



Derby City Council



## Derby Holiday Activities & Food (HAF) Programme Referral form

### What is the Holiday Activities & Food Programme?

The Holiday Activities & Food Programme aims to provide enriching activities and a healthy meal for disadvantaged children in the Easter, Summer and Winter school holidays.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children, that can lead to a holiday experience gap. Children from disadvantaged families are:

- 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

We know that returning to school in poor physical and mental condition can have a detrimental impact on children's mental and physical wellbeing, as well as their educational attainment.

Department for Education funding has been made available to Derby City Council to enable local groups to provide holiday activities and food to children aged 4-16 who are eligible for free school meals in Derby.

The aim of this funding is to make the positive benefits of holiday clubs available to all those on benefits-related free school meals for at least four hours a day, four days a week for six school holiday weeks of the year.

Additional funding is available for children who may not meet the free school meals eligibility but are considered vulnerable and would benefit from attending HAF provision. Please use the form below to complete a professional referral for a child.

### How do eligible families apply for a place?

Holiday Activities & Food programme places are available during the Easter, Summer and Winter school holidays. If a child is eligible for Free School Meals, families will need to apply for a unique HAF code for each child to book a place on at a HAF holiday club. To apply for a code and to find out more about the HAF programme, please visit Derby City Council's website [www.derby.gov.uk/derbyhaf](http://www.derby.gov.uk/derbyhaf).



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### Who can be referred for HAF provision?

We ask that each child or young person you would like to book onto HAF provision in Derby through the referral scheme:

- is of school age, between Reception Year and Year 11 and **not** eligible for free school meals (if they are eligible for free school meals, please use the process outlined above)
- has special educational needs or disabilities; faces serious challenges in their life such as living in poverty, coping with caring responsibilities, suffering the effects of neglect, bereavement, abuse, or bullying; or any other situation that means they could benefit from friends, food and fun to escape their worries and pressures.

### Professional referrer's information

Name:

Organisation:

Email:

Telephone number:

What is your professional relationship to the young person you are referring?

### Child / young person's details

Child's legal forename:

Child's legal surname:

Child's date of birth:

Child's home address:

Child's school:

Reason for referral:

If the child / young person has additional needs, disabilities or requires any other support, please tell us here:



Please note any professional services the child is getting support from:

Are parents/carers aware of referral: Yes / No

### Parent or carer details

Legal forename:

Legal surname:

Home address (if different to child's)

Phone number:

Email address:

National insurance number:

Your relationship to the child named above:

### GDPR Statement

I understand that the Local Authority must follow the strict rules called 'data protection principles' within the Data Protection Act 2018 to comply with the General Data Protection Regulation (GDPR) to ensure the family's personal information above is used fairly, lawfully, and transparently and not revealed to a third party unless the law allows them to.

For further information about how the Council and / or DfE store and use of this data please go to the following websites:

Data protection: [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<http://www.derby.gov.uk/privacy-notice>

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices>

Please type your name below to confirm you have read and understood the GDPR statement.



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<p>I authorise for Derby City Council to use the family's information above to process the child's HAF application and this information will need to be retained by Derby City Council for 6 years for audit purposes.</p>	<p>Please type your name below to confirm you have read and understood the GDPR statement.</p> <input data-bbox="1182 546 1485 604" type="text"/>
Referrer's full name	
Date	

**Please return this form to [DerbyHAF@derby.gov.uk](mailto:DerbyHAF@derby.gov.uk)**