



Funded by



Derby Holiday Activities and Food Programme (HAF)

Easter 2025 Guidance Notes

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1 Overview

The Holiday Activities and Food Programme aims to provide enriching activities and a healthy meal for disadvantaged children in the Easter, Summer, and Christmas school holidays. This programme supports the Government's commitment to establish a Flexible Childcare Fund to increase the availability of high quality and affordable, flexible childcare. For more information on the range of support of childcare available, please visit www.childcarechoices.gov.uk.

This Department for Education funding has been made available by Derby City Council to enable local groups to provide holiday activities and food to school aged children from reception to Year 11 (inclusive) who are eligible for free school meals (FSM) in Derby. A Programme Board made up of colleagues across the city is coordinating the programme and managing the grant allocation process.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children, that can lead to a holiday experience gap. Children from disadvantaged families are:

- less likely to access organised out-of-school activities.
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health.
- more likely to experience social isolation.

We know that returning to school in poor physical and mental condition can have a detrimental impact on children's mental and physical wellbeing, as well as their educational attainment.

The aim of this funding is to provide one nutritious meal each day and to make the positive benefits of holiday clubs available to eligible children for four hours a day, for four days a week as follows:

- for one week of the Easter school holidays,
- for four weeks of the summer school holiday period and
- for one week of the winter school holidays.

2 Aims of the programme

There are many benefits for children who attend the HAF programme. We want to encourage all HAF providers to ensure a high-quality experience that will result in children:

- receiving healthy and nutritious meals. We want to encourage healthy food, including food that mirrors School Food Standards, for those children funded through HAF. This food should be provided free at point of access. Food options can include the organisation preparing and cooking food on or off site, food purchased from a caterer, food prepared with the children or a combination of these.
- maintaining a healthy level of physical activity.
- being happy, having fun and meeting new friends.
- developing a greater understanding of food, nutrition, and other health-related issues.
- taking part in fun and engaging activities that support their development.
- feeling safe and secure.
- getting access to the right support services.
- returning to school feeling engaged and ready to learn.

Families can also benefit when HAF providers include their needs in planning and delivering their programme. This could be through:

- providing opportunities to get involved in cookery classes

- ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities.

3 Who can apply to deliver HAF?

This fund is open to schools, the voluntary sector and private providers who can meet the objectives of the programme, and from organisations who would be interested in 'scaling up' their current provision to meet the needs of a wider cohort of children and families. We would welcome joint applications from organisations working in partnership to offer children and young people holiday club experiences, ensuring the diverse needs of children in our city are taken into consideration.

4 Where will clubs be funded?

As the HAF programme is to support children who are eligible for FSM, the location of clubs is a very important factor in the allocation of funding.

The distribution of children eligible for FSM across the city is not equal, with some areas having more FSM eligible children than others. We also know that these same areas often lack sufficient holiday activity opportunities. We will therefore prioritise resources in certain areas. Please highlight marginalised communities or those lacking opportunities for holiday activities on your application.

Organisations may choose to provide in one or more location, depending on their capacity and demand.

To see Derby's free school meals data, please see **Appendix 1**.

5 What must be included in provision?

The Department for Education has a Framework of Standards which all local authority areas assess their HAF provision against. Your HAF provision must include the following:

Food provision

A high quality, healthy meal (hot where possible) that meets the school food standards. [School food standards - School Food Plan](#). The food offer must include a main meal.

In relation to the provision of food we expect all organisations to ensure:

- Drinking water is available and easily accessible throughout every session
- No serving of fizzy drinks or those with added sugar
- No serving of fried foods
- Meals and snacks must meet at least 2 portions of a child's 5 a-day
- Excessive amounts of fat, salt & sugar should be limited
- Attention to correct portion size should be exercised
- Food and meals provided are ethnically sensitive and evidence cultural awareness.

All HAF providers will be required to register as a Food Business. For more information, please see Provider Competencies in **Appendix 2**.

Enrichment activities

You must deliver at least one additional enrichment experience per week during HAF delivery – this could be, for example, swimming, climbing, music workshops, nature walks or a visit to the local library. These should be fun and enriching activities that allow children to develop new skills or knowledge, try out new experiences, have fun and socialise.

Physical activities

60 minutes of physical activity each day that meet [UK Chief Medical Officer's physical activity guidelines](#), in whatever form, e.g., dancing, active games, walking etc. The 60 minutes does not have to be in one block.

Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours

There must be one specific, age-appropriate session per week to involve children in exploring healthy eating, healthy lifestyles and positive behaviours. This must be interactive, engaging and fun for the children. You may want to bring in an external agency to deliver sessions, for example cookery sessions, inspiring talks, or engaging older children in sessions to support their education around alcohol, drugs or sexual health.

In addition to this, there should be a session of nutritional education for the children each day, aimed at improving the children's knowledge and awareness of healthy eating. 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 taste tests.

Signposting and referrals and supporting families

Organisations must be able to provide information, signposting or referrals to other services and support that will benefit the children who attend their provision and their families. Useful local information to support families with the cost of living can be found here. [Help with the Cost of Living](#)

Providers should highlight the importance of healthy eating & physical activity by signposting parents, carers or other family members to available options which provide advice on how to source, prepare and cook, nutritious low-cost food.

Environment and sustainability

HAF providers should consider the environment and sustainability during planning and delivery. Some practices you may wish to consider are:

- minimising the use of single-use plastics
- where possible using locally sourced food and ingredients
- making use of food surplus organisations
- ensuring there is a wide range of recycling and compost facilities for waste
- growing fruit and vegetables and showing how they can be used and cooked

- encouraging uniform banks and exchange schemes.

Provider competencies

In addition to the above, there is a set of Provider Competencies outlined in **Appendix 2** which all providers must follow.

6 How much can my organisation apply for?

The maximum amount your organisation can apply for will depend on the number of places your organisation has available per day and the kind of provision your organisation offers. To ensure the HAF programme is providing the best value for money and to promote greater parity between providers, the maximum price per place is as follows.

- Up to £30 for mainstream HAF provision This may include children and young people with additional needs that do not require any specific additional support to access your provision.
- Up to £75 for HAF provision that can support children with Special Educational Needs and Disabilities (SEND) This could be for places at a provision solely for children with SEND, or for a specific number of places within a mainstream provision, where additional staffing may be required to meet the needs of the child and ensure that they can fully access the provision.

Organisations that are able to offer provision for children where specialist support is required, such as feeding, personal care, specialist therapeutic treatments or specialist equipment are urged to contact the HAF team in advance of submitting an Expression of Interest.

A 'place' is one four-hour session for one child. If you can host 25 children per day at your holiday club, you are offering 25 places per day. Over the 4 days of Easter, you can offer 100 places.

To calculate your price per place, fully cost your programme and divide that by the total number of places you can provide over the Easter period.

Example:

- Your organisation can offer up to 25 places per day over the 4 days of Easter.
- You have fully costed a budget forecast which shows this will cost your organisation £2,800
- Your price per place is then calculated at £2,800 for 100 places or £28 per place.
- Subject to the Steering Group's approval, you will be allocated a maximum grant of £2,800 paid in two instalments as detailed below

Your Expression of Interest (EOI) should detail clearly how you have arrived at the price per place you have offered. The application form still includes a breakdown of your budget forecast as in previous years.

Your budget forecast should include all costs associated with the programme; venue hire or contribution to overheads, food and refreshments, staff and/or freelance workers, volunteer

expenses, external activity providers / enrichment, local trips, consumables such as arts and craft materials or sports equipment, marketing and management costs.

Staffing ratios

- If your HAF provision is registered with OFSTED on the Early Years Register or Compulsory Childcare Register, you must adhere to the same staffing requirements— staff ratios, qualifications, and safe recruitment practices as after-school clubs.
- If your HAF provision is exempt from OFSTED registration, then you must not exceed the non-statutory NSPCC recommended ratios below, unless there are exceptional circumstances, which must be discussed with the HAF team. It is essential that you have at least two staff or volunteers present, even with very small groups. Please note that in some circumstances these ratios may need to be higher, for example supporting children with SEND.
 - 4 - 8 years – one adult to six children
 - 9 - 12 years – one adult to eight children
 - 13 - 16 years – one adult to 10 children.

7 How will payments be administered?

Payments made to successful applicants will be made via grant funding in two instalments. If successful, you will be offered an indicative budget based on your application, using the 'price per place' model.

- Instalment 1 of 60% paid prior to the provision. These 'up front' payments will only be made once all 'Due Diligence' requirements have been met by the provider and a signed Service Level Agreement has been received.
- Instalment 2 of up to 40% following the delivery of provision, depending on the number of places filled / unfilled. This second payment will only be made once all monitoring requirements have been met and quality assurance requirements have been met.

How will the second payment be calculated?

To ensure the Derby HAF programme is offering the best value for money, grants will move to a 'payment by results' model. This will only affect the second instalment so no provider will be asked to return unspent funding as they may have in previous years. The final payment will be adjusted to reflect the number of places that were utilised by eligible children. For example:

- If your organisation filled 100% of places, you will receive 100% of the second instalment
- If your organisation filled 90% of places, you will receive 90% of the second instalment
- If your organisation filled 83% of places, you will receive 83% of the second instalment
- If your organisation filled 43% of places, you will receive 43% of the second instalment.

Worked example continued:

- Your organisation was allocated a grant of £2,800 for 100 places over the Easter holidays

- Your first payment would be 60% of £2,800 = £1,680 with 40% (£1,120) withheld until return of satisfactory monitoring information
- The Holiday Vouchers booking system showed that 70 places were utilised
- You have therefore filled 70% of places that we allocated funding for
- Your second payment would be adjusted to 70% of £1,120 = £784
- The total your organisation would receive is £1680 + £784 = £2,464.

8 Will other models be considered?

Our preference is for providers that offer 4 hours per day, 4 days per week provision. However, in some circumstances we may consider funding alternative models for teenagers and children with SEND, including fewer hours per session. The maximum price per place would be adjusted accordingly. For example, if you can offer two-hour sessions in the evenings for teenagers the maximum price per place would be £15. Food must be part of any provider's offer, no matter how long the session is.

We recognise that some mainstream providers are able to support a smaller number of children with SEND as part of their wider programme. In this scenario, we will consider offering 'blended' grants with some places at a maximum of £30 per place (mainstream) and some places at a maximum of £75 per place (SEND Support). Your application will need to show the number of additional staff that the higher 'price per place' allows and ensure staffing ratios are met.

We are unable to offer additional funding for longer sessions but if your organisation is able to offer longer sessions within the maximum price per place, please make this clear within your application. Organisations are welcome to source supplementary funding or utilise organisational reserves in addition to HAF funding if they would like to offer longer / more sessions.

Providers are able to offer privately funded places to parents whose children are not eligible for HAF and these can run alongside your funded HAF club. It is essential that there is no difference in the quality of provision or the food offer between HAF funded and privately funded children.

We particularly welcome creative and innovative approaches to engaging older children / teenagers in holiday activities and are happy to discuss potential ideas. We urge any provider considering alternative models to contact us prior to submitting an Expression of Interest.

9 Monitoring and reporting requirements

Community Action Derby (CA) will require both quantitative and qualitative information from providers following delivery.

A new booking system, Holiday Vouchers, will be introduced for Easter 2025. As well as producing eligibility codes and providing a booking system, the system will collect all of the provider's attendance data relating to;

- Numbers of FSM children, split by Primary and Secondary age groups
- Numbers of SEND children attending universal settings / specialist settings, split by Primary and Secondary age groups
- Numbers of children referred into the programme, split by SEND / non-SEND and Primary / Secondary age groups
- Number of places booked but not utilised
- Number of places neither booked nor utilised.

Using the centralised booking system will be mandatory for all successful applicants. This will reduce the administrative burden for all parties and means that providers need only return qualitative information including participants feedback, parental feedback, self-assessment of key components of HAF delivery and case studies by the deadline of **2nd May 2025**.

Providers will not be expected to return financial information due to the move to 'payments by results'. However, if CA has any grounds for suspecting financial irregularity in the use of any grant, an investigation will take place. For these purposes, 'financial irregularity' includes fraud or other impropriety, mismanagement and the use of grant for purposes other than those for which it was provided. CA reserves the right to request evidence of spend from HAF funding.

10 Quality assurance

Providers will be required to return a self-assessment focussing on the following areas:

- Provision of healthy food
- Nutritional education
- Physical activities
- Enrichment activities
- Safeguarding
- Policies and procedures
- Signposting and onward referrals
- Accessibility and inclusivity
- Environment and sustainability.

Members of the HAF team may make unannounced Quality Assurance visits at any time during your HAF provision. They may arrive at any time and stay for as long as is required. They may request to speak to management, staff, volunteers, parents or carers and children. This will be followed by a feedback meeting with the provider's programme lead, giving the HAF team opportunity to carry out Due Diligence checks and raise any issues arising from their visit.

CA is keen to involve the voice of young people in the continuous improvement and development of the programme. In order to widen the scope of our evaluation of your provision, you may also be visited by a young ‘Mystery Shopper’.

11 Booking system and marketing

The Holiday Vouchers booking system should help boost attendance numbers at HAF clubs significantly. Colleagues using the system in other Local Authority areas have reported that around 95% of HAF places were booked within a few days of the codes being issued and bookings opening.

In addition to the booking system and the additional marketing delivered by Derby City Council, which includes radio advertising, roadside billboards and lamppost banners, HAF providers must ensure that their HAF provision is promoted locally, via schools, community venues and to all local contacts via websites and social media.

12 What are the timescales for applying?

The key dates for Easter applications are set out below. Please note that the HAF team are happy to review Expressions of Interests received at least a week before the cutoff date and advise if applications could be strengthened. Any revisions would need to be submitted by the cutoff date.

Activity	Date
HAF Easter 2025 applications open	20/12/24
Submission of Application (Expression of Interest)	Cutoff 08.00am 27/1/25
Follow up enquiries by HAF team	Week beginning 27/1/25
Steering group meet to review applications	Week beginning 3/2/25
HAF team liaise with applicants	4/2/25 – 6/2/25
Applicants informed of outcome	Week beginning 10/2/25

13 Evaluation of Expression of Interest

Evaluation of Expression of Interest

Community Action Derby will ensure that there is a transparent and fair process for assessing grant applications. The assessment will be made by a panel which has an overview of how the grant applications align with other services available in the city, how diversity issues are addressed and the views of service users.

Factors that will be considered in the assessment of the application include:

- ability to meet the requirements of the Department for Education HAF criteria
- able to evidence ability to meet the provider competencies outlined in Appendix 2
- ensuring that levels of provision are proportionate to FSM levels in each ward
- ability to deliver value for money
- ability to deliver a creative and innovative programme
- priority will be given to locally based provision

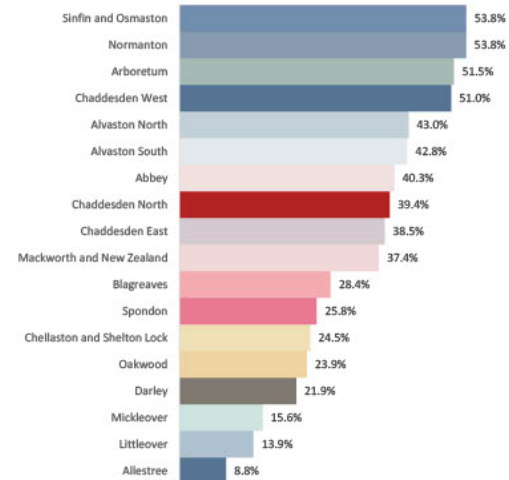
Appendix 1 – FSM data by ward

Eligible for free school meals (FSM) 2024 by ward - Autumn 2024 school census



Statutory-aged pupils only - pupils in national curriculum year groups from reception to year 11

	ward	number of current FSM pupils	current FSM pupils as a percentage of the school population in each ward
FSM pupils living in Derby wards and attending Derby schools	Abbey	829	40.3
	Allestree	123	8.8
	Alvaston North	1,104	43.0
	Alvaston South	958	42.8
	Arboretum	1,580	51.5
	Blagreaves	611	28.4
	Chaddesden East	525	38.5
	Chaddesden North	602	39.4
	Chaddesden West	786	51.0
	Chellaston and Shelton Lock	547	24.5
	Darley	331	21.9
	Littleover	300	13.9
	Mackworth and New Zealand	908	37.4
	Mickleover	285	15.6
	Normanton	2,457	53.8
	Oakwood	314	23.9
	Sinfin and Osmaston	1,692	53.8
	Spondon	429	25.8
Derby ward total	14,381	37.1	
pupils living outside Derby but attending Derby schools	667	22.0	
invalid postcodes	23	20.4	
Pupils attending Derby schools total	15,071	36.0	



Appendix 2 - Provider competencies

Safeguarding children and young people

Safeguarding of children is very important to us, and we want to ensure that funded organisations make appropriate arrangements to ensure that services and activities provided take due care to protect people. Projects are also required to promote the welfare of all individuals that you expect to benefit from your project, particularly children and young people.

To provide reassurance to all on the safe delivery of the HAF programme, we require that:

- A Designated Safeguarding Lead must be available throughout each HAF session. It is recommended that this person has accredited training to Safeguarding Level 4.
- All staff and volunteers involved with the children and young people must have safeguarding training. It is recommended that all staff and volunteers have accredited training to level 1 in Safeguarding as a minimum.
- All staff and volunteers involved with the children and young people must have been DBS checked at the appropriate level.
- All staff must refresh their safeguarding qualification at least every two years.
- All HAF providers working in school settings should be familiar with part 1 of [keeping children safe in education](#).
- All HAF providers follow a safer recruitment process. Part 3 of [keeping children safe in education](#) sets out a clear process for safe recruitment. We recommend local authorities and holiday clubs providers follow this best practice when recruiting volunteers.
- All grant funded services to comply with the Derby and Derbyshire Safeguarding Children Partnership's [Policies and Procedures \(ddscp.org.uk\)](#)
- Staff should have attended PREVENT training.

Safeguarding requirements – policies and procedures

Organisations must keep a record of staff and volunteers that includes:

DBS information including:

- DBS certificate number.
- Date certificate was issued.
- Date of expiry.
- Date of last on-line verification where this available.
- Confirmation checked against a form of official ID.

Safeguarding training information including:

- Date of training.
- Accrediting body.
- Level of training.

The record must also include details for appropriate staff who have:

First aid training including:

- Date of certification.
- Date of expiry.
- Certification provider (e.g. St Johns).

Food Hygiene training:

- Date of certification.
- Date of expiry.
- Level of training.

CA reserves the right to request any or all of these documents before, during or following provision taking place.

Ofsted registration

- It is the responsibility of individual HAF providers to understand whether they are required by law to be Ofsted registered and to continue to review their status as and when the provision they are offering changes.
- Where provision includes children 8 years and under, venues must be OFSTED registered.
- Voluntary registration on the Ofsted register is encouraged for all providers.

Health and safety

- A qualified First Aider must be on site throughout each HAF session.
- Risk assessments must be completed on the venue for the provision and any other venues visited during HAF delivery, including for trips.

Food business registration

- All staff and volunteers handling food trained to Food Hygiene level 2. Free online Level 2 training is available, please contact DerbyHAF@derby.gov.uk for more information.
- All HAF providers will be required to register as a Food Business. This provides reassurance to all of those involved that food safety standards are being met. Guidance, support and advice will be given to HAF providers by the Derby City Council Food Safety Team. Further information is available at [food registration](#).
- All food provided as part of the programme must comply to regulations on food preparation, including Natasha's Law, and consider allergies, dietary requirements and preferences, as well as any religious or cultural requirements for food.

Ensuring equality in the community

- CA believes in equality of opportunity. We will make sure that all organisations have fair access to our grants. We also want organisations who get grants from us to have a commitment to and to actively promote equal opportunities.
- Think of what you can do to make sure you will not discriminate towards any child or family because of their low-income background or any of the 9 protected characteristics.
- Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share.

Appendix 3 - Due diligence requirements

CA reserves the option to delay providing funding to successful applicants until a Preliminary Check of the organisation has taken place. As part of the Preliminary Check, CA will request any additional evidence to ensure that the service is safe for service users. We need this information to:

- confirm if the details provided in the application form are correct.
- confirm that the organisation has the potential or ability to deliver the service as described in the application form and in the Service Level Agreement.
- confirm that the organisation has policies and documentation appropriate to the service for which the organisation is being funded. This will include:
 - Safeguarding and child protection policy.
 - Equality and Diversity policy.
 - Health & Safety policy.
 - Complaints policy for clients/customers/service users.
 - GDPR/Data Protection policy.
 - Most recent registered accounts (or budget forecast for newly established organisations).
 - Public Liability Insurance to a minimum of £5,000,000
 - OFSTED registration details, where applicable.
 - Registered charity or company number.
 - Proof of Registered Food Business or in the process of registering.

We will also require:

- A signed service level agreement.
- Bank details of an account in the organisations name, for payments to be made to.

Prior to each HAF period CA will require confirmation or evidence of the policies and procedures set out above and in 'Safeguarding requirements – policies and procedures'.