

# Holiday Activities and Food Programme 2025/26

## Information Pack

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## Here for Herefordshire 2025/26

Easter 2025 brings an exciting opportunity for those school age children and young people in Herefordshire who are currently eligible for benefits-related free school meals to have 'healthier school holidays' and access new experiences. The Department of Education has provided funding to local authorities across England to enable the provision of free enriching holiday activities and a good nutritious meal. The programme is a '**not for profit**' offer.

There are approximately 4286 children and young people who receive benefits-related free school meals in Herefordshire. During the school holidays, some of these children often miss the opportunity to have positive memorable experiences, and it can also be a time when parents & carers find it difficult to provide a substantial meal.

Herefordshire has demonstrated great community spirit, and a kind-heartedness we would like to continue by pulling together as a community to utilise the funding. By doing so, we can enable more learning through fun, maintain positive relationships, reduce social isolation and narrow the 'school holiday gap' for these children. We would encourage you to be creative in order to engage as many children and young people as possible.

If you currently have a holiday club provision, are an activity provider interested in offering a programme of innovative and enriching opportunities, or if you are a food provider, please get in touch by following <https://www.herefordshire.gov.uk/directory-record/6676/holidays-activities-and-food-haf-programme-grant-for-providers> to read the criteria /complete application form attached.

To take part in the programme please submit your applications between 7<sup>th</sup> March and 21<sup>st</sup> March 2025. There will be a selection process, and considerations will be made to those providers who can:

- Be an enthusiastic provider who is passionate about being involved in inclusive, fun and enriching activities with the desire to enable children from low-income families to take part in opportunities for all children and young people.
- Offer spaces for children who meet the eligibility criteria.
- Offer a meal provision with nutritional information and/or cookery education workshops (hot meals are preferred).
- Provide a plan of stimulating and enriching activities and resources for all children including those with Special Educational Needs, physical and hidden disability.
- Follow School Food standards offering at least 1 meal a day i.e. breakfast, lunch or tea, and include a snack (external provider can be sourced if required).
- Show evidence of required accredited qualifications and up-to-date policies and procedures – see appendix below.
- Offer signposting and information communication to parents/carers.
- Evaluate the success of the scheme.

## HAF Framework of standards

The standard we expect organisations to meet for our 2025/26 HAF programme are:

### Food

Organisations must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) **must** meet school food standards.

Our expectation is that most of the food served by organisations will be hot. However, we acknowledge that there will be occasions when this is not possible, and a cold alternative may be served.

We encourage you to carefully consider how you could provide “hot” food. For example, could you engage a local food provider/café/community café to support you in providing cooked healthy food? Consideration will be given to organisations who evidence innovative solutions and partnerships to provide hot meals.

All food provided as part of the programme must:

- comply with regulations on food preparation
- Observe allergies and dietary requirements
- consider any religious or cultural requirements for food

### Additional Links:

[School food standards - School Food Plan](#)

[Food Standards Agency](#)

[Food Standards Agency - Allergen guidance for food businesses](#)

### Enriching activities

Holiday clubs and other projects must provide children with:

- fun and enriching activities that are age appropriate
- opportunities to develop new skills or knowledge
- opportunities to consolidate existing skills and knowledge
- opportunities to try out new experiences

This could include:

- physical activities e.g. football, table tennis or cricket
- creative activities e.g. putting on a play, junk modelling or drumming workshops
- Outdoor experiences e.g. a nature walk, cooking outside, using Forest School spaces
- Practical skills e.g. IT and communication, managing money, first aid, applying for work
- STEM activities e.g. science, technology, engineering, and maths

## Physical activities

All projects must provide activities that meet the NHS physical activity guidelines for children and young people on a daily basis. Herefordshire Council requires that all projects incorporate 60 minutes of moderate to vigorous physical activity for all children attending. This will be monitored via your monitoring returns, quality assurance visits and evaluation data.

Projects that are focussed on children and/or young people must also consider how physical activity can be promoted to engage carers/parents as well as children and young people. This could be either on site or at home.

### Additional links:

Physical activity guideline for children and young people  
[Physical activity guidelines for children and young people - NHS](#)

Chief Medical Officers Physical Activity Guidelines  
<https://assets.publishing.service.gov.uk/media/5d839543ed915d52428dc134/uk-chief-medical-officers-physical-activity-guidelines.pdf>

## Nutritional education

**(a) Knowledge and awareness:** Organisations 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, and/or taste tests.

### **(b) Food education for families and carers**

Organisations must include at least 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. These don't have to be "formal" sessions, but they do need to be targeted at parents/carers or other family members.

### Additional Links:

The following sources of information may be useful to Organisations in developing their nutritional education programme.

[NHS - Change for life](#) Variety of information and useful resources to support healthy lifestyle with recipes/ activities etc

[School Food Plan](#) – The School Plan aims to support schools to make cultural change in relation to food

[NHS - Eat Well](#) - Information on how to support healthy eating. Provides healthy-eating advice for the general population

[One you](#) - Information and ideas to support healthy changes to diet, exercise and mental and physical health

## Signposting and referrals

Holiday activity providers must 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 be:

- Local Food Bank provision
- Organisations providing financial education and debt support service [Money, debt and budgeting - Talk Community Directory](#)
- [Talk Community Website and Directory](#):
- [Local Talk Community Hub](#):
- Citizen's Advice
- School nurses, dentists or other healthcare practitioners
- Housing support officers
- Jobcentre Plus
- CHAT – Early Help for Families 01432 260261

## Outcomes for children and their families & carers

- To eat more healthily over the school holidays
- To be more active during the school holidays
- To take part in engaging and enriching activities which support the development of resilience, character and well-being along with their wider education attainment
- To be safe and not to be socially isolated
- To have greater knowledge of health nutrition
- To be more engaged with school and other local services

## Grant funding available

There are two options available for this 'not for profit' offer.

**Option 1** – provide activity and food for children at the rate of £6.00 per hour. Please note if preparing food on site, the establishment will need to be compliant with food standards.

**Option 2** – provide activity for children at the rate of £5.00 per hour. Food will need to be provided by a HAF-approved provider. You will be expected to directly consult with food provider on the number of children, allergies, or special dietary requirements

### Payments

Payments are made based on the number of children booked on to your programme. Payment will be issued in two instalments for the programme and will take 30 days to process from receipt of signed grant letter and approval of required documents.

The initial payment will be 50% of the approved allocated spaces on completion and return of the completed grant agreement. This may be less, if you are a new provider or based on previous attendance, this will be detailed in your offer letter. Please note – due

to the short timeframe for the Easter programme, there be delay in receiving your first payment.

The remainder will be paid upon completion and return of the final report and number of booked places in accordance with the booking system.

**If less than 50% of allocated spaces are not booked, it could result in a partial clawback of the funds from the initial payment.**

**Grant funds are available for:**

- Setting up a new provision to support the HAF programme
- Support quality improvement of provision e.g. bringing in sports coaches or establishing partnerships with catering organisations.
- Staff costs
- Administrative costs
- Additional support staff for children with SEND requirements
- Specialist delivery staff
- Basic equipment and resources to delivery activities
- Nutritious food and costs associated with food preparation
- Costs associated with premise(s)
- Volunteer expenses

**Grant funds are not available for:**

- Provision which has already been allocated funds to deliver.
- Activities where a profit will be distributed for private gain or projects that have no charitable or community element
- Religious or political activity (we are able to fund religious organisations if they are providing benefit for the wider community)
- Activity that replaces government funding or is a statutory responsibility, i.e. we can only fund school activities that are additional to the curriculum
- Activities that benefit individuals, rather than a wider community
- Retrospective costs and loan repayments
- Expenditure or activities that have already taken place

**Timescales for Easter 2025 provision**

Stage	Date
Applications open	7 <sup>th</sup> March
Closing date	21 <sup>st</sup> March
Reviewed by grants panel	24 <sup>th</sup> March
Successful applications notified	27 <sup>th</sup> March
Unsuccessful applications notified	27 <sup>th</sup> March
Offer conditions signed and returned	4 <sup>th</sup> April
Grants allocation awarded	Up to 30 days after offer letter is received by HAF team

### **Holiday Activity booking process**

Most provisions will have a mix of eligible and non-eligible children attending the sessions.

- Eequ booking system will be in place for parents /carers of children in receipt of benefit related FSM only and they can book directly on to their own activities
- HAF team will check the child /young person is eligible
- Provider manages own bookings (Eequ and HAF team support is available)
- HAF team will monitor number of children benefit related FSM attending

## **Monitoring and evaluation will be required**

At the end of the programme, providers will be expected to produce a final report detailing the following information:

- A summary of the project e.g. what you did, any enriching activities and what has been achieved
- Successes from your delivery
- Did the project proceed as originally intended? If not, what changes did you have to make in order to achieve your objectives and what lessons have been learned from the project?
- Self assessment in the following aspects of delivery:
  - Healthy Food provision
  - Awareness & understanding of healthy eating
  - Signposting and referrals
  - Enriching activities
  - Accessibility and inclusiveness
  - Physical activity
  - Environment and sustainability

A member of the HAF team will carry out support and quality assurance monitoring visits throughout the programme.

## **Financial reporting on completion of the programme will include:**

- A breakdown of expenditure
- A breakdown of any unspent grant
- Evidence of spend – invoices and receipts



# Appendix 1

## Application checklist

Read through the checklist below. If you do not have all the required documentation, then please contact the HAF team who may be able to support you with this process.

### Policies & Procedures

A copy of your safeguarding policy statement and child protection policy statement

A copy of your health & safety policy

Staff / volunteer recruitment and training

### Safeguarding

Satisfactory enhanced DBS

Emergency Evacuation procedure

Adverse weather procedure

### Training

Completed safeguarding training

Staff and volunteers supervising the preparation of food will have Food Hygiene training (level 2)

Staff and volunteers responsible for administering First Aid have had appropriate training

### Registrations

Your OFSTED registration number (or reason why you are exempt)

Details if you are registered with Herefordshire Council as a food business

### Risk and insurance

Confirmation that you have sufficient insurance for your planned activities

Risk assessment for all planned activities submitted at least two weeks in advance of programme commencing. Please ensure that all children are considered including those with a disability / hidden disability.

## Appendix 2

### Frequently Asked Questions

#### **Do HAF providers need to be OFSTED registered?**

Both clubs and providers that are registered with Ofsted, and those that are exempt, can participate in the HAF programme. HAF providers may need to legally register with Ofsted depending on the provision they offer, it is the responsibility of the provider to check if they may also be eligible to register with Ofsted on the voluntary register or they may be [exempt from registration](#) entirely.

#### **Do providers have to offer activities for 4 to 16 year old or can they target groups e.g. 11 to 16 year olds?**

**Yes.** The project must cover the 4 to 16 age group but activities can focus on a specific age range e.g. 5-8 yr old or 12 -16 yr old

#### **What if there are really low number of spaces booked and I want to cancel the session?**

Please notify a member of the HAF team you are concerned that numbers are low at the time of booking, and we will discuss options available. [HAFproviders@herefordshire.gov.uk](mailto:HAFproviders@herefordshire.gov.uk)

#### **Can I apply for other grants in order to support the HAF project?**

**Yes.** Please declare this when you complete the application form. However please ensure that funding isn't being duplicated but can be used to supplement the offer.  
[Home | Community Funding Support](#)

#### **Is there a maximum I can apply for?**

**No.** The grant is flexible however this will be allocated at the discretion of the panel.

#### **Do the same children need to attend the whole of the programme?**

**No.** Depending on your offer, children can book and attend a maximum of 16hrs during Easter and Christmas and 64 hrs during Summer programmes.

#### **Is there scope within the programme to focus on areas other than physical health and nutrition, for example mental health and wellbeing?**

**Yes.** You can be creative and responsive to needs of your community and work in partnership with other organisations to support mental health & well-being and other aspect of need. HAF team may be able to support you with this offer.

#### **[Full Guidance to Holiday Activity and Food Programme](#)**

Thank you for taking time to read the information pack. If anything is unclear or you would like further explanation or details then please contact the HAF team and we will be pleased to help. [HAFproviders@herefordshire.gov.uk](mailto:HAFproviders@herefordshire.gov.uk)

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