

# Charity Provision Policy

Approved \_\_\_\_\_

Date of next Review \_\_\_\_\_

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- 1) Broadening Horizons**
- 2) Match Funding – School Trips**

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# 1) Broadening Horizons

## What is broadening horizons?

Broadening Horizons is a project that enables us to provide children with all year round experiences and respite for the children in our community who need it the most.

We provide this through our database of known and trusted private providers, who we have completed compliance checks on.

## Who can nominate a child?

Currently children can be nominated by their school, or another charity or other child services. This enables us to triangulate information around the child.

We support children between the age 6-17 living in Leicestershire, Leicester & Rutland.

## What criteria does the child have to meet?

We have two types of criteria:

### Disadvantaged:

- Eligible for free school meals (FSM)
- Ever 6FSM
- No recourse to public funds
- Household earnings significantly below the national average household income median (75% or less)

### Disadvantaged Plus:

- Looked After (LAC)
- SEN
- Refugee
- Disabled
- Young Carer
- Chaotic homelife (domestic violence, parental substance abuse, risk of homelessness etc)
- Mental Health conditions (anxiety, depression, eating disorder etc)

## How do you apply?

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It is really easy...

Visit [www.leicesterchildrensholidays.co.uk](http://www.leicesterchildrensholidays.co.uk)

From our home page you will find Broadening Horizons in our what we do section, within this page there is an online nomination form.

Once a nomination form is received, and it meets our criteria the child is placed on our waiting list. Contact will be made with the parent, and work begins locating a local provider. A trial is also sought.

### **What happens once the child is matched to a provision?**

As soon as a nomination is received our Partnership Officer will begin communication with the school or charity and parents/carers.

Once a match to a provision has occurred a trial will take place. Following the trial further conversations take place to ensure the child enjoyed the provision and would like to continue.

Once a child has a place matched we will fund the provision for 1 year (subject to attendance and engagement)

If all Broadening Horizon places are full, children will stay on the waiting list in a first come first served order. Parents and schools will be contacted once a place becomes available.

### **What is within the parental/guardian agreement?**

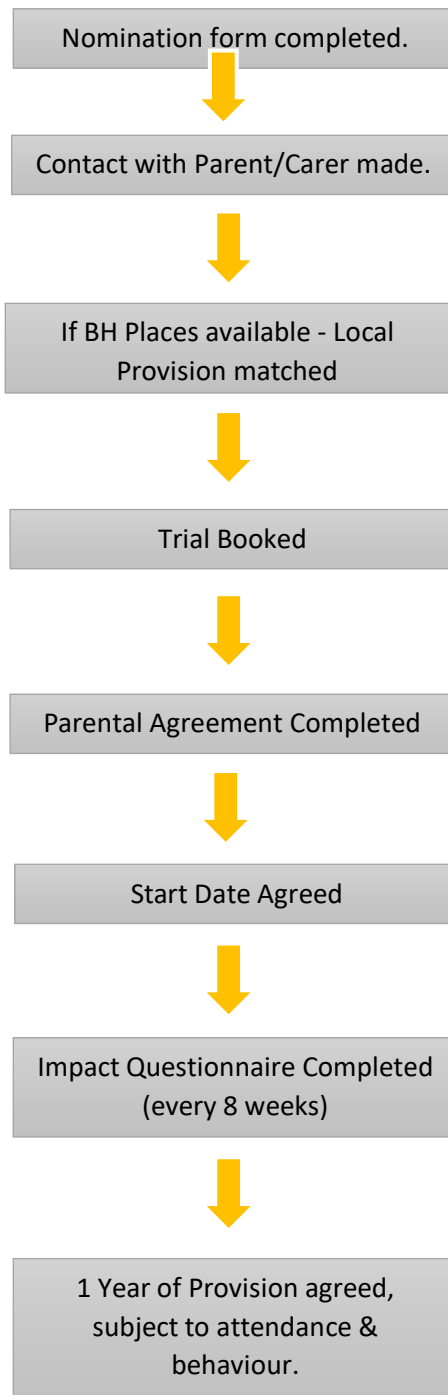
As this provision is a big investment we need to agree to a few things before hand with parents/carers

- That the child will have good attendance (with an aim of 90% or higher)
- If the child is no longer wanting to attend the activity that charity is informed as soon as possible.
- An Impact questionnaire will be completed every 8 weeks
- That the child will have good behaviour at the provision.

### **Flowchart of Process**

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### **I am a provider, how can I be involved?**

To be recognised as one of our providers, we will need to ensure that all staff involved in your organisation/business are fully DBS checked and we will need a copy of the number for our records. We will send you a Microsoft form to complete.

We will also need a copy of your public liability insurance.

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If a provider is subject to Ofsted registration, this will cover all compliance checks.

You will need to agree to us visiting the provision for quality assurance at least 3 times a year.

We will issue a Microsoft data form regarding the child's attendance, behaviour and progress (awards achieved etc), this will need completing every 8 weeks.

As we are a charity supporting children most in need of our help, a discount for places is also encouraged.

### **What about kit or equipment?**

There may be some additional help available if the child needs particular kit, equipment or other fees, we will liaise with the provider regarding this once a request has been made. If the child accessing this provision does need this additional support please email with the request:

[hello@leicesterchildrensholidays.co.uk](mailto:hello@leicesterchildrensholidays.co.uk)

### **How can you help Leicester Children's Holidays?**

We would love for you to support us by:

- If you are a school - signing up to our annual colour dash sponsored event running the Friday before May Bank Holiday each year.
- If you are a parent or guardian please sign up to easy fundraising (see the below link) it takes 30 seconds and even the weekly online food shop could see over £50 donated to us each year.  
[Leicester Children's Holidays Fundraising | Easyfundraising](#)
- If you are a provider it would be fantastic if you could organise a fundraising event, promote easy fundraising with your parents, or you could support our festival with shows/demonstrations and promotion.

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## 2) Match Funding – School Trips

### What is match funding?

Match funding is a simple way of maximising impact from our funding.

Organisations that support young people such as schools, charities and others in the voluntary sector can request funding from us for a project/activity that supports disadvantaged children.

### What is considered as matched funding?

If you are a school or college we will require a 50% monetary contribution from yourselves or a parent/guardian.

If you are a charity or other voluntary sector organisation we will also consider staffing resource as part of the matched funding, however monetary contributions will always be looked on favourably as this enables our funding to go further.

### What type of project can be funded?

We will fund projects that provide support to disadvantaged children aged 6-17 living in Leicester, Leicestershire & Rutland. The project must provide the child with the opportunity of a respite break (this can be a school trip, day trip, or other type of respite break)

### What criteria does the child have to meet?

We have two types of criteria:

#### Disadvantaged:

- Eligible for free school meals (FSM)
- Ever 6FSM
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- Young Carer
- Chaotic homelife (domestic violence, parental substance abuse, risk of homelessness etc)
- Mental Health conditions (anxiety, depression, eating disorder etc)

## How do organisations apply?

It is really easy...

Visit [www.leicesterchildrensholidays.co.uk](http://www.leicesterchildrensholidays.co.uk)

Click on the what we do section and the school trips section has both a single application and groups application. Both are online forms.

All forms need to be submitted by the 14<sup>th</sup> of the month, this will enable a response back to you by 28<sup>th</sup> of the same month.

Once approved, we will request an invoice from you, on receipt of the invoice we will issue the money to you via bank transfer usually within 7 days.

## How can schools and colleges help Leicester Children's Holidays?

We would love for you to support us by:

- Signing up to our annual colour dash sponsored event running in on the Friday before each May bank holiday every year.
- Or even better, signing up to the annual colour dash and having us as your named local charity, with a proportion or all of your yearly fundraising donated to us.
- Encourage your staff and parents to sign up to easy fundraising (see the below link) it takes 30 seconds and even the weekly online food shop could see over £50 donated to us each year.

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