

Opening School Facilities Phase 3

School information pack

*Opening school facilities outside of the normal school day to school and community users,
to create sustainable change in increased physical activity levels.*



Section 1 – Introduction

Aim of Programme

Opening Schools Facilities (OSF) is a Department for Education (DfE) school funding programme to meet the goals of the Government's School Sport and Activity Action Plan (SSAAP). The aim is to help schools to open their existing sport facilities, including school swimming pools, for a broader range of young people and to support the wider community by partnering with sporting organisations, who can help deliver activities in these settings.

The three-year investment will ensure that local solutions are sought collaboratively that identify long term changes in behaviour, leading to more people being active in areas that need it the most. Led by the national network of Active Partnerships (APs) and supported by ukactive, StreetGames and the Youth Sport Trust, all nine regions of England will benefit from this programme.

Active Partnerships will work with schools to enable them to deliver new or enhanced activities that will increase the range of face-to-face opportunities for pupils (and their families), incorporating making schools aware of further opportunities to open their sports facilities sustainably beyond the end of participation in the programme.

We know there are clear health inequalities, in relation to physical inactivity, therefore the opening schools' facilities intervention must promote physical activity to residents who find it challenging to access opportunities and achieve the daily recommended levels of physical activity. The programme will target support to schools with a high percentage of pupils eligible for free school meals, from low affluent families, culturally diverse groups, and pupils with SEND (Special Educational Needs and Disabilities).

Programme Objectives

- A. To support schools to open their facilities outside of the normal school day (before school, evenings, weekends, and holidays) to allow children & young people and the wider community to access more opportunities to be physically active.
- B. To open school swimming pools focusing on swimming and water safety lessons both during and outside the school day for pupils at their school and for pupils at other local schools.
- C. Participants are provided with a range of stimulating and enjoyable opportunities to take part in physical activity and sport, in addition to that experienced within PE lessons and extra-curricular activities. This means NEW and additional extra-curricular activities are eligible.
- D. Participants are signposted to take part in the same or similar activities in their local community, following the end of their participation in the programme.

Benefits to schools

- Short Term: Schools will receive support to help the facilitation of opening their school premises outside of the school day, to deliver both new extra-curricular and out of school hours community sessions, to benefit young people and adults in the community.
- Longer Term: Schools will be able to develop a sustainable business model from hiring their facilities to external organisations at affordable rates. Pupils will also benefit from having greater access and opportunity to take part in activities after school, at weekends and during holidays in their local area.

Section 2 – Criteria to apply for funding

When applying for funding schools must complete a development plan. Schools must demonstrate that they are meeting the following criteria when developing and implementing their development plans:

Tackling Inequalities – provision should focus on the following target groups:

1. people from lower socioeconomic communities
2. focus on disabled people and those with long term health conditions
3. women and girls
4. people from ethnic minority backgrounds

Engaging the school community – programmes to be co-designed with young people to ensure youth voice is driving the programmes (examples of youth voice toolkits – [Youth Sport Trust](#) and [Streetgames](#))

Engaging the wider community – opportunities for continued participation and for community engagement (including co-designing with community organisations / local young people)

Developing a sustainable workforce - youth leadership and volunteering opportunities

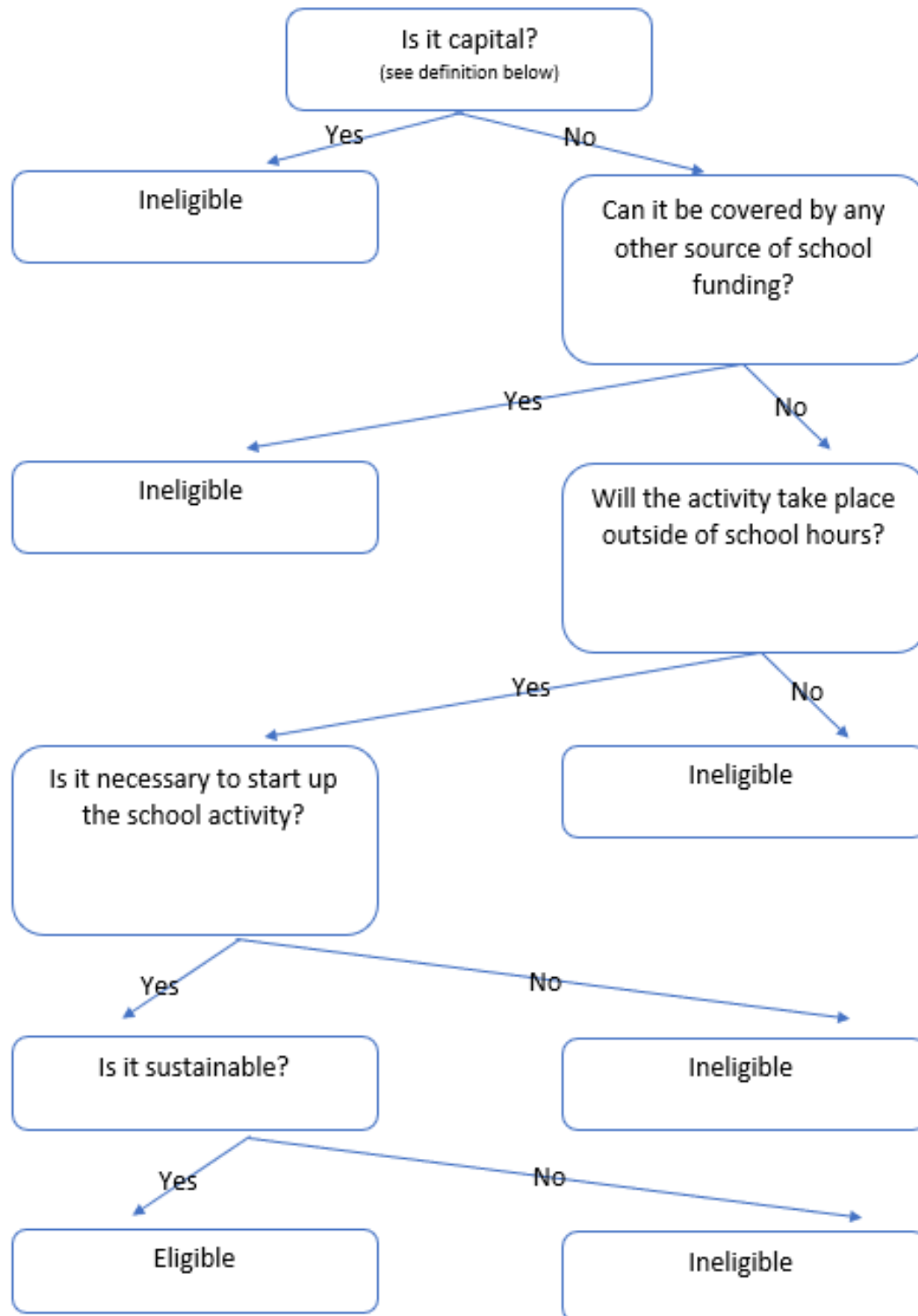
Added Value – linking to other policy areas such as Holiday Activities and Food Programme and community safety

Eligibility Criteria for Schools

- All schools must sign a grant agreement form
- The remit for this funding is purely 5-16 schools. FE colleges and separate sixth forms are ineligible
- Minimum of a 12-week programme for indoor and outdoor facilities – with opportunities to continue after the initial period (Year 1 is exempt from this due to timescale)
- Minimum of a 6-week programme for swimming and water safety activities – with opportunities to continue after the initial period (Year 1 is exempt from this due to timescale)
- Commitment until March 2025 (APs and schools can plan a year at a time but the emphasis is focusing on sustainable change)
- Indoor and outdoor activities can be delivered before school, after school, evenings, weekends and holidays (not including current curriculum or extra-curricular school activities)
- Swimming activities can be delivered both during the school day, before and after school, evenings, weekends and holidays
- Activities targeting SEND students can also take place during lunchtimes
- Activities can be delivered in holidays, in conjunction with HAF and other programmes, but must target new participants
- Needs to be a new or additional activity to what is already taking place
- All eligible items for expenditure, must be paid for first and then claimed in arrears
- All activities must evidence attendance figures through uploading this information (individual and throughput figures) onto Smartsheets monthly
- All schools must agree to take part in a national evaluation of the programme

Section 3 - What can and can't be funded

When considering your application, please use the below as a guide:



Eligible for OSF funding:

Equipment (non-fixed items only)

- ✓ Equipment to deliver new clubs and activities
- ✓ Additional sports, activity and storage equipment
- ✓ Adaptive equipment to improve accessibility for young people with SEND

Facilities

- ✓ Improving security to the facility to ensure it can open
- ✓ Access keypads where it removes need for additional staffing
- ✓ Improve accessibility for young people with SEND

Developing existing websites

- ✓ Facility management booking system
- ✓ Marketing / advertising of sessions to the community

Staff CPD and training

- ✓ Providing CPD opportunities for staff to either create sustainable business models
- ✓ Training courses and qualifications to enable staff to deliver new clubs and activities

Staffing (short term)

- ✓ Additional staff time to open/close (evenings, weekend and school holidays) if not already open at this times
- ✓ Paying TAs to support after school clubs to enable SEND pupils to participate
- ✓ Activity deliverers
- ✓ Administration time (bookings/phone/liaison)

Schools without their own swimming pool

- ✓ Top up swimming lessons for secondary students who are unable to swim,
- ✓ Hiring of a leisure centre pool
- ✓ Swimming teacher
- ✓ Necessary equipment to run the top up lesson

Schools with their own swimming pool

- ✓ Any spend that is new or extends what the school currently offers for swimming. For example, if a swimming pool is opened for an extra hour (4pm – 5pm) all costs incurred to use this facility will be covered, including heating, lifeguards, equipment etc.
- ✓ Water testing kits
- ✓ Plant servicing
- ✓ Staff/student CPD
- ✓ Equipment for lessons
- ✓ Maintenance

Ineligible for OSF funding:

- × Capital expenditure, building/construction/refurbishment projects*
- × Development or creation of new websites
- × Items which only benefit an individual e.g., membership fees, bursaries or kit and equipment that is not shared
- × Transport costs (except for access to swimming)
- × Paying teachers or teaching assistants (core budgets)
- × Any activity delivered during curriculum time or breakfast clubs (SEND activities can run at lunchtime)
- × Cover the loss of revenue
- × Wrap around care
- × Funding to an organisation that runs the community side of a dual use school
- × Funding to a letting agency/management company
- × Food provision

* **Capital Expenditure Information (guidance taken from the Department for Education [PE and sport premium for primary schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444444/PE_and_sport_premium_for_primary_schools_-_GOV.UK_(www.gov.uk).pdf))**

The grant payments should not be used to fund capital expenditure. Capital and building works are ineligible spend. “Capital assets or funding are those from which an entity expects to derive benefit for more than one year: typically land, buildings, vehicles and information technology. They are usually called fixed assets.”

Where schools have an existing capitalisation policy, you should use this policy to determine whether proposed spending would be capital expenditure. If a school does not have a capitalisation policy it remains for them to determine what qualifies as capital, but you might wish to use the following resources:

- local-authority-maintained schools: [consistent financial reporting framework: capital expenditure](#)
- academies: capital expenditure is defined in the [academies handbook](#) as: “capital assets or funding are those from which an entity expects to derive benefit for more than one year: typically land, buildings, vehicles and information technology. They are usually called fixed assets.”

Small purchases should not be capitalised. Your school or trust should determine an appropriate (de minimis) value, below which transactions should be charged to revenue.¹

Section 4 – Funding information

This is a 3-year programme with schools engaging in Year 1 receiving funding each year in line with their agreed action plan and budget. Schools can apply for the investment they require to support their project.

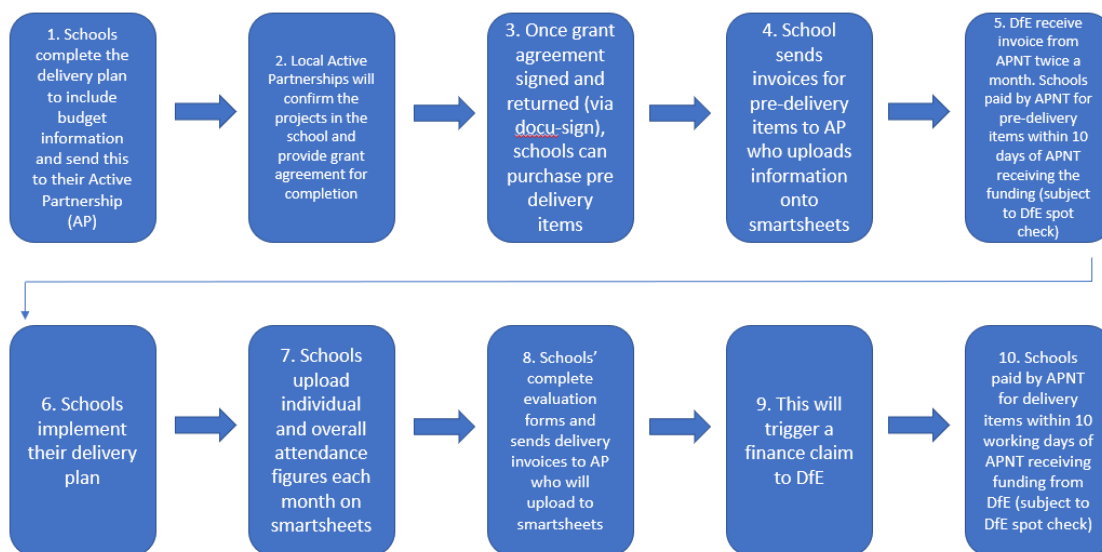
- Year 1: Jan 23- Mar-23
- Year 2: Apr 23- Mar 24
- Year 3: Apr 24- Mar 25

In Year 1, Schools can apply for a maximum of £20,000.

Groups of schools or local networks (e.g., Multi Academy Trusts or School Sport Partnerships) can collaborate to add additional value however individual agreements and plans must be submitted for each school and payment will go to that school.

Schools who receive funding will be required to demonstrate that they can meet the project objectives and have buy in from their Senior Leadership Team. If a school does not complete their project, they will not be able claim their funding due to payment in arrears and therefore not eligible for future years funding.

Payment claim flow diagram for schools



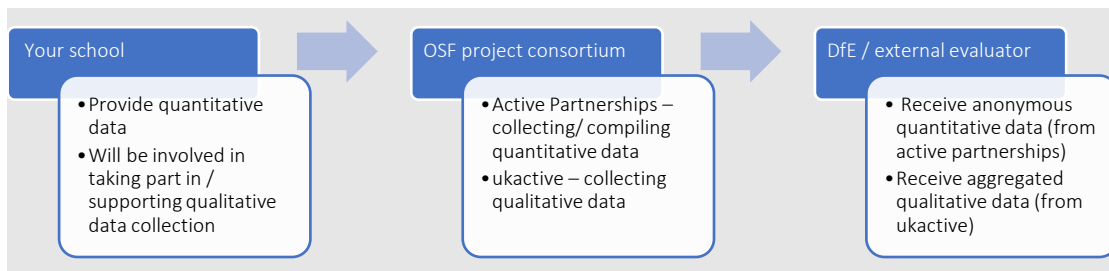
School VAT Information

Where the school is able to reclaim VAT incurred (in accordance with relevant laws), the school should seek to reclaim any eligible VAT and only seek reimbursement from the Active Partnerships of net expenditure.

Section 5 – Evaluation

Data will be collected against specific objectives to understand the impact of the programme on children's physical activity participation and community engagement, and to understand the children's experience known as 'youth voice'. In signing up to take part in the OSF programme each school is agreeing for necessary data to be collected for the purposes of the evaluation of the programme. The below provides more information on the data required, how this will work, and what it means for your school and pupils.

How is data being shared?



Who is collecting data and what is being collected?

There are two aspects to the data collection for this programme, and so there are multiple parties collecting this.

Data being collected by Active Partnerships

Active Partnerships will be collecting quantitative and qualitative data. This will involve a representative from your school providing data to the Active Partnerships via an online reporting platform that has been set up for each school (smartsheet). Data will be requested at sign up and regular intervals throughout the programme. It will be reported back to DfE and their external evaluator on a monthly basis, and then at the close of the programme as part of the contracted reporting. Data is being reported back for the purposes of evaluating the overall impact of the OSF programme, and not schools. All data will be reported back in line with GDPR, meaning it will be anonymised, aggregated and means individuals will not be identifiable.

The data to be provided includes:

- Data about the school setting and current offer of physical activity and sport outside of the school day.
- Information on the projects involved with OSF including target audience, spend, projected impact on school and community users and links to community clubs.
- Every month - the total number of individual participants (school and community) and throughput attendees that have engaged with your project overall, and which demographic group they represent. Please keep copies of registers for each project to enable the school to upload the current numbers. We will not be asking for copies of these registers.
- Photos (sent to the local Active Partnership) of what the funding has been provided for. Please note that consent must have been gained from the person/people being photographed.
- A case study/report (to your local Active Partnership) stating what impact the funding and/or the activity has had for the school and its pupils (templates can be supplied).

- To provide feedback to your local Active Partnership about how the programme is going, to help with the scoping of future support. Feedback data will also be collected on the successes, barriers and lessons learnt as part of the programme delivery, which will include feedback from teachers and school staff.
- Additional data relating to the delivery and participation within the OSF programme

Data collected by ukactive

Qualitative data is being collected by the ukactive Research Institute as part of capturing information on and understanding how children have found the experience of taking part in the programme – this is called ‘youth voice’. Any data collected from children directly will be done so through parental consent. Data will be collected at regular intervals across the programme delivery by a dedicated member of the ukactive research team. This team member will come into schools to collect this data or it will be done virtually online. This data will be collected through observation and semi-structured / formal interviews and focus groups. It will be reported back to DfE towards the end of the programme in an aggregated format, meaning that individuals will not be identifiable.

The data being collected is:

- Observation data – ukactive will collect data on the children’s experiences through attending in person sessions and making observations.
- Participant input data – ukactive will collect data directly from the children themselves about their experiences, likes and dislikes. They will also speak to session leaders, teachers and parents who interact regularly with the children taking part, about the children’s experiences of the sessions, in addition to successes and challenges with the programme delivery.

Additional

Safeguarding

It is recommended that schools introduce a quality assurance process when allowing groups to use on their site to minimise any risks – the Child Protection in Sport Unit and the Ann Craft Trust has developed a check and challenge tool to support schools in this process. The general public will see a school site as a safe environment, but schools should consider the implications if a child protection issue arose on their site outside of the school's core hours.

Schools need to ensure there are safeguarding procedures in place including safer recruitment and reporting procedures for all community facility operating models. The school governing body should agree any policy and procedures and ensure there are appropriate checks made on any external providers/clubs/hirers in terms of their safeguarding policies, procedures and practice.

Where the school is working with young people or Adults at risk, they must operate according to their own Safeguarding policies and procedures – a copy of which must be provided to the local Active Partnership. The organisation which is being funded by the OSF funding must be able to evidence that there will be a member of staff present at each session with the appropriate level of DBS.

Operating safely

The school will have several responsibilities in relation to community use to ensure the safety of students, staff and community users. This can be covered by a comprehensive lettings policy. In most cases, it will simply be about extending the current school safety practices to cover community activity, although the exact nature of each school's responsibilities may depend on which operating model it is using.

Health and safety should be a consideration in the early stages of planning for community use on school site. It is important APs ensure the school's health and safety policy is up to date and made available to all groups, and key contacts. Fire evacuation and other safety procedures should be included within the induction process for all new community groups and practiced on a regular basis. Risk assessments should be carried out by all groups using the schools facilities, however, if it is an event that the school is organising (such as a competition) or a 'pay and play' activity, then it is the school's responsibility. The school will provide adequate public liability insurance for participants whilst they are engaged in activity relating to the project. Where appropriate, leaders/coaches responsible for the programme should hold professional indemnity.

Data protection

What will happen to my information and will it be kept confidential?

All data being collected will be collected, stored, shared and analysed in line with General Data Protection Regulation ((EU) 2016/679) (GDPR). This means all the information and data collected will be kept confidential and anonymous. It will be used for the purposes of the evaluation of the DfE programme (e.g. in evaluation reports to the DfE / external evaluator) and may also be used as part of academic manuscripts, conferences for the purposes of building the evidence base for the importance of physical activity for young people. All data will be collected, stored, processed (analysed) and reported securely and will remain confidential and anonymous when reported. No individuals' names will be used or reported, and no individuals will be identifiable. All data will be collected, controlled and processed by the appointed data controllers and processors.

The Controller (DfE) retains control of the data collected and remains responsible for its compliance obligations under the applicable Data Protection Legislation. The processor (Active Partnership and ukactive) is in control of any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing also includes transferring Personal Data to third parties. All parties involved in data collection, controlling and processing will ensure compliance

with the Data Protection Legislation at all times. This clause is in addition to and does not relieve, remove or replace a party's obligations under the Data Protection Legislation.

What if I have further questions or a problem regarding data collection?

If you have any questions please get in contact with the ukactive Research Institute at research@ukactive.org.uk or Helen Pring at hpring@activepartnerships.org