at children with SEND).
- All providers must provide at least 1 meal a day (breakfast, lunch or an evening meal and all food provided at Fun and Food projects (including snacks) must meet [school food standards](#). This should be a hot meal where possible.
- **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).
- 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 the Fun and Food team before completing the application form.
- Applicants must demonstrate how they will engage/target children and young people that are in receipt of benefits related free school meals to promote the fun and food tickets
- 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 children and young people participating in the provision. Groups will be asked to provide the total number of DfE funded places that were available, how many places were attended, how many were cancelled or reported as non attendances**
- **All children funded as part of the DfE funded element of the programme will provide personal details via the centralised booking system. This information will be accessible for project managers (for their own project only) in a secure sharepoint area. Groups will be provided information on how to access this once a project has been approved.**
- **For groups delivering a hybrid model you will be asked to provide the number of places that were available in addition to the DfE funded places, how many places were attended and how many were cancelled or reported as non attendance – please note**

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**DCC will not collect any personal/identifiable data of these children – this data will be the responsibility of the provider and will not form part of the centralised booking system or secure sharepoint area.**

- The Fun and Food programme is fully credited in all publicity associated with the project (logos will be provided). For all AAP projects the AAP must also be fully credited.

## **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. If you require support email [funandfood@durham.gov.uk](mailto:funandfood@durham.gov.uk)**

### **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.

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**

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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**

Fun and Food projects must provide activities that meet the [physical activity guidelines](#) on a daily basis.

In line with those guidelines, we expect:

- all children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day
- children and young people participating in the HAF 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

Meeting the physical activity requirement does not have to be in the form of a structured activity session, but might include active travel, free play and sports.

### **Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours**

We expect providers to incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities. This could include:

- getting children involved in food preparation and cooking
- growing fruit and vegetables
- taste tests
- discussing food and healthy eating during mealtimes
- including food and nutrition in other activities

Offering positive learning and development through HAF activities creates stigma-free opportunities to support children and young people in learning about healthy lifestyles and exercise. This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including:

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- economic
- social
- personal safety
- exploitation
- criminality

### **Signposting and referrals and supporting families**

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 (for example, [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.

All providers must ensure that:

- all staff have received safeguarding training
- all staff been checked and vetted by the Disclosure and Barring Service (DBS), where appropriate
- all policies are in place to ensure safeguarding incidents are dealt with robustly and rapidly

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
- 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 \(durham-scp.org.uk\)](#)

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## Fun and Food Exclusions

Fun and Food **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.
- 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
- 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
- Fund political activities
- Fund the purchase of alcohol
- Any project that is a statutory responsibility of any organisation or that duplicates statutory fund
- 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.**

### **This section relates to AAP applicants only:**

#### **Who can apply?**

- Any not for profit organisations including:
- Voluntary and Community Sector organisations
- Statutory bodies including Schools, 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.

If you are registered for VAT you can apply for the cost of non recoverable VAT only.

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**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.**

### How to apply

- Carefully read through these guidance notes and funding criteria.
- Discuss your project idea with the central Fun and Food team
- **Return completed application form to the email address on your form**

### Application process and timescales

On receipt of your application form, we will check to make sure it is complete, and that all relevant 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 decision making panel will make a decision on the funding allocations.

## Good Luck with your application!

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