



## **School Holiday Enrichment Programme (SHEP) Match Funding Application Form 2019**

SHEP is a school-based programme that provides healthy meals, food and nutrition education, physical activity and enrichment sessions to children in areas of social deprivation during the school summer holidays. Bwyd a Hwyl/Food and Fun is the brand identity used at local level to promote schemes to children and families.

The Welsh Government intends to part fund SHEP in 2019/2020 with £500,000 allocated in the draft budget. The Welsh Local Government Association (WLGA) will continue to coordinate the roll-out by working closely with local authorities and partner agencies. The projected cost of delivering SHEP is £10,000 per cohort of 40 children. Welsh Government will match fund this cost to a maximum of £5,000 per cohort of 40 children. The remainder must be funded or provided 'in kind' by local authorities, local health boards, programme schools and partner agencies. Additional funding for one-to-one support and special schools will be determined on a case by case basis.

Local authority maintained schools are eligible to apply for SHEP funding if their Free School Meal (FSM) eligibility, for pupils aged 5 to 15 years, is 16% or greater. A list of eligible schools is available from the WLGA's SHEP Coordinator, based on data from the Pupil Level Annual School Census 2018 data. Please note that places should not be restricted to only pupils eligible for FSM. The [Healthy Eating in Schools Measure \(Wales\) 2009](#) places a duty on local authorities and governing bodies to protect the identity of pupils receiving FSM.

The SHEP model is a partnership approach involving schools, health professionals, local authorities and community sports staff and is based on the following ethos and core elements:

'Working together to help schools feed children, promote healthy living and provide social learning experiences during the school holidays.'

- A school based programme delivered by school staff and partners.
- A minimum of 12 days over the school summer holidays.
- Healthy breakfast and lunch.
- A minimum of one hour of physical activity per day.
- All Wales SHEP Food and Nutrition Education Sessions.
- Family breakfast or lunch offered at least once per week.
- Enrichment sessions provided by school staff and/or partners.

To receive retrospective match funding Local Steering Groups must:

- Deliver the core elements of SHEP.
- Ensure full commitment of all members of the Local Steering Group, to the SHEP **essential criteria** and recommendations (**Appendix 1**), by signing **Section 1**.
- Submit documentation required by WLGA according to the timeline below. (underlined documents must be submitted and \* indicates that documents are available from the WLGA SHEP Coordinator and on [Knowledge Hub](#)).
- Implement the SHEP Quality Assurance Framework\*, which audits compliance with the **essential criteria** and recommendations.

Date	Required document
31 January 2019	<b>Section 1</b> of <u>Match Funding Application Form*</u>
29 March 2019	<b>Section 2</b> of <u>Match Funding Application Form*</u>
28 June 2019	<u>Timetable of Activities</u> for each scheme
28 June 2019	<u>12 day lunch menu</u> based on the SHEP Menu Plan*
27 September 2019	<u>Attendance Forms*</u>
27 September 2019	<u>Evaluation Forms*</u> (online)
25 October 2019	<u>Record of SHEP Costs Form*</u>

Please complete **Section 1** of this form and submit to [christina.powdrill@wlga.gov.uk](mailto:christina.powdrill@wlga.gov.uk) or Christina Powdrill, Local Government House, Drake Walk, Cardiff, CF10 4LG by **31 January 2019**. Completing and submitting this form does not guarantee acceptance onto the programme as we will need to consider the needs and readiness of each local partnership and our capacity to coordinate the programme. You will be notified of a decision by **15 February 2019**. If you have a problem in meeting any of the **essential criteria** please get in contact using the above email address; non compliance may result in exclusion of schemes from the programme and render schemes ineligible for match funding. **Section 2** should be completed for each school taking part in SHEP 2019 and returned, as per **Section 1** by **29 March 2019**.

## Section 1 – Local Steering Group Sign-Up (Submit by 31 January 2019)

Local Authority SHEP Coordinator details	
Local authority	
Name	
Job title	
Email	
Telephone	
Date of submitting form	

Question	Answer
How many cohorts of 40 children can your Local Steering Group commit to offer SHEP to in 2019? (Welsh Government will match fund up to a maximum of £5,000 per cohort of 40)	
How many schemes will this be? (Please note that a scheme is the setting where SHEP takes place and can be any number of cohorts of 40 children at one school)	

Essential member of Local Steering Group	Name and job title	Signature
Local authority/school catering representative		
Local authority/school physical activity/sport representative		
Local health board public health dietetics representative		
Local healthy school scheme representative		
Local authority/school education representative		



## Section 2 – School Sign-Up (Submit by 29 March 2019)

This section must be signed by the Local Authority SHEP Coordinator and a representative from each scheme, with the commitment to deliver the core elements of SHEP according to the **essential criteria** and recommendations (**Appendix 1**). School SHEP Coordinators should be recruited prior to **29 March 2019** to allow adequate time for training. For local authorities with more than 8 schemes please duplicate this page.

Local Authority SHEP Coordinator			
Local authority		Date of submission form	
Name		Signature	

	School Name	Welsh medium?	Special school	Number of target	Expected target	FSM eligibility	Signature of scheme representative
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## Appendix 1 – Essential Criteria and Recommendations

The following **22 essential criteria (in bold)** and 9 recommendations (in italics) have been established to maintain the integrity of the SHEP ethos and core elements. By signing **Section 1** the members of your Local Steering Group are committing to ensure the planning, delivery and evaluation of SHEP are undertaken in accordance with the **essential criteria** with regard to the recommendations.

### Planning

- 1. The projected cost of delivering SHEP is £10,000 per unit of 40 children. Welsh Government will match fund this cost to a maximum of £5,000 per unit of 40 children. The remainder must be funded or provided 'in kind' by local authorities, local health boards, programmes schools and/or partner agencies.**
- 2. Establish a Local Steering Group including representatives from the local authority's education catering service, local authority's physical activity/sport providers, local health board dietetics service, local healthy schools team and programme schools, as a minimum.**
3. *Involve a wide range or suitable partner agencies from the public, private and voluntary sectors and ensure that they adhere to criteria 19.*
- 4. Provide SHEP for a minimum of 12 days over at least 3 consecutive weeks of the school summer holidays. The same cohort of 40 children should be encouraged to attend all 12 days.** *Expect to achieve a take up of approximately 50% of those you invite, and variable attendance, so over invite and subscribe.*
5. *Deliver SHEP during the middle weeks of the summer holidays.*
- 6. Offer SHEP within a primary or secondary school with FSM eligibility (for pupils aged 5 to 15 years) of 16% or greater.**
- 7. Offer SHEP within a primary or secondary school that includes a full production kitchen, a suitably sized dining space, indoor play area and outside space, accessible toilets and classrooms.**
8. *Consider offering SHEP within a special school.*
- 9. Agree roles and responsibilities (see **Appendix 2**), prioritising the recruitment and training of the SHEP Coordinator and SHEP Assistant(s) in Nutrition Skills for Life Level 2 Community Food and Nutrition Skills qualification (see criteria 24). SHEP Coordinators should be recruited prior to 29 March 2019 to ensure adequate time for training. Costs of releasing/covering staff during term time may be included within the Record of SHEP Costs Form\* for match funding.**
- 10. Map local 'holiday provisions' to potentially share resources and avoid duplication. Check your local authority's Family Information Service website for information about children's leisure activities and childcare provision.**
- 11. Organise the Timetable of Activities for each scheme ensuring all core elements are included and submit to the WLGA by 28 June 2019.**

- 12. Prepare the 12 day lunch menu from the SHEP Menu Plan\* and submit to the WLGA by 28 June 2019.**
13. For local authorities with more than 2 programme schools consider hosting a local SHEP partner event for partner agencies to offer their services and for SHEP Coordinators to draft their timetables.
- 14. Promote SHEP to children, families and media using Bwyd a Hwyl/ Food and Fun name and logo (in line with brand guidelines) focusing on the positives aspects (e.g. healthy living, socialising, learning) rather than the negative connotations (e.g. 'holiday hunger', deprivation) or unintended outcomes (e.g. childcare).**
15. Recruit children and families to SHEP well in advance of the school summer holidays, targeting a particular Year or Key Stage and avoiding overtly targeting particular children and families. If you are considering multiple Key Stages this will add to the resource and staffing costs. Please be aware that it is the school that is eligible for SHEP and the scheme is not only for FSM children. The [Healthy Eating in Schools Measure \(Wales\) 2009](#) places a duty on the local authority and governing body to protect the identity of pupils receiving Free School Meals.
- 16. Consult children and parents about the range of enrichment activities.**
17. Consider transport issues to and from the programme school (e.g. mini bus, crossing patrol).
- 18. Compile a school SHEP Folder\* containing copies of relevant policies, procedures and staff training certificates, signed by the SHEP Coordinator and SHEP Assistant(s) to indicate understanding. The SHEP Quality Assurance Framework (QAF)\* may be used as a checklist for schools and Local Steering Groups to aid the planning process.**

#### **Delivery:**

- 19. Communicate consistent health messages and do not undermine the 'ethos' of SHEP. Resources or rewards branded with manufacturers who produce food and drink products high in sugar, fat or salt must not be used.**
- 20. Deliver breakfast and lunch based on the SHEP Menu Plan\* that meets the food and drink requirements of [The Healthy Eating in Schools \(Nutritional Standards and Requirements\) \(Wales\) Regulations 2013](#) and is designed to further reduce access to food and drink high in fat, sugar and salt and increase the take-up of fruit and vegetables and oily fish, with links to the All Wales SHEP Food and Nutrition Education Sessions.**
- 21. Promote the take up of school meals and a whole-school approach to healthy eating. Do not permit packed lunches and encourage children to try new foods.**
- 22. Offer a 'family' breakfast or lunch to parent/carers and siblings at least once per week (e.g. on the last day of the week).**
23. Consider offering separate activities to parents and siblings (e.g. cooking skills, exercise classes) with signposting to further opportunities locally.

- 24. Deliver age appropriate All Wales SHEP Food and Nutrition Education Sessions that have been developed specifically for the programme, including extension activities that practice literacy, oracy and numeracy skills. These must be delivered by school SHEP staff with accreditation in Nutrition Skills for Life Level 2 Community Food and Nutrition Skills (training and resources provided by Public Health Dietitians).**
- 25. Provide a minimum of one hour per day of age appropriate and organised physical activity with signposting to further opportunities locally.**
- 26. Provide age appropriate enrichment activities that provide children and families with opportunities to engage in activities that are fun, social and educational. Where possible link to local activities, groups, facilities and services.**
- 27. Implement the school's ethos and relevant policies as per term time (see criteria 18).**
- 28. Implement the SHEP Quality Assurance Framework\* by auditing each scheme during scheme hours.**
- 29. Submit Record of SHEP Costs Form\* by 25 October 2019.**

**Evaluation:**

- 30. Undertake and submit Evaluation Forms\* (online surveys) and Attendance Forms\* to the WLGA by 27 September 2019. Please note that the WLGA will not accept paper evaluation forms or attendance forms other than the WLGA template.**
- 31. Engage with the wider development of SHEP across Wales through attending relevant meetings and sharing best practice.**



## Appendix 2 - Suggested Roles and Responsibilities

Role	Who?	Responsibilities
Local Authority's SHEP Coordinator	<ul style="list-style-type: none"> <li>• Education Officer</li> <li>• Education Catering Manager/Assistant Manager</li> <li>• Healthy School Scheme Practitioner</li> <li>• Local Health Board representative</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Local Steering Group Meetings.</li> <li>• Act as main liaison between the WLGA SHEP Coordinator and Local Steering Groups and programme schools.</li> <li>• Gather and check information for <u>Match Funding Application Form*</u> (Sections 1 and 2), and <u>Record of SHEP Costs Form*</u> and submit to the WLGA SHEP Coordinator.</li> <li>• Gather scheme <u>Timetable of Activities</u>, <u>12 day lunch menu</u>, <u>Evaluation Forms*</u> and <u>Attendance Forms*</u> and submit to</li> </ul>
Named person responsible for SHEP in each school	<ul style="list-style-type: none"> <li>• Head Teacher</li> <li>• Member of Senior Management Team</li> <li>• Chair of Governors</li> <li>• Governor</li> </ul>	<p>For an example School Agreement* please request from WLGA.</p> <ul style="list-style-type: none"> <li>• Organise recruitment of SHEP Coordinator and SHEP Assistants.</li> <li>• Organise cover of SHEP Coordinator (and SHEP Assistant if possible/required) so that they can attend Nutrition Skills for Life Training (20 hours) and other relevant/required training.</li> <li>• Provide guidance and monitor progress of SHEP Coordinator.</li> <li>• Organise the provision of Caretaker duties.</li> </ul>
School SHEP Coordinator (1 per school)	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Teaching Assistant</li> </ul>	<p>For an example Job Description* please request from WLGA.</p> <ul style="list-style-type: none"> <li>• Develop, coordinate and deliver SHEP in programme school.</li> <li>• Work under the guidance of the Head Teacher, and within an agreed system of supervision, to develop and implement agreed work programmes with individuals/groups, in the school and partner agencies.</li> <li>• Create a nurturing, fun and safe environment to ensure child safety and maximise child involvement.</li> <li>• Liaise with local health board dietetics service to undertake Nutrition Skills for Life Training and deliver the All Wales SHEP Food and Nutrition Education Sessions.</li> <li>• Undertake other relevant training as required (e.g. Safeguarding, First Aid, Make Every Contact Count).</li> <li>• Review suitability of existing risk assessments and partner agency risk assessments. Undertake additional risk assessments, as required.</li> <li>• Review special needs requirements of children signed up to SHEP and make necessary provisions.</li> <li>• Compile a SHEP Folder* containing copies of relevant policies and ensure SHEP Assistants understand policies.</li> </ul>

Role	Who?	Responsibilities
School SHEP Assistants (1 per 20 children minimum, depending on risk assessment)	<ul style="list-style-type: none"> <li>Teaching Assistants</li> <li>Volunteers</li> </ul>	<p>For an example Job Description* please request from WLGA.</p> <ul style="list-style-type: none"> <li>Work under the direct instruction/guidance of the School SHEP Coordinator to deliver SHEP in programme school.</li> <li>To support access to activities for pupils and provide general support in the management of pupils, including preparation, and routine maintenance of resources/ equipment.</li> </ul>
Caretaker	<ul style="list-style-type: none"> <li>Caretaker</li> </ul>	<ul style="list-style-type: none"> <li>Open and close school facilities at agreed times.</li> </ul>
Cook	<ul style="list-style-type: none"> <li>Cook</li> </ul>	<p>For an example Job Description* please request from WLGA.</p> <ul style="list-style-type: none"> <li>Provide breakfast and lunch using the SHEP Menu Plan* that meets the food and drink requirements of <a href="#">The Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations 2013</a> and other term time regulations,</li> </ul>