



Birmingham
City Council



Department
for Education

**Bring it on Brum! Birmingham's Holiday
Activity and Food Programme
2022 Delivery Guidance**



Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Contents	Page
Overview	3
Introduction to Holiday Activity and Food Programmes (HAF)	3
Birmingham Context	4
Who is the programme for?	4-5
Context and Framework of Standards	6-12
<ul style="list-style-type: none">• Food provision• Enrichment activities• Physical activities• Nutritional education• Food education for families and carers• Signposting and referrals• Robust Policies and procedures• Effective Safeguarding	
Grant Funding and Application Criteria	13-16
Programme Monitoring Requirements	17-18
Delivery Dates	19
Frequently Asked Questions	21-22
Useful Weblinks and Contacts	23





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Overview

This document provides information for organisations wishing to deliver the Holiday Activities and Food programme (HAF) in Birmingham in 2022. This guidance has been developed by combining the Department for Education guidance for Local Authorities with local detail specific to the Birmingham programme which is managed and delivered by Birmingham City Council and StreetGames.

In Birmingham, the Holiday Activities and Food programme is branded as 'Bring it on Brum!'. The spring programme is managed and delivered through a partnership between Birmingham City Council and StreetGames.

Introduction to Holiday Activity and Food Programmes (HAF)

Since 2018, Department for Education funded holiday activities and food programmes, have provided support to children in receipt of free school meals through holiday periods. Following successful pilots between 2018 and 2020, the programme was rolled out to all local authorities in 2021.

Research has shown that the school holidays can be pressure points for some families. For some children that can lead to a holiday experience gap, with children from low-income households being:

- 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.

HAF programmes are a response to this issue with evidence showing that free holiday clubs 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
- work through local partnerships.

As a result of this programme, we want children who attend this provision to:

- eat healthily over the school holidays
- be 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.

We also want to ensure that the families who participate in this programme:

- develop their understanding of nutrition and food budgeting
- are signposted towards other information and support, for example, health, employment, and education.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Birmingham Context

In 2021, Birmingham delivered an online activity portal at spring (Easter) and our network of over 250 activity providers delivered over 300 face-to-face holiday clubs during the summer and winter school holidays. We delivered over 8,000 activity packs and food boxes to young people and families who couldn't attend face-to-face provision.

We engaged over 32,000 young people in our clubs; 60% were eligible for free school meals and 79% live in an area of high deprivation; the top 30% most deprived communities in Birmingham. We are very proud of our programme and its contribution to the pilot year, we have learnt a huge amount and will put this in to making our 2022 programme even better. In 2022, we will increase our focus on engaging the following groups of young people:

- Young disabled people and young people with special education needs
- Young people aged 14-16 years

As of the start of the new school year in September 2021, there are over 76,000 young people going to school in Birmingham who are in receipt of benefits-related free school meals, this is up from 61,000 young people in January 2021. In 2022, we have an even greater budgetary challenge, therefore our funding criteria is tighter.

Who is the programme for?

Bring it on Brum! is for school aged children from Reception to Year 11, ages 4 to 16 years who receive benefits-related free school meals.

Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their school or local authority. For further information on eligibility, please visit [Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

In 2022, and beyond, funding will only be available to provide free places for children who go to school in Birmingham and are in receipt of benefits-related free school meals.

Universal infant free school meals

All children in reception, year 1 and year 2 in England's state-funded schools receive a free meal under the Department for Education's universal infant free school meal (UIFSM) policy. Infant pupils who receive a free meal under UIFSM must also be eligible for benefits-related free school meals to be able to access free Bring it on Brum! programmes.

Other children and families

BCC/StreetGames have discretion to use up to 15% of funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who we believe could benefit from holiday club provision.

This may include, for example:

- children assessed by the local authority as being in need, at risk or vulnerable
- young carers
- looked-after children or previously looked after children





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

- children with an EHC plan (education, health and care)
- children with special educational needs and/or disabilities who are not eligible for free school meals
- children who have low attendance rates at school or who are at risk of exclusion
- children in transition phases between nursery and primary school or primary and secondary school.

This list is not exhaustive and in Birmingham, we will commission a number of providers to run holiday clubs exclusively for these targeted groups. There will be a separate application process in place for those organisations working with these groups.

Working with children with SEND/Additional needs

There is flexibility in how the programme can be delivered to children with special education needs or disabilities who are in receipt of free school meals. It is vital that our programme provides sufficient, high-quality provision for children with SEND or additional needs.

BCC/StreetGames will ensure providers plan how they will accommodate children with SEND or additional needs and make sure that those with more complex needs are able to access suitable provision designed exclusively for them.

Working with the secondary school age range

We know that providing holiday clubs that are appealing and have high engagement levels with secondary school age range can be challenging. Provision for this age range will often look different to that aimed at the primary age range and we will make specific plans for the secondary age range.

There will be flexibility in the programme offered to older children with careful consideration being given to a different model of food and activity provision for example offering afternoon or evening sessions with an evening meal being the focus for the food aspect. Holiday programmes have a huge role to play in assuring parents and families that their children and young people safe and secure when taking part.

The choice of venue is often critical in building an attractive offer for older young people. School venues can be less popular but pop-up provision in parks and city centres can be highly effective in ensuring provision is where it is needed. Travel costs can be a barrier to attendance and therefore must be considered.

We need to 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 aged 13+ years.

Those who can pay to attend

We encourage providers to make paid spaces available to any children not receiving free school meals, who can pay to attend. This would be through operating a mixed arrangement where eligible children are given free places and non-eligible children are required to pay.





**Bring it on Brum! Birmingham's Holiday Activity and Food Programme
2022 Delivery Guidance**

Help with childcare costs

If you are an approved or registered childcare provider some families who are eligible for Universal Credit may be able to claim back up to 85% of childcare costs. There may be families where children are not eligible for benefits-related free school meals but families are in receipt of Universal Credit.

Therefore, if your programme exceeds 4-hours or exceeds 4-days and you are charging for the additional time or days; families may be able to claim some of this back.

As a child care provider you can find out more, create a childcare provider account and sign up for Tax-Free Childcare here: [Tax-Free Child Care](#).

For more information on Universal Credit and Child Care visit: [Universal Credit and Child Care](#).





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Framework of Standards

All Bring it on Brum! programmes must deliver on the following outcomes. Each is covered in turn in this guidance document:

- Food provision
- Enrichment activities
- Physical activities
- Nutritional education
- Food education for families and carers
- Signposting and referrals
- Robust policies and procedures
- Effective Safeguarding

Not all providers have to deliver all aspects of the programme but our clear expectation is that all eligible children and their families should benefit from all aspects of the programme. This might mean that we require a blended approach to ensuring children and families can access different aspects of the programme through different providers.

Food Provision

Providers must serve at least one meal a day (breakfast, lunch or dinner) 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 ([allergy guidance](#))
- 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 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.

Providing food on site can provide an opportunity to engage children and families in food preparation and nutrition. Research shows that when children are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier food. This developmental approach is key to effecting long-term change in engagement with food and nutrition.

If providers are preparing and serving their own food or working with a food partner, they must be registered as a food business. This provides reassurance to those involved that food safety standards are being met. A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. For further information, visit [Food business registration - GOV.UK \(www.gov.uk\)](#).





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Providers preparing their own meals or working with a local food partner will need to provide the following before the start of each programme:

- The menu you will serve demonstrating meals meet school food standards.
- Details of the kitchen facilities you will use, ensuring it is registered with Birmingham City Council (you will need to provide the kitchen registration number and a copy of the latest food hygiene rating).
- The relevant insurance information relating to providing food onsite.

Where organisations cannot provide their own food, a central food service will be offered at no direct cost to the organisation.

In relation to food we expect all organisations to ensure:

- Drinking water is available and easily accessible throughout every session.
- No serving or selling of fizzy drinks or those with added sugar (no added sugar dilute is acceptable)
- No serving of fried foods
- Meals and snacks must meet at least 2 portions of a child's 5 A-Day
- Excessive amounts of fat, salt & sugar should be limited
- Attention to correct portion size should be exercised
- Food and meals provided are ethnically sensitive and evidence cultural awareness
- Children with allergies are safe when eating food provided
- All food is to be stored appropriately and at the correct temperature

In the grant application form providers will need to select how food will be provided at each venue. The options are:

- Option 1: Own Food (food is prepared and served onsite)
- Option 2: Food Partner (chosen and paid by activity provider, food is prepared offsite and delivered for serving onsite)
- Option 3: Central Food Service (chosen and paid by StreetGames/BCC, food is prepared offsite and delivered for serving onsite).

Enrichment activities

Holiday clubs 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.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

BCC/StreetGames will not be facilitating a centrally funded enrichment offer. All costs for enrichment activities must be included in delivery budgets and will count towards the cost per place per day.

Physical activities

Holiday clubs 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 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 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.

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

We expect 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.

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 sessions or information provided by:

- Citizen's Advice
- Family support services or children's services
- Housing support officers





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

- Jobcentre Plus
- Organisations providing financial education
- Early Help Support Services
- Early years and childcare, including help to pay for childcare (e.g. Tax Free Childcare).

Robust Policies and procedures

There are a wide variety of organisations and individuals involved in the delivery of the Holiday, Activities and Food programme including but not limited to:

- schools, colleges, nurseries, private providers, charities, youth and sports clubs, community groups.

All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

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

Effective Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. We want every holiday club 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
- taking action if you identify children to be at risk of harm.

We expect all providers to take the safeguarding and welfare of all children seriously and that during the holidays issues or disclosures may arise that need dealing with. In the first instance providers should follow their organisations policies, procedures and codes of practice. Any serious safeguarding concerns should be reported to the relevant authorities.

BCC and StreetGames are working with Birmingham Safeguarding Children Partnership to provide organisations with the right information and support in relation to safeguarding children and young people.

Birmingham Safeguarding Children Partnership website: <https://www.lscpbirmingham.org.uk/>. This is also the site where providers can find out how to make a referral into Children's Advice & Support





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Service. They can also be contacted by phone on 0121 303 1888 or you can email them directly via CASS@birminghamchildrenstrust.co.uk.

Holiday clubs in school settings

We know that schools are safe places and have robust safeguarding arrangements in place. Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff the school's child protection policy will apply.

Where the activities are provided separately in the school but by another body, the governing body or proprietor should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedure in place. We recommend that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of [keeping children safe in education](#).

Holiday clubs in out of school settings

By out-of-school settings we mean organisations or individuals that provide tuition, training, instruction or activities to children without their parents' or carers' supervision, but are not:

- schools, colleges, education settings providing alternative provision, 16 to 19 academies, providers caring for children that are registered with Ofsted or a childminder agency.

These settings generally provide tuition, training, instruction or activities outside normal school hours (for example, evenings, weekends, school holidays), although some settings are run part-time during school hours to help meet the needs of those in home education.

The guidance for providers running out-of-school settings on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

Volunteers and DBS Checking

We know that in some settings, volunteers can play an important role in the delivery of holiday clubs. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For some of the voluntary staff involved in the delivery of the holiday, activities and food programme in holiday clubs, this work will be done regularly and considered to be regulated activity. This means they will be subject to an enhanced Disclosure and Barring Service (DBS) check with barred list information.

There may be a very small number of volunteers who do not regularly carry out this role, and so it may not be considered as regulated activity. This means they may not be required to have an enhanced DBS check.

The guidance on [regulated activity in relation to children](#) contains definitions of what we mean by regular and regulated activity. 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



Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

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.

To provide reassurance to parents, families and carers, we strongly recommend that all volunteers who are involved in the delivery of the holiday, activities and food programme in holiday clubs should have an [enhanced DBS check](#) (which, where applicable, should include children's barred list information). We do not recommend holiday clubs using volunteers that are not DBS checked, but if this occurs, it is the responsibility of the provider to ensure that volunteers are not at any point left alone and unsupervised with children in holiday clubs.

Other workers

All staff who are employed by holiday club providers funded through the holiday, activities and food programme should be subject to an enhanced DBS check with barred list information. Part 3 of [keeping children safe in education](#) sets out a clear process for safe recruitment. We recommend local authorities and holiday clubs providers follow this best practice when recruiting volunteers.

Ofsted registration

Holiday clubs may need to register with Ofsted or they may be [exempt from registration](#). Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the holiday, activities and food programme.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Grant Funding and Application Criteria

We need a range of providers across the city to help deliver an enriching and exciting programme during spring, summer and winter school holidays.

The following types of organisations are eligible to apply for grant funding:

- Constituted community, voluntary, faith and not for profit social enterprises
- Community Interest Companies (CIC)
- Charitable organisations
- Schools, colleges and educational establishments
- Out of school providers/childcare
- Commercial organisations that are delivering against a social objective and are not applying for funding that will generate profit.

What funding can cover

For 2022 programmes, there are some changes to what can be funded. These changes are due to the limited delivery budget available and our desire to fund as much free provision as possible.

Funding is only available for children attending who are eligible for benefits-related free school meals. For example, if you have 50 places per day and 40 places are for eligible children then the funding can only pay for 40 places, the remaining 10 places can be funded elsewhere or be paid places. If you are able to commit to 100% of places being for eligible children then they can all be funded. Additional checks, such as, collecting the free school meal code for each young person will be compulsory going forward. Pre-registration is also recommended so that only eligible children are offered places.

Organisations can apply for funding to deliver a maximum of 4 days at spring, 4 days at winter and a maximum of 16 days during the summer. Programmes can be delivered on additional days but these would need to be funded elsewhere or be paid places.

Organisations can apply for funding for a maximum of 4 hours per young person per day. Double sessions can be run i.e. 10am-2pm and 2pm-6pm but these must be for different young people. Organisations will need to submit a separate grant application for each programme. Programmes can run for more than four hours but the additional hours would need to be funded elsewhere or be paid for by parent/carers.

For the spring holidays, organisations can apply for grant funding to a different programme during each week. I.e. the programme in week 2 must be for different young people to the programme in week 1.

Organisations can no longer apply for funding to run sessions on weekends or bank holidays. Funding is only available for spring (Easter), summer and winter (Christmas) school holidays. There is no funding available for half term school holidays.



Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Cost per child per day

Based on feedback from 2021, we have put together the following funding ranges for the cost per child per day of delivery, this is based on a programme being delivered for 4 hours. The cost per child per day will be calculated using the total grant request and needs to be inclusive of costs for all activities, including physical activities, venue hire, staffing, equipment, enrichment and food (where being provided directly).

- For programmes offering their own food or working with a food partner, the cost per child per day is £15-£18.
- For programmes using the central food service, i.e. incurring no food costs, the cost per child per day is £11-£14.

Example 1

For spring and winter: the following calculation is an example showing a programme being delivered for 4 hours per day for 4 days with 50 places per day, that are providing their own food, prepared and served onsite.

£15-£18 per place per day x 50 places per day x 4 days = £3,000-£3,600.

With this example we would expect the funding request to fall between £3,000 and £3,600. The overall project cost may be higher but we would expect the remaining project costs to be covered by additional match funding or in kind support.

Example 2

For summer the following calculation is an example showing a programme being delivered for 4 hours per day for 16 days with 50 places per day, that are using the central food service, therefore not incurring food costs.

£11-£14 per place per day x 50 places per day x 16 days = £8,800-£11,200.

With this example we would expect the funding request to fall between £8,800 and £11,200. The overall project cost may be higher but we would expect the remaining project costs to be covered by additional match funding or in kind support.

Exceptions

There are, of course, some exceptions to the above cost per place criteria. Applications will be reviewed on a case-by-case basis. In some instances, for example, organisations working with young people with complex disabilities and special needs may require higher staffing ratios, therefore the cost per place per day is likely to be higher.

Match Funding and In Kind Support

We would like to see as many organisations as possible secure match funding and/or offer 'in kind' support to their application. Your Area Lead can help you with this and where possible we will promote funding opportunities that we find through our weekly communications. We want to capture any match funding, both cash values and in kind such as time and resources that are already paid for. We will ask for match funding values on the grant application form.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Annual framework

For our 2022 programme we will work with Birmingham's statutory services to submit grant applications on an annual framework. This will include schools, leisure centres and youth services. We will look to open an annual framework for community providers from 2023 onwards. Funding for each consecutive holiday period will only be awarded based on successful delivery of the previous programme including reporting and

Application Process

Organisations will apply for grant funding through the StreetGames Grant Portal. Organisations will need to complete one grant application form for each holiday programme they wish to run. For example a different programme in different venues or different age group of young people.

We will no longer be accepting application resubmissions. Organisations will be able to amend their application as much as they want before submitting it on the portal.

The link to the grant portal will be released in due course.

Application Dates

Application dates will be released in due course.

Grant portal opens for spring applications – Monday 31st January 2022

Grant portal closes for spring applications – midnight, Sunday 27th February 2022

Grant applicants will be notified by – Friday 11th March 2022

Application dates for summer and winter 2022 programmes will be released closer to the time.

Application Assessment

In stage 1 of the assessment we will review the eligibility criteria of the organisation, the quality of the application and the outcomes that are being proposed. We will also assess the value for money of the application based on cost per child per day. This is calculated by taking the total grant request / number of days being delivered / number of spaces available each day.

In stage 2 of the assessment we will review the geographical areas being proposed as well as the demographics of the young people being targeted. We will be mapping the proposed holiday provision in each local area to ensure that sufficient levels of provision exist for all young people; taking in to consideration age and types of provision offered. This mapping is completed alongside data showing the location of free school meal eligible children. Stage 2 of the assessment process will ensure that local provision is targeted in the right areas and supports those of greatest need. We will also ensure that the delivery budget is distributed across the city accordingly.





**Bring it on Brum! Birmingham’s Holiday Activity and Food Programme
2022 Delivery Guidance**

We will use the matrix below to ensure a consistent approach is taken when scoring grant funding applications. Organisations are required to answer each question in the application form as fully as possible, as each question will be assessed against the criteria. Every question in the grant application form must achieve a score of 3 or more in order to progress.

Score	Description
0	No response or no evidence
1	Very Poor. The response clearly fails to meet the criteria detailed in the question. The response exhibits clear and significant omissions with regard to meeting the criteria detailed. Inadequate or no supporting evidence has been provided to support the response.
2	Poor. The response satisfies only some of the criteria detailed in the question. The response has some omissions with regard to meeting the criteria detailed. Some evidence is provided to support the response, however this is lacking in sufficient detail in one or more areas.
3	Satisfactory. The response satisfies the criteria detailed in the question. Some evidence if provided to support the response, any missing evidence or detail is only minor.
4	Good. The response fully and successfully meets the criteria detailed. Full and relevant evidence is provided to support the response.
5	Excellent. Exceptional response that meets or exceeds all criteria detailed in the question. Fill and relevant evidence is provided to support the response.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Programme Monitoring Requirements

It will be compulsory for all funded organisations to use the Coordinate Sport system for programme monitoring. The Coordinate Sport system has a number of functions:

- The system can be used to promote programmes and take bookings directly from parents/carers in advance of programmes starting. This is our preferred method as it means all relevant information for each young person is collected automatically. The system has a messaging function which can be personalised to suit.
- The system can be used to promote activities with bookings still taken directly from parents and carers. Organisations will then be required to import participant details and record the days they attended.
- Organisations offering 'closed' provision to a set group of young people that do need support with promotion or taking bookings will use the system to import participant details and record the days they attend.
- It is compulsory for all organisations to have their project set up and register their young people on the Coordinate Sport system in advance of the programme starting.
- Penalties will be introduced where organisations regularly submit incomplete data sets. This will impact receipt of future funding.

As part of the grant conditions, all funded organisations are required to capture the following information for each unique participant that attends.

- First name
- Surname
- Free School Meal eligibility (Yes / No)
- School name (From a list of Birmingham City Council schools)
- Whether the young person has a disability or not (Yes / No)
- Whether the young person has a special educational need (Yes / No)
- Home postcode
- Ethnicity (From standard UK ethnicity list)
- Gender
- Date of birth (DD/MM/YYYY format)
- Bring it on Brum! Eligibility Code (given to parent/carer via school)

We would recommend that organisations also collect the following information to ensure the safety of all participants. This information is not required as part of the reporting for the programme.

- Emergency contact details for parent/guardian
- Known medical conditions that could impact participation
- Allergies and dietary requirements, essential when providing food
- Photography and media consent from parent/guardian if you are wishing to take photos of videos
- Medical consent in case of emergency situations.

More information on data capture can be found here: <https://www.streetgames.org/s/Bring-it-on-Brum-Data-Capture-Information.pdf>.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Bring it on Brum! Eligibility Code

Our winter 2021 programme trialled Bring it on Brum! eligibility codes. These are created by Birmingham City Council, sent to the schools who then sent to the codes to the parents/carers. Each eligible child receives a unique code.

It is compulsory for organisations to collect the Bring it on Brum! eligibility codes from parents/carers when taking bookings. If a parent/carer is not able to provide a code, ask them to contact their school to check and confirm their eligibility.

Partnership Agreements and Funding Payments

On approval of a grant, organisations will need to download, sign and upload a partnership agreement. These agreements are sent via the StreetGames portal.

Our usual process is to pay 80% of the grant up front and the remaining 20% on completion of satisfactory programme monitoring and financial reconciliation. Annual grants will be paid in this same way for each holiday period.

Financial Reconciliations

Financial reconciliations are completed via the StreetGames grant portal. Organisations will need to reconcile their spend against their budget forecast. Financial reconciliations will be checked prior to any final funding payments being released.

Financial Audits

Each holiday period, a sample of organisations will be identified where more in-depth financial audits will be carried out. Criteria that will be used to identify organisations for financial audit include; random sample, grants awarded above £30k, new delivery partners and organisations with high underspend/overspend.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

2022 Delivery Dates

Spring 2022

The following dates available to deliver spring holiday activities:

Week 1: Monday 11th to Thursday 14th April 2022

Week 2: Tuesday 19th to Friday 22nd April 2022

Because Friday 15th April (Good Friday) and Monday 18th April (Easter Monday) are Bank Holidays, we will not fund activities to take place on these days.

As outlined above in the funding criteria section; organisations can apply for funding to deliver 4 days at spring. This means choosing either the first week or second week or delivering two days each week for example Tuesday and Wednesday on both weeks.

Ramadan 2022

We are aware that the month of Ramadan straddles the spring (Easter) school holidays. Ramadan in the United Kingdom will begin on the evening of Saturday 2nd April and ends on the evening of Sunday 1st May 2022.

Providing a meal for all young people continues to be an essential part of holiday club programmes and therefore you may wish to consider making food available to take home for those young people fasting during this time.

You may also need to consider how you plan and deliver sport and physical activities. Sporting Equals have produced a guidance on Ramadan which you may find helpful when planning your spring programme.

Summer 2022

The following dates are available to deliver summer holiday activities:

Week 1: Monday 25th to Friday 29th July 2022

Week 2: Monday 1st to Friday 5th August 2022

Week 3: Monday 8th to Friday 12th August 2022

Week 4: Monday 15th to Friday 19th August 2022

Week 5: Monday 22nd to Friday 26th August 2022

Week 6: Tuesday 30th August to Friday 2nd September 2022

Because Monday 29th August is a Bank Holiday, we will not fund activities to take place on this day.

Organisations can choose to deliver any four of the six week available during the summer school holidays.





**Bring it on Brum! Birmingham's Holiday Activity and Food Programme
2022 Delivery Guidance**

Winter 2022

The following dates are available to deliver winter holiday activities:

Week 1: Monday 19th to Friday 23rd December 2022

Week 2: Wednesday 28th to Friday 30th December 2022

Organisations can choose to deliver four days during the winter school holiday.

Please note

The dates on this page may not apply to academies, foundation, free or voluntary aided schools. All schools are encouraged to accept the dates set by Birmingham City Council but they are not required to. You should contact these schools directly to confirm their term dates.

Before selecting your delivery dates please check with your local schools for any difference in term dates. This may impact the number of young people that will be available for your programme.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Frequently Asked Questions

Does provision have to follow a 4x4 model?

Activities should aim to provide 4 hours per day, 4 days per week, for 1 week at spring, 4 weeks at summer and 1 week at winter. We are looking to adopt a flexible approach whilst ensuring the programme as a whole offers enough provision for all eligible children in each local area.

Do I have to deliver programmes during all school holidays?

No, you can apply for funding for the school holidays that you want to deliver in. There is no expectation that all organisations have to deliver during all three holiday periods; spring, summer and winter.

Can the grant be used for Half Terms?

No. The Department for Education have made it clear that the grant can only be used for the spring (Easter), summer and winter (Christmas) school holidays. It cannot be used for other school holidays.

Does food provision have to be a hot meal? Or can it be cold food?

The Department for Education would prefer that hot meals are provided, but understand that this is not always possible. Therefore, cold foods such as sandwiches/salads are acceptable, as long as they meet school food standards. For more information on the School Food Standards visit: [School food standards: resources for schools - GOV.UK](#)

What are the required staffing ratios?

Organisations need to work to ratios that have been set out in their own operational plans and risk assessments.

Can children under 4 years access the programme?

Programmes or activities specifically aimed at children aged under 4 years who are not yet at school are not eligible for funding. If an organisation is looking to engage families in their provision then the whole family can attend providing at least one child is aged 4 to 16 years and in receipt of benefits-related free school meals.

Can we apply for match funding for our holiday programme?

Yes, and this is very much encouraged. If your organisation is already in receipt of funding to delivery holiday programmes, funding can be applied for to provide additional activities or to enhance your programme. If previously your programme didn't have a food provision or offer regular physical activity, for example, you can apply for funding for these elements.

Going forward should the message be that there are funded places available rather than advertising that it's for FSM young people only?

This is a great approach to take if you want to run an open access provision. Promote to all making sure that cost are clear and advertise that there are free spaces available for children eligible for benefits-related free school meals.



Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Are all organisations able to use 15% of their funding for children who are not FSM eligible but are considered vulnerable?

No, unfortunately not. If organisations are working exclusively with children in vulnerable groups they can apply for funding through the 15% pot. This will be a separate application process. Please contact your Area Lead to discuss further.

Do I have to register my provision with Ofsted?

Whether you have to register with Ofsted or not is based on the type of provision you provide. You do not have to register if you provide tutoring or coaching in either one or two of the following activities to children aged 3 and over: school study support or homework support, sports, performing arts, arts and crafts, religious, cultural or language studies. However, you cannot look after children under 5 for more than 4 hours in any one day.

The activity needs to be the main focus of what you offer, such as school study support, sport or performing arts. This should be specific tuition or coaching to help children improve their skills, rather than offering childcare for working parents. We do not necessarily expect everyone working with children to be a specialist coach, but they should have particular skills in those areas to help children improve. For more information on Ofsted requirements please visit: [Ofsted Registration Exemptions](#).

Do I need to include the cost of training in my grant application?

An extensive free training programme is offered to all funded organisations. You do not need to include the costs for these training courses in your grant application form.

For other training that is not offered, you will need to include the cost of this training in your grant application form. Additional training costs will be assessed in line with your application.

Where can I access more support?

Your Area Lead is available to talk through your programme ideas, support you with your application. If you are working across multiple Birmingham districts, please contact the person most relevant.





Bring it on Brum! Birmingham's Holiday Activity and Food Programme 2022 Delivery Guidance

Useful Weblinks and Contacts

Bring it on Brum! website

Our front facing website aimed at engaging parents and carers.

www.bringitonbrum.co.uk

Birmingham City Council Holiday Activity and Food programme

https://www.birmingham.gov.uk/info/50260/birmingham_holiday_activities_programme/

Birmingham Children's Partnership

<https://www.birmingham.gov.uk/BCP>

StreetGames website

We have a number of useful documents on the StreetGames website in relation to the Bring it on Brum! programme.

www.streetgames.org/bringitonbrum

Coordinate Sport Website

System used for programme reporting, promotion and taking bookings

<https://coordinate.cloud/>

StreetGames Area Leads

If you need further support your Area Lead is able to help:

Districts: Sutton Coldfield & Erdington

Contact: Fiona Miley; Fiona.Miley@StreetGames.org

Districts: Perry Barr & Ladywood

Contact: Ray Vince; Ray.Vince@StreetGames.org

Districts: Hodge Hill & Yardley

Contact: Bryn Lewis; Bryn.Lewis@StreetGames.org

Districts: Edgbaston, Hall Green & Selly Oak

Contact: Matt James; Matt.James@StreetGames.org

District: Northfield

Contact: Jen Kempster; Jenny.Kempster@StreetGames.org

Alternatively, you can email the Birmingham Holiday Activities email address:

birminghamholidayactivities@StreetGames.org.

