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Holiday Activities and Food Programme

(HAF)

Expression of Interest Application Pack
(subject to agreed funds by DfE)

Easter 2025

Haf-professionals@leicester.gov.uk

**Introduction**

In 2022, the HAF programme enabled us to support hundreds of thousands of children and their families across the country throughout the Easter, Summer and Christmas school holidays. The purpose of this guidance is to support you and your team in delivering a high-quality provision ensuring the outcomes of the grant are successfully met.

# Aims of the programme

As a result of this programme, we want children who attend this provision to:

* eat healthily over the school holidays
* be active during the school holidays
* take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment
* be safe and not to be socially isolated - FUN
* **increasing awareness of healthy eating, healthy lifestyles and positive behaviours** e.g., food preparation and cooking, growing fruit and vegetables, taste tests, discussing food and healthy eating, use of vapes, cigarettes and drugs and how this can lead to issues including:
* **economic – social – personal safety – exploitation - criminality**
* be more engaged with school and other local services

We also want to ensure that the families who participate in this programme:

* develop their understanding of nutrition and food budgeting e.g., provide participating children with ingredients and recipes to take away and try at home with their families.
* are signposted towards other information and support, for example, citizens advise, healthcare practitioners, housing support, employment, and education

# The core offer

Overall, local authorities are expected to offer the equivalent of six weeks’ holiday provision to eligible children.

## Easter

We expect that all participating children should benefit from **at least** a week of face-to-face provision at Easter, which should be for a minimum of four days, 4 hours per day minimum.

## Summer

For local authorities that have a summer holiday that spans 6 full calendar weeks, participating children should be offered **at least** four weeks of face-to-face provision, which cover a minimum of 16 days.

* Ideal model is 4 weeks, 4 hours per day, 4 days per week per provider.

**Winter/Christmas**

We expect that all participating children should benefit from a week of support which covers a minimum of 4 days. As in 2023, our preference is at least four days of face-to-face provision, however where this is not possible, it should consist of **at least** two days of face-to-face provision complimented by **at least** two days of HAF support which can be provided in the form of high-quality food hampers and activity packs.

* For most children, each day of face-to-face provision at Christmas should consist of at least four hours of provision

# Who is the programme for?

This holiday provision is for school aged children from Reception to Year 11 (inclusive) who receive benefits-related free school meals. Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their school or local authority.

For further information on eligibility, please visit [www.leicester.gov.uk/freeschoolmeals](http://www.leicester.gov.uk/freeschoolmeals)

# Universal infant free school meals

All children in reception, year 1 and year 2 in England’s state-funded schools receive a free meal under the Department for Education’s universal infant free school mean (UIFSM) policy.

Infant pupils who receive a free meal under UIFSM **must** also be eligible for benefits-related FSM to be able to access a place on the HAF programme.

The aim of the programme is to make free places available to children eligible for and in receipt of free school meals for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year.

This would cover 4 weeks in the summer and a week’s worth of provision in each of the Easter and Christmas holidays in 2024.

Example - In the Christmas and Easter holidays, local areas could spread a week’s worth of provision across a 2-week period.

# Framework of standards

## Food provision

Providers 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 - School Food Plan](http://www.schoolfoodplan.com/actions/school-food-standards/). Our expectation is that most of the food served by providers should be hot, however, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate.

All food provided as part of the programme must comply with regulations on food preparation and take into account:

* allergies and dietary requirements (see the allergy guidance for schools - [Allergy guidance for schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools))
* any religious or cultural requirements for food

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

Providers have reported that when children are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier foods.

**Food providers**

If working with other local food providers, ensure they are registered as a food business. This provides reassurance to all those involved that food safety standards are being met.

## A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. Further information is available on [food business registration](https://www.gov.uk/food-business-registration).

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS).

[Prepacked for direct sale (PPDS) allergen labelling changes for schools, colleges and nurseries | Food Standards Agency](https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-schools-colleges-and-nurseries)

## Safeguarding

Safeguarding and promoting the welfare of children is everyone’s responsibility. We want every holiday club to be a safe and happy place for children to be and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

Local authorities are statutorily responsible for safeguarding in relation to children in need, under s.17 of the Children Act 1989, and looked after children under s.20 of the Children Act 1989.

As set out in [working together to safeguard children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2), safeguarding is defined for the purposes of this guidance as:

* protecting children from maltreatment
* preventing impairment of children’s mental and physical health or development
* ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* taking action if you identify children to be at risk of harm

Department for Education Guidance can be found [Holiday activities and food programme 2024 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023) to further support your knowledge, understanding and application.

# Overview of timeline

| **Task** | **Date (2025)** |
| --- | --- |
| Grant applications open | W/C Monday 6 January |
| Grant applications close EXTERNAL & SCHOOL providers | Friday 31 January at 3pm |
| Successful grant applications confirmed  | W/C Monday 3 February |
| Website publishing to be signed off  | W/C Monday 10 February  |
| Data Controller and Service Level Agreements (SLA) signed and returned  | W/C Monday 10 February |
| Booking systems to go LIVE | W/C Monday 24 February (1st week back after half term)  |
| Booking systems CLOSE | Wednesday 19 March at 12noon |
| Confirmation to parents and registers to providers(LCC Bookings) | W/C Monday 31 March |
| Provider reminder confirmation  | W/C Monday 31 March |
| Easter delivery commences  | Monday 14 April – Sunday 27 April  |

**Provider Meetings**

A representative from your company must attend the following meeting dates\*

| **Task** | **Date (2025)** |
| --- | --- |
| \* Providers meeting/training for Easter 2025 – city location face to face (up to 2 Hours) | Wednesday 12 February 20255.15pm to 7.15pm venue TBC  |
| \*Providers networking meeting Easter 2025 (1 Hour)city location - teams  | Monday 18 March 2025 |

Please complete the Grant Application form found in [Appendix B](#_Appendix_B).

# Grant application

Applications need to show value for money and offer our children and young people a high-quality, enriching experience engaging children in an innovative SAFE, FUN environment. Within your programmes you **must include** some nutritional content to raise understanding and the importance of leading a healthy lifestyle. Children must receive food daily, ideally hot food where possible or cold food if this is the only option available to you.

If you are unable to provide the food element of the programme, we can support and provide this element for you, please make this known in your application.

Provision must be spread across the City geographically to allow maximum reach. The map below shows the number of FSM in each area. Free places are only available to those young people on benefit related free school meals (FSM). Eligibility checks will be made against our systems before confirming a programme place.



# Booking systems

We can manage all bookings centrally through our City Council website and allows us to process the relevant checks, this is our preferred booking option. If you wish to use your own system this can be an option but must be agreed in advance by the HAF Manager and contain all the relevant fields of information we require. Records would need to be checked frequently for cross referencing eligibility.

# Monitoring and evaluation

You will be required to complete and return requested monitoring and evaluation information, along with a case study showcasing the impact of the HAF programme. This can be either be of a young individual and family or as a whole programme outcome.

# Finance

Upon a successful grant application and once all records are in place and on file (see Appendix A) including a data controller and service level agreement, the first payment of 80% of the total grant will be awarded. The final 20% of the grant is awarded once all monitoring and evaluation documentation is returned and one case study/video case study is received. Invoices will need to be produced for payment.

# Incentives for attendance

As the programme is FREE for all FSM young people it is easy for people not to fully commit to the programme. Therefore, when making an application we would like to see ideas for rewarding attendance/commitment. This could be in a variety of ways such as a certificate of attendance, a special trip integrated within your proposal/activity, etc. Incentives for attendance and your policy on awarding access to the incentive must be clearly defined at the start of the booking processing.

Don’t forget in the City we have lots of local opportunities to enhance your HAF provision- Outdoor Pursuit Centre, Boost, Ninja Warrior, Trampoline Parks etc. We do have some central contacts for places of interest to ensure we get the best price/deals, email haf-professionals@leicester.gov.uk for more information.

# Quality Assurance

Training/workshops may be offered prior to programme delivery to support. Officers will visit provision to carry out quality assurance checks, ensuring the programme is well managed and delivery is high quality. Visits will not be pre-booked.

# Appendix A

# Leicester City Council Holiday Activities and Food Programme (HAF EASTER 2025)

Name of Provider:

Full Name of Officer completing form:

I can confirm our organisation/any partner used to deliver our provision has the following in place in relation to the holiday provision we intend to deliver. Please provide copies of these for our records upon a successful grant application, grant payments will not be awarded without the following on file.

| **Items required check list** | **Checked** (tick) | **Comments/notes** |
| --- | --- | --- |
| Employer’s Liability Insurance (minimum £5,000,000 cover) |  |  |
| Public Liability Insurance (minimum £5,000,000 cover) |  |  |
| Professional Indemnity Insurance (if applicable) |  |  |
| Health & Safety Policy and First Aid and evidence of relevant training |  |  |
| Food Hygiene Policy and evidence of relevant training |  |  |
| All staff DBS, Safer Recruitment Policy  |  |  |
| Safeguarding Policy, Designated Safeguarding Lead, evidence of relevant, up to date training for staff/volunteers |  |  |
| Risk Assessments/COVID safe delivery plans  |  |  |
| Complaints/Whistleblowing Policy |  |  |
| Accessibility and Inclusiveness /Equality and Diversity Policy |  |  |
| Data protection/GDPR/Information Governance Policy |  |  |

Please return all documents and this completed pro-forma to HAF-professionals@leicester.gov.uk

# Appendix B

# Grant Application – EASTER HAF 2025

All marketing and communication material must include the City Council and DfE logo referencing HAF. Further guidance will be provided.

| **Information required** | **Your information** |
| --- | --- |
| Name of Provider / Organisation |  |
| Name of contact |  |
| Registered office address  |  |
| Contact email  |  |
| Contact telephone number |  |
| Ofsted registration number - if applicable |  |
| Have you delivered a HAF provision for us previously? | Yes / no |
| Provide an overview of any previous experience (age range) you have in delivering holiday provision to include enriching activities, physical activities, nutritional/healthy lifestyles advice (parents and young people).  |  |

**How will you ensure your programme(s) meet the following outcomes and how will you measure the outcome/impact?**

|  |  |  |
| --- | --- | --- |
| **Outcome(s)** | **How will you deliver this outcome**  | **How will you measure the outcome** |
| 1. to eat more healthily over the school holidays;
 |  |  |
| 1. to be more active during the school holidays; [Physical activity guidelines: UK Chief Medical Officers' report - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report)
 |  |  |
| 1. to take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment;
 |  |  |
| 1. to be safe and not to be socially isolated;
 |  |  |
| 1. to have greater knowledge of healthy eating and lifestyles and positive behaviours
 |  |  |

**Partnerships – please provide details of any partnerships or support you will engage to deliver this activity/project?**

| **Name of organisation** | **Service they provide** | **Details of how you are going to work with them?** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Proposal

Information provided will be used for promotional material and booking systems, please ensure the information is accurate.

|  |  |
| --- | --- |
| Booking System  | This must be your own system, which collates key information to allow us to complete all necessary eligibility checks before confirming a HAF place. |
| Will your programme be specific to children and young people from a school/school cluster - please provide details. |  |
| How will you support LCC in the advocacy of HAF and registration e.g. assemblies/OSHL clubs/existing relationships locally/club links etc |  |
| Please describe how you will ensure your holiday provision promotes inclusion and accessibility for all children and young people, including those with additional needs (low – high/complex needs)Are you able to provide changing for those with incontinence needs? | Yes / No |
| **The food element of the provision must be provided, and costs included as part of the application, this could be inhouse provision or locally sourced (must meet food standards as per guidance)** |
| What will your food offer be? | Hot / cold / Mix of hot and cold |
| Who will be supplying your food provision – registered food business (provide details) |  |

**Provide the information for all proposed programmes (as per example) and please attach copies of activity timetables.**

| **Venue to include full address with postcode** | **Number of weeks delivered at this venue** | **Delivery Dates** | **Times** | **Age Range** | **No. of FSM places** | **No. of paid places** | **Cost of any paid places offered** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *City Hall, 15 Charles Street, LE1 1FZ* | *1* | *Mon 25 – Thurs 28 March 2024* | *10am to 2pm daily* | *11 to 16* | *25* | *10* | *£68 per head / per week* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Budget

If delivering across multiple sites, please make the costings specific to each venue. You can do this by copying and pasting the table as many times as necessary.

**Venue**:

| **Budget line** | **Cost (£)** | **Description/breakdown** |
| --- | --- | --- |
| Staffing |  |  |
| Facilities |  |  |
| Resources |  |  |
| Food provision |  |  |
| Marketing/publicity |  |  |
| Other (please specify) e.g. trips  |  |  |
| Any in kind finances(please give details e.g. facilities 4 x £80 p/day = £320) |  |  |
| **Total budget for programme delivery** | **£** |  |
| **Any surplus funds from previous HAF delivery to offset e.g. Winter 2024** | **-£** |  |
| **Total funding requested from HAF** | **£** |  |
| **Total HAF Funding requested (where multiple programmes have been proposed)**  | **£** |  |

**Please complete and return to** **HAF-professionals@leicester.gov.uk**