

What is a third-party food supplier?

An individual or company you source prepared food/meals for your holiday club.

Things to consider when choosing a food supplier:

- Have they provided meals/food a Holiday Activity & Food programme before?
- What is their Food Hygiene Rating and when was their last inspection?
- Can they provide meals/food that meets the [School Food Standards](#) (SFS)?
- Can they provide meals that cater for dietary needs and allergies?
- How far in advance do they need quantities?
- Can they deliver to all the venues for your It's About Me clubs?
- What time will they deliver the food to the venues?
- How will the food be stored between delivery and eating?
- Can they provide a SFS meal for the budget of £5 per child?
- Will the meal include a drink?

Top Tips:

- Check their Food Hygiene Rating on the [Food Standards Agency website](#).
- Where possible, arrange to visit to the supplier's premises
- Ask for sample menus for hot and cold food, and/or to see the food
- Get to know the supplier – it's often easier to reduce complications if you build a good relationship

What information do you need to **GIVE** to the food supplier?

- School Food Standards (SFS) Guidance
- Number of holiday club sessions
- Dates of holiday club sessions
- Location of sessions (full address including postcode)
- Contact details at the holiday club session
- Number of children/young people per holiday club session (minimum/maximum)
- Cost per meal/food budget
- Information on allergy/dietary requirements for each session

What information do you need to **SEND** to the It's About Me Team?

- Details for the food supplier:
 - Company Name
 - Full address (including postcode)
 - Main contact (including name, phone number and email address)
 - Food Hygiene Rating and date of last inspection
- Menus for all sessions