

Derby Holiday Activities and Food (HAF) Programme Winter 2026

Guidance Notes



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1 Overview

The Holiday Activities and Food (HAF) Programme aims to provide enriching activities and a healthy meal for school-aged children who receive targeted, benefits-related free school meals (FSM) during the Easter, summer and winter school holidays. In Derby, the HAF programme is delivered by Derby City Council in partnership with Community Action.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children, this 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 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
- For one week of the winter school holidays.

Please note that children should be able to access holiday clubs for this length of time however each provider does not need to deliver for the full period. For example, over winter you may choose to only apply to deliver for two days.

Depending on the number of applications received we may limit the number of days/weeks that providers can deliver during a holiday period, to ensure that we have an even spread of provision across the city.

The Department for Education has given local authorities the discretion to deliver additional HAF provision during half-term holidays if there is likely to be a significant underspend following the main delivery periods. There will be a limited budget for this, meaning it would therefore be a smaller, targeted HAF provision. The decision to deliver during the half term holidays is at the discretion of Derby City. The possibility of this will be explored during 2027.

The HAF programme supports the Government's commitment to increasing the availability of high quality and affordable, flexible childcare as part of its Best Start in Life strategy. For more information on the range of childcare available, [Best Start in Life - Best Start in Life](#).

Before you apply - provider checklist

If your application to become a HAF provider in Derby is successful, your organisation will receive a Service Level Agreement based on your application. This will set out the agreed activities, target groups, number of places and other delivery requirements.

Before applying, please use this checklist alongside the full guidance to check that your organisation can meet Derby's HAF requirements:

- ☐ **Our organisation can deliver the programme.** We are a school, voluntary sector organisation or private provider able to meet the programme's aims and deliver suitable provision for eligible children and young people in Derby.
- ☐ **We can provide the full HAF offer.** Our programme will include nutritious food, physical activity, enriching activities and opportunities to learn about healthy eating and healthy lifestyles.
- ☐ **We can deliver safely.** We can meet the safeguarding, staffing, first aid, food hygiene and venue safety requirements set out in this guidance, with the required arrangements in place before delivery.
- ☐ **Our provision will be accessible and inclusive.** We will plan for children's individual needs, put the required inclusion approaches into practice and provide evidence of how these support participation.
- ☐ **We will support families to access further help.** We will provide relevant information, signposting or referrals to services that can support children and their families.
- ☐ **We can provide the required documents and a realistic budget.** We will submit the policies, insurance, registration details and other evidence required by the stated deadlines, together with a clear breakdown of delivery costs.
- ☐ **We will take part in provider engagement.** We will attend the mandatory provider briefing and engage in at least one other provider activity.
- ☐ **We will manage bookings, record attendance and collect feedback.** We will use the required booking system, keep accurate records and meet the feedback and monitoring requirements.
- ☐ **We will participate in quality assurance.** We will cooperate with visits, provide supporting evidence and respond to feedback and any required improvements.
- ☐ **We understand the funding conditions.** We have read the payment criteria and understand that the final payment of up to 30% depends on meeting the conditions set out in this guidance.

If you are unsure about any requirement, please contact the HAF team before applying at derbyHAF@derby.gov.uk

This checklist summarises the requirements. Please read the full guidance before completing your application. Meeting the requirements does not guarantee funding.

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
- 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, performances, presentations etc.
- 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. We would welcome joint applications from organisations working in partnership to offer children and young people holiday club experiences, ensuring that the diverse needs of children in our city are taken into consideration.

For winter 2026, we are particularly interested to receive applications from organisations who can deliver targeted holiday clubs for:

- Children who are in Reception and Year One in school - please note that this may require you to be part of Ofsted's Early Years register
- Teenagers – we would be interested to receive applications for creative and flexible provision that would engage this age group
- Children with Special Educational Needs and Disabilities, including those with complex needs
- Providers who can offer HAF funded and privately funded places
- Providers with the capacity to consider delivering year-round wraparound care to support Derby's wider childcare offer – for more information please see: [Wraparound childcare - Derby City Council](#)

4 Where will clubs be funded?

As the HAF programme is to support children who are in receipt of targeted FSM, the location of clubs is a very important factor in the allocation of funding. The distribution of children eligible for targeted FSM across the city is not equal, with some areas having more targeted 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 FSM data, please see Appendix 1. The FSM data is broken down by ward, but if you require FSM data for individual schools to help you to plan your provision, please contact derbyHAF@derby.gov.uk

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 – please see Appendix 2 for more detail
- Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours
- Physical activities
- Enrichment activities
- Signposting and referrals and supporting families
- Policies and procedures

The full list of policies and procedures that are required is set out in Appendix 3.

In addition to the requirements above, the DfE also requires providers to work with the local authority to ensure that the following areas are reflected in their ethos, day-to-day operations and throughout the delivery of their HAF programmes:

- Accessibility and inclusiveness
- Environment and sustainability

Full details on the DfE Framework of Standards can be found here: [Holiday activities and food programme 2026 to 2027 - GOV.UK](#)

Signposting, referrals and supporting families

HAF providers play an important role in helping children and families find support beyond the holiday programme. Providers must make relevant information readily available and ensure staff and volunteers know how to help families access it.

Information should be current, accessible and relevant to the families attending. This may include support with food and household costs, SEND, health and wellbeing, childcare and opportunities in the local community.

Providers should offer help sensitively and discreetly, without making assumptions about a family's circumstances. Where a family would welcome further support, staff should explain the options and help them make contact where appropriate. Providers are not expected to provide specialist advice themselves.

Quality assurance visits will consider how information is shared and how staff and volunteers help families use it. Evidence may include welcome information, displays, communications with families and examples of connections made with local services, without identifying individual families.

Useful local information to support families with the cost of living can be found here: [Cost of Living Support | Community Action Derby](#) alongside a Derby HAF Signposting Directory which has been

developed to bring together information about local services and support for children and families. It will be shared with providers to support this work.

Providers should use the directory to identify relevant support, make information accessible to families and ensure staff and volunteers know where to find it and how to use it. Providers should check that service details remain current before making a referral. The HAF team can help with any questions.

Accessibility & Inclusiveness

We want every child attending Derby's HAF programme to feel welcome, included and able to participate fully. Providers must take proactive steps to identify and reduce barriers to participation, including those relating to disability, additional needs, language, culture or family circumstances.

Inclusion must be evident in how the Derby HAF Inclusion Toolkit is planned and delivered. Providers must be able to demonstrate the action they have taken, how this has been put into practice and how they have responded to children's needs, experiences and feedback.

Putting Derby HAF's Inclusion Toolkit strategies into practice

All providers must implement the following approaches, adapting them to the children attending:

- 1. Accessible welcome information:** introduce the venue, staff, activities and available support in ways families can understand and use. Consider photographs, clear language, translated information or alternative formats where needed.
- 2. Clear and shared activity plans:** help children understand what will happen during their session through approaches such as visual timetables, "now and next" boards or shared activity plans. Give children opportunities to express preferences and contribute to planning.
- 3. Support for regulation and participation:** provide suitable opportunities for children to manage sensory or emotional needs, such as a calm space, sensory resources, smaller groups or supported breaks. Ensure these approaches help children participate and rejoin activities.
- 4. Understanding individual needs:** speak with parents or carers before attendance where additional support may be needed. Follow up relevant booking information and agree practical arrangements with families. Ensure staff understand and use this information during delivery.

These approaches form the basis of Derby's Inclusion Toolkit. Providers should review how well they work, and adapt them in response to feedback from children, families, staff and volunteers.

The HAF team can provide templates and ideas to support implementation of the above if required. Additional support will be available if required to enhance your provision. This Inclusion Toolkit may continue to be developed and co-produced for future HAF delivery.

Accessibility and Inclusiveness Quality Assurance

The 10% of the grant allocated to accessibility and inclusiveness is dependent on evidence that providers have taken proactive, practical steps to identify and reduce barriers, implemented appropriate support and reviewed how effectively it enables children to participate. See the payment criteria in the section on how payments are administered.

Evidence should show what providers have done and how it has been used during delivery. This may include accessible welcome information, examples of adapted activities, arrangements agreed with families, staff briefings or training, and feedback showing how children have been supported to participate.

Quality assurance visits will assess how these approaches are implemented, using the HAF assessment matrix in Appendix 7. Our QA Visitors will consider the resources available, how staff use them and children's experience of taking part. Having documents or equipment available alone does not demonstrate effective inclusion.

Providers should also identify any barriers that remain, explain the steps taken to address them and seek support from the HAF team where needed.

Equal welcome for HAF-funded and privately paying children

Where a club offers both HAF-funded and privately paid places, children must receive the same quality of provision and opportunities to participate. They must not be singled out, separated or disadvantaged because of how their place is funded.

Providers must offer the same food choices to HAF-funded children, while meeting the individual dietary, cultural and sensory needs. Information about a family's funding status should be handled discretely. Booking arrangements, communications and activities should protect children's dignity and avoid drawing attention to family income or circumstances.

Supporting children with additional needs

We recognise that some mainstream providers may be able to support children with additional needs as part of their programme. We will consider carefully the qualifications, skills and experience of your staff and volunteers, as well as the suitability of your venue and programme, to ensure that this is a fully inclusive and welcoming environment for all children.

It is important that providers work with children and their parents or carers to understand individual needs and agree appropriate support. Where a barrier is identified, explore adaptations and discuss support with the HAF team promptly as we want to help. If there are any specific costs involved with supporting children with additional needs, such as an extra member of staff to help ensure that your provision is fully accessible, please include this in your budget breakdown.

Specialist provision for children with additional needs

Organisations that can offer provision for children where specialist support is required, such as feeding, personal care, specialist therapeutic treatments or specialist equipment are asked to contact the HAF team at derbyHAF@derby.gov.uk for a conversation to discuss potential

provision and funding before applying.

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.

A 'place' is one four-hour session for one child. For example, if you can host 25 children per day at your winter holiday club, you are offering 25 places per day. If you would like to apply to deliver for the full 4 days of winter, you can offer 100 places.

We ask providers to work to our **guide price** of £25 - £30 per child, per day for mainstream provision. Applications at a higher cost per place will be considered, but there must be a clear reason for the higher cost – for example, delivering a specialist skill / qualification. Your cost per head will be one of the factors taken into consideration during your application interview and by the decision-making panel.

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

Your application should detail clearly how you have arrived at the price per place you have offered. This is to include a breakdown of your budget forecast. 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 and marketing and management costs. Note that this is not an exhaustive list.

An example of how we would like to see your budget sheet completed is attached in Appendix 6. When completing your budget breakdown please take the following into consideration:

- HAF provision is for four hours a day. We acknowledge that set up / pack away time is needed, so the maximum we will fund staff for is 5 hours per day.
- There can be some flexibility on delivery hours for children with SEND and for more flexible teenage offers.
- If there are exceptional circumstances where you need to deliver a different model, please contact the HAF team to discuss.
- Providers are encouraged to offer privately paid for places at the holiday club if appropriate. Note that if you are offering paid for and HAF places at the same club, there must be no difference in the provision received by the two different groups of children.

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:

- i. 4 - 8 years - one adult to six children
- ii. 9 - 12 years - one adult to eight children
- iii. 13 - 16 years - one adult to 10 children.

7 How will payments be administered?

Payments will be made to successful applicants in two instalments for each individual delivery period (Easter, summer and winter).

- Instalment 1 of 70% is paid prior to the provision. This payment will be made once all Due Diligence requirements outlined in Appendix 5 have been met by the provider and a signed Service Level Agreement has been received.
- Instalment 2 of up to 30% is paid following the delivery of provision, dependent on achieving the criteria below. This second payment will be made once all monitoring and quality assurance requirements have been met.

Payment criteria	Amount paid
<ul style="list-style-type: none"> • Minimum of 10% attendee/parental feedback received • Attendance at mandatory provider briefing • Engagement in at least one other provider activity 	Additional 10% of grant paid
<ul style="list-style-type: none"> • Evidence of accessibility & inclusiveness within provision (See pg. 6) 	Additional 10% of grant paid
<ul style="list-style-type: none"> • Satisfactory quality assurance outcome in all other areas following review and moderation, demonstrating that provision meets the required standards across all assessed areas of the DfE Framework of Standards. See section 9 and Appendix 7 	Additional 5% of grant paid
All deadlines met, including: <ul style="list-style-type: none"> • submitting policies • signing and returning on SLA • uploading club details onto the booking system • returning monitoring information • approving pending bookings / cancelling places / following up on booking information promptly. 	Additional 5% of grant paid

For example, a provider has been offered a grant of £10,000 for their HAF delivery. The first 70% (£7000) is paid prior to delivery. The final 30% payment is dependent on meeting all the criteria above.

If the provider has met all criteria outlined above, they will receive the full 30% (£3000).

If, for example, the provider has met some of the above criteria but has not received at least 10% feedback following delivery, they would have a reduction of £1000, which is 10% of their total grant.

The approach above reflects the DfE's requirement to assure value for money, inclusive, quality provision.

Attendance

Although attendance has been removed from the payment criteria, it remains an important element of your HAF provision:

- Accurate attendance monitoring is essential for managing your staff ratios and safeguarding processes
- Attendance will still form part of our monitoring process, and provisions with consistently low attendance may not be funded for future HAF periods.

8 Monitoring and reporting requirements

We continue to work with the Holiday Activities booking system. As well as producing eligibility codes and providing a booking system, the system will collect all the provider's attendance data which will be collated and reported to the DfE. Using the Holiday Activities booking system is mandatory for all successful applicants.

Providers that do not record attendance in 'real time', must add their attendance data within 72 hours of delivery.

In addition to the booking and attendance data, providers will be required to return a monitoring form including provider's own assessment of their delivery, participants' feedback, parental feedback and case studies by the agreed deadline, generally within two weeks of the end of HAF delivery.

A small number of HAF providers will be asked to provide evidence of spend at the end of each delivery period. However, if Derby City Council or Community Action Derby has any grounds for suspecting financial irregularity in the use of any grant, a full 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. Derby City Council and Community Action and reserve the right to request evidence of spend from HAF funding.

Providers must retain all receipts and records relating to their HAF provision, as Derby City Council or Community Action can request these at any time to complete a financial audit of the provision.

9 Quality Assurance

Quality assurance helps us understand children's experiences of HAF, recognise good practice and identify where improvements or additional support are needed.

Visitors will be identifiable by their lanyards. Visits are undertaken by trained representatives of Derby City Council and Community Action Derby, which may include trained volunteers. Visits may be unannounced and take place at any point during a HAF session. Visitors will allow sufficient time to observe provision and where possible discuss how it is being delivered.

What happens during a visit?

Visitors will observe activities, food provision and the environment, and may ask to see relevant records and evidence. They may speak with managers, staff, volunteers, children and parents or carers, as appropriate.

Providers should use the visit to show what is working well, explain how they meet children's needs and discuss any challenges. Visitors will consider how policies, resources and planned approaches are used in practice.

Visits use the HAF assessment matrix in Appendix 7, which sets out the areas assessed and the descriptions for each rating. Providers should use this matrix when planning and reviewing their provision. It sets out the criteria and rating descriptions across eight areas: food provision; healthy eating, healthy lifestyles and positive behaviours; accessibility and inclusiveness; signposting and referrals; enriching activities; physical activities; policies and procedures; and safeguarding.

Visitors will use observations, discussions and supporting evidence to assess provision against these descriptions. Findings will be reviewed and moderated by the HAF team before ratings are finalised.

Providers should read Appendix 7 before delivery and use it to plan their provision, brief staff and volunteers, and identify opportunities for improvement.

Feedback and next steps

Visitors will share initial observations with the person responsible for the session where possible. Any urgent concerns will be raised promptly so that appropriate action can be taken.

Findings will then be reviewed and moderated by the HAF team to support consistent assessment across providers. Providers will receive written feedback identifying strengths, any required improvements and relevant support. They will have an opportunity to clarify factual information and discuss the findings.

Where improvements are required, the feedback will explain the action needed and the timescale for responding. Further discussion, follow-up and support may be also arranged.

Quality assurance and payment

The 5% quality assurance element of the grant depends on a satisfactory outcome i.e. a score of at least '3' across all areas following review and moderation, as described in the payment criteria.

Evidence gathered during visits will also inform assessment of the separate 10% accessibility and inclusiveness condition. The written feedback will distinguish the overall quality assurance findings from the evidence relating specifically to accessibility and inclusiveness.

10 Booking system and marketing

The Holiday Activities booking system has helped boost attendance numbers at HAF clubs significantly by ensuring that every family who receives benefit-related free school meals receives an email containing booking information.

HAF providers are responsible for ensuring that their HAF provision is promoted locally, for example via schools, community venues and to all local contacts via websites and social media.

We recommend providers 'over-book' places by at least 10% - 20% to ensure all places are filled.

If a HAF club has less than 50% of places booked three weeks prior to delivery, a conversation will be held between the HAF Team and the provider to discuss what actions can be taken to improve attendance. If bookings remain under 50% two weeks prior to delivery, the HAF team reserves the right to cancel the provision or reduce number of places dependent on bookings.

11 What are the timescales for applying?

The key dates for winter 2026 applications are set out below:

Winter 2026 applications open	30 September 2026
Deadline for applications to be submitted	21 October 2026 at 8am
Provider interviews (if necessary)	22 & 23 October 2026
Decision making panel	27 October 2026
Applicants informed of outcome	By 2 November 2026
HA system training & mandatory provider briefings	Week beginning 2 November 2026
All policies from new providers to be received by	9 November 2026
Winter delivery begins	21 December 2026

12 Evaluation of applications

Derby City Council and Community Action will ensure that there is a transparent and fair process for assessing grant applications. The assessment will be made by a panel of representatives from Derby City Council, Community Action Derby and external partners, who ensure that the applications align with other services available in the city, and consider how diversity issues are addressed, as well as the views of service users.

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

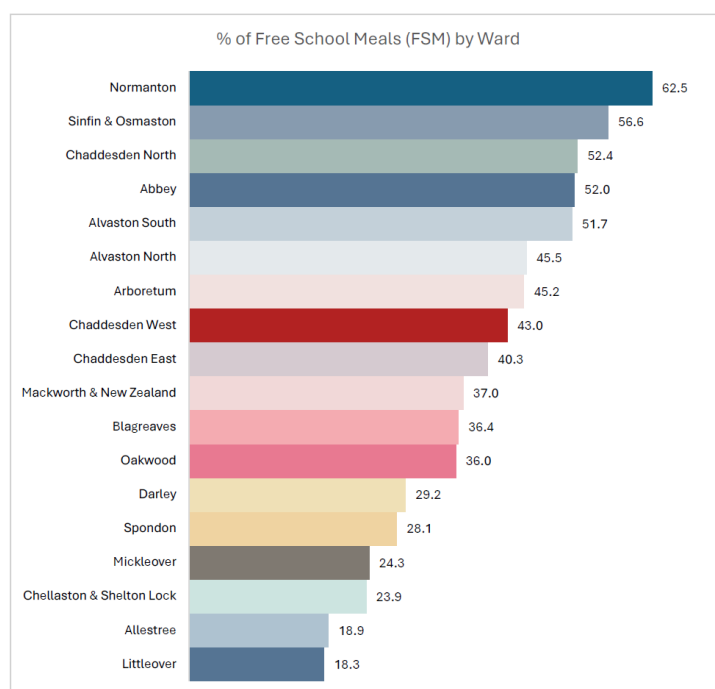
- Ability to meet the requirements of the DfE HAF criteria
- Evidence of ability to provide / deliver the policies & procedures outlined in Appendix 3
- Where applicable, evidence of previous successful HAF delivery including good attendance, quality provision and meeting all required standards
- Ensuring 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 providers who are based in Derby or have a strong track record of delivering similar provision in Derby.

The funding decision is then ratified through Derby City Council's governance arrangements.

Appendix 1 – FSM Data by Ward

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

	Ward	Number of current FSM pupils	Current % of FSM pupils of the school population in each ward
FSM pupils living in Derby wards and attending Derby schools	Abbey	1,603	52.0
	Allestree	388	18.9
	Alvaston North	996	45.5
	Alvaston South	1,971	51.7
	Arboretum	765	45.2
	Blagreaves	951	36.4
	Chaddesden East	351	40.3
	Chaddesden North	889	52.4
	Chaddesden West	403	43.0
	Chellaston & Shelton Lock	684	23.9
	Darley	1,080	29.2
	Littleover	484	18.3
	Mackworth & New Zealand	430	37.0
	Mickleover	755	24.3
	Normanton	1,578	62.5
	Oakwood	525	36.0
	Sinfin & Osmaston	1,465	56.6
	Spondon	700	28.1
	Derby ward total	16,018	38.6



Source: Spring 2026 school census for state-funded schools

Appendix 2 - Food Provision

In addition to the main DfE guidance on food provision, we expect all organisations delivering HAF in Derby to ensure:

- Hot food is provided where possible – ‘packed lunch’ style food should be a last resort and used only in circumstances where hot food is not possible, for example, when out on a day trip
- A minimum of £6 per child, per day is allocated for food provision
- Drinking water is available and easily accessible throughout every session
- No serving of fizzy drinks or those with added sugar
- Limited serving of fried foods (maximum of once a week)
- Meals and snacks meet at least 2 portions of a child’s 5 a-day of fruit and vegetables
- Excessive amounts of fat, salt & sugar are limited
- Attention to correct portion size is exercised
- Food and meals provided are ethnically sensitive and evidence cultural awareness
- All food provided as part of the programme complies with 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.

All HAF providers and external caterers will be required to register as a Food Business. For more information, please see Appendix 3 below.

Appendix 3 – Policies and Procedures

Record keeping

All record keeping must adhere to UK GDPR regulations

Organisations must keep a record of staff and volunteers that includes the below details. Note that members of the HAF Team from Derby City Council or Community Action reserve the right to request any or all of these documents before, during or following provision taking place:

- Disclosure and Barring Service information including: DBS certificate number, date certificate was issued, date of expiry, date of last online verification where this is available, confirmation checked against a form of official ID.
- Safeguarding training information including: date of training, accrediting body, level of training, name of safeguarding lead.
- First aid training including: date of certification, date of expiry, training / certification provider.
- Food Hygiene training including: date of certification, date of expiry, level of training.

HAF providers must also keep accurate attendee records using the Holiday Activities system.

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 up to 8 years old venues **must** be OFSTED registered. Please see guidance on Ofsted registration here: [Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK](#)
- Voluntary registration on the Ofsted register is encouraged for all providers. Voluntary registration offers several advantages including:
 - Enhanced Credibility: Registration demonstrates that your club meets Ofsted's standards, giving parents confidence that their children are in a safe and regulated environment.
 - Access to Government Subsidies: Once registered, your club qualifies as approved childcare, allowing parents to use government subsidies like childcare vouchers or Tax-Free Childcare to help pay for your services. Further information is available here: [Sign up to Tax-Free Childcare if you're a childcare provider - GOV.UK](#)

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.
- A sign in / out process must be in place and utilised for all staff and visitors

- ID checks must be carried out for all visitors

Food business registration

- All staff and volunteers handling food must be 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's Food Safety Team. Further information is available here: [Food advice for businesses - Derby City Council](#)
- Any external caterers used for your food provision, must also be registered as a food business and their information provided as part of the application process – it is the provider's responsibility to check this.
- All food provided as part of the programme must comply with 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. Further information is available here: [Introduction to allergen labelling for PPDS food | Food Standards Agency](#)

Ensuring equality in the community

- Derby City Council and Community Action believe in equality of opportunity. We will make sure that all organisations have fair access to our grants. We also want organisations who receive 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 against any child or family because of their low-income background or any of the 9 protected characteristics. Work to foster good relations across all characteristics, between people who share a protected characteristic, and people who do not.

More information on the protected characteristics can be found here: [Discrimination: your rights: Types of discrimination \('protected characteristics'\) - GOV.UK](#)

Appendix 4 - Safeguarding

Safeguarding

Safeguarding 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 children and young people, staff and volunteers.

To provide reassurance to all on the safe delivery of the HAF programme, **we require that all providers read and implement all the guidance in the document below:**

[After-school clubs, community activities, and tuition - safeguarding guidance for providers](#)

Key points

- A Designated Safeguarding Lead must be available throughout each HAF session.
- 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 in Safeguarding as a minimum. Free safeguarding training is available at [Derby Safeguarding Children Partnership](#)
- **ALL** staff and volunteers involved with the children and young people within your HAF must have an **Enhanced DBS check with Children's Barred List check**.
- Information on changes to DBS requirements can be found here: [Change to the definition of regulated activity with children from 1 September 2026 - GOV.UK](#)
- All staff must refresh their safeguarding training once a year.
- [Working together to safeguard children](#) is the multi-agency statutory guidance for every individual, agency and organisation working with children and their families. It sets out expectations about how everyone should work together to help, support and protect children.
- All HAF providers working in school settings should be familiar with part 1 of [Keeping children safe in education 2026: part one – overview for all staff - GOV.UK](#)
- All HAF providers should follow a safer recruitment process. Part 3 of [Keeping children safe in education 2026: September 2026](#) sets out a clear process for safe recruitment. We recommend that local authorities and holiday club providers follow this best practice when recruiting volunteers.

Appendix 5 - Due Diligence Requirements

Derby City Council and Community Action reserve the option to delay funding to successful applicants until due diligence checks have been undertaken.

You will need to have the following policies in place at least 6 weeks prior to HAF delivery. The documents listed below should be submitted to derbyHAF@derby.gov.uk Please see page 13 for deadline dates for submitting the documents below:

- Equality and Diversity Policy
- Child Protection / Safeguarding Policy
- Health & Safety Policy
- Fire safety and evacuation plan for each setting
- Staff behaviour policy / code of conduct
- Complaints Policy
- GDPR / Data Protection policy
- Risk assessment for each venue being used

In addition to the policies listed above, each provider must submit the following by the same deadline:

- If applicable, a constitution or other Governance document
- Registered charity or company number
- Public Liability Insurance with a minimum of £5,000,000 cover
- For new applicants, a copy of recent registered accounts or budget forecast for newly established organisations
- Ofsted registration details, where applicable
- Proof of Registered Food Business or in the process of registering
- Bank details to allow Community Action to make the grant payment
- Staff record document - DBS, first aid, safeguarding, food hygiene details
- Level 2 food hygiene certificates

If you need any support or advice on any of the above, please contact Community Action on 01332 346266 or at haf@communityactionderby.org.uk

Appendix 6 – Example budget sheet

Cost	Detail	Amount	Sub-total <small>Add amounts to Column C. This column will make your calculations for you.</small>
Permanent staff involved in delivering HAF, include hourly rate and number of staff	2 staff @ £20 per hour for 4 hours per day x 10 days	£1,600.00	£3,400.00
	3 staff @ £15 per hour for 4 hours per day x 10 days	£1,800.00	
Temporary or freelance staff hired specifically to deliver HAF, include hourly rate and number of staff	2 freelance sports coaches @£20 per hour for 2 hours per day x 10 days	£800.00	£800.00
Partner agencies providing enrichment activities, including nutritional education. Please list providers	Bob's Animal Encounters: 1 session at £200	£200.00	£450.00
	Chef Mary's Kids Cookery School: 1 session at £150	£150.00	
	Zara's Zumba: 1 session at £100	£100.00	
Food - please state price per day per child	Food provided by Claude's Café: £6 per child per day x 50 children x 10 days	3000	£3,000.00
Venue hire OR overheads, please list	Venue hire: £75 per day for 10 days	750	£750.00
Resources or equipment necessary for activities. Please itemise any items over £50	Children's chef sets: 3 x £30	£90.00	£190.00
	Football and goals: 50	£50.00	
	Arts and crafts equipment	£50.00	
Trips away from base venue/s, please list all costs	Trip to trampoline park: £10 per child x 50 children	500	£1,100.00
	Coach hire for trip to seaside	600	
Other items, please list			£0.00
Marketing, please list	Flyers and posters	£50.00	£50.00
Management	Management / admin costs: £20 per hour for 30 hours	600	£600.00
		TOTAL	£10,340.00
		Total number of places on offer	500
		PRICE PER PLACE	£20.68

Appendix 7 – QA visit Matrix

Food provision		Healthy eating, healthy lifestyles & +ve behaviours		Accessibility & Inclusiveness		Signposting & referrals		
As for the box below plus : Children and young people have a significant input into the planning, preparation and serving of food. Mealtimes are social events during which staff act as role models.		As for the box below plus : The programme includes a daily opportunity to prepare healthy, affordable and nutritious meals/dishes. Sessions are led by staff or volunteers with specific expertise.		As for the box below plus : Where appropriate, the children and young people are involved in improvement and implementation of the Inclusion Toolkit and available opportunities.		As for the box below plus : The provider invites local support groups and professionals to provide direct support and advice to families in person at the setting, online or by phone (where appropriate).		5
Food & drink provided meet Schools Food Standards, are of high quality, consistently healthy and meet the children's individual and cultural needs. Children enjoy the meals. Food hygiene standards are consistently high. The main meal is hot where appropriate. All staff hold L2 food hygiene qualifications. No difference in meal options for HAF and non-HAF attendees (if applicable).		The programme includes consistent & high-quality learning opportunities and enables children to prepare at least one meal/dish (per week) using multiple ingredients that are healthy, affordable and nutritious. Activities are age appropriate.		The needs of children and young people with SEND are identified and met well throughout all activities. Evidence of appropriately trained staff / volunteers to deliver high quality, accessible & inclusive provision. Inclusion toolkit is implemented to a high standard. E.g. Flexible provision to meet the needs of individual attendees and their families (where appropriate).		Staff and volunteers are aware of families' needs and are actively and intentionally making connections between families and support groups, professional and voluntary services; including food banks/pantries if needed.		4
Food & drink meet Schools Food Standards and quality & quantity is sufficient for the children attending. Food hygiene standards are consistently maintained. Appropriate staff hold L2 food hygiene qualifications. No difference in meal options for HAF and non-HAF attendees (if applicable).		The programme includes at least a daily game or activity that extends or reinforces the children's knowledge of healthy eating. Activities are age appropriate.		The needs of children and young people with SEND are identified and met by the setting. Inclusion Toolkit is implemented, but could be expanded to offer further accessibility.		Signposting materials are on display at the setting and referenced in correspondence. Staff and volunteers would know how to refer families if asked for help.		3
Food & drink provided does not always meet the Schools Food Standards or is insufficient quality or quantity for the children. And / or food hygiene standards not always maintained. Not all appropriate staff hold food hygiene qualifications. Some differences in meal options for HAF & non-HAF attendees (if applicable).		The programme has minimal reference to nutritional education for children and young people. Activities may not be age appropriate.		The setting is accessed by children and young people with SEND but there is inadequate evidence of sufficient processes in place to identify and support these needs. Inconsistent implementation of the Inclusion Toolkit.		There is minimal evidence of the provider's ability and readiness to signpost families to help.		2
The provider is not registered as a food business at this venue and/or no staff or volunteers on site hold a level 2 Food Hygiene certificate. Food served is not fit for purpose. Obvious differences in meal options for HAF & non-HAF attendees (if applicable).		The programme has no reference to nutritional education for children and young people.		The setting is not inclusive and fails to try to understand / meet an individual's specific needs. No attempt to effectively implement the Inclusion Toolkit.		There is no evidence of signposting at the setting or in correspondence.		1

Enriching activities		Physical activities		Policies & Procedures		Safeguarding		
As for the box below plus : Children and young people have significant input into the planning and evaluation of activities. Participation levels are high, and where appropriate specific awards are achievable. All activities are age appropriate.		As for the box below plus : Children and young people have the opportunity to further their skills, gain awards or showcase their skills to parents and carers. Barriers to participation are understood and removed. Families are supported and encouraged to find accessible ways to stay active in their community.		As for the box below plus : Children and young people are facilitated and supported to design and produce appropriate policies that promote inclusivity and equality & diversity. Excellent record keeping is evident for both attendees and staff / volunteers.		As for the box below plus : The provider regularly reviews their own organisation's practices and develops additional processes to support.		5
The activity programme is designed and delivered to a consistently high standard and is intentionally meeting the specific needs of all participants. All children and young people are engaged most of the time and are learning new skills and having fun. All activities are age appropriate.		The activity programme has embedded the Chief Medical Officer's recommendations for children 5-18 and participants are consistently engaging in 60 minutes of physical activity a day. Participants not only take part but understand the importance of being active.		The organisation has the appropriate policies & procedures, and these are embedded and understood by all staff and volunteers and are displayed and / or communicated effectively to parents and participants. Strong record keeping, is evident for both attendees and staff / volunteers. GDPR requirements adhered to.		Sufficient safeguarding practices and policies are in place, and all staff and volunteers understand their roles and responsibilities and have completed accredited training A specifically trained DSL is always present.		4
The activity programme is well planned and well led to meet the needs of most of the children or young people. Participants are having fun and are generally well engaged. Leadership is consistent. Activities are largely age appropriate.		The activity programme meets the needs of the Chief Medical Officer's recommendations and provides good quality opportunities for all participants to take part in at least 60 minutes of physical activity in a way that they enjoy.		The organisation has the appropriate policies & procedures in place, and all staff and volunteers have an awareness of them and apply them consistently. Appropriate record keeping is evident for both attendees and staff / volunteers. GDPR requirements adhered to.		Sufficient safeguarding practices and policies are in place, and all staff and volunteers understand their roles and responsibilities and have completed accredited training. The onsite team are supported by a specifically trained DSL who is always contactable if not on site.		3
The activity programme is insufficient to engage the children or young people for the entirety of the planned day and/or leadership is inconsistent and/or equipment and resources are insufficient. Activities are not age appropriate.		The activity programme provides at least 60 minutes of physical activity, but the activities are not meeting individual needs of all participants and/or no explanation is provided re the benefits of being physically active.		Some required policies & procedures are in place. Staff and volunteers' knowledge or implementation of policies & procedures is inconsistent. Inconsistent record keeping – for both attendees and staff / volunteers. GDPR requirements not consistently adhered to.		Sufficient safeguarding training, practices and policies are in place, but they are not consistently understood or implemented by all staff and volunteers. No consistently contactable DSL.		2
The activity programme is not specifically designed around the needs of the children and young people and/or engagement is sporadic or low.		The activity programme is failing to provide sufficient opportunities for children to partake in and enjoy in at least 60 minutes of physical activity per day.		Required policies & procedures not in place. Staff and volunteers are unaware of specific policies & procedures and/or relevant policies are not displayed or available to view at the setting. No evidence of appropriate record keeping – for both attendees & staff / volunteers. GDPR requirements not adhered to.		The provider fails to provide specific safeguarding training or support to staff and volunteers and/or the organisation does not have a sufficiently trained DSL on duty, or the provider fails to safeguard children and young people in their care.		1