

Hello!

This document is aimed at any It's About Me provider to share information, guidance and support around the provision of food to children as part of the DfE-funded HAF (Holiday Activities and Food) programme. As part of every HAF club offer, it is essential that every child receives a meal at every session they attend.

As a HAF provider you have 2 options for the provision of food to young people:

1 Provide your own food via on-site facilities at the venue

2 Working directly with a food provider to deliver food to the venue

The document provides guidance in respect of the legal requirements that you and/or the food provider must have in place. In addition, the information will support you to provide children with a healthy and nutritious meal that is well balanced across the week(s) of HAF delivery and meets all guidelines and requirements of Food Standards.

Information included in the toolkit:

- Food Safety & Hygiene Requirements – documentation and procedures
- Training & Qualification minimum standards
- School Food Standards minimum requirements
- Guidance & Resources for producing a daily/weekly menu Packed lunch/Cold lunch guidance
- Good practice example menus



You are required to submit the documents outlined on the next page as part of your application to It's About Me.



Food Safety & Hygiene Requirements



It is compulsory to submit the following documents as part of the application process.

- Level 2 hygiene qualifications of staff (valid for 3 years)
- Environmental Health certificate (minimum level 4). This must be for the registered address of where the club is being held
- Proof of allergen training attendance
- Detailed menus supplied as per the timescales shared for the delivery period.



Level 2 Hygiene Qualification

StreetGames run training courses centrally for any of your staff members to access. Details and bookings are via the StreetGames weekly newsletter or speak to your Area Lead.

Environmental Health Certificate

If you regularly provide food for other people, whether for profit or not, you are classed as a 'food business'. Food includes drink.

Please note for HAF clubs there are a few exemptions from registration for short-term, occasional provision of food. For example, if you are going to operate 1 day a week for a small number of children over the four weeks of HAF in the summer, you may not need to register as a food business. However, if you are operating everyday over the 4 weeks or serving larger groups of children or intend to continue in future you probably do.

You can prepare food at a domestic property, but you must plan how to do it safely and be realistic about the capacity you have to make and store food safely as per the guidance.

Actions to Take

1. Follow the information here to register as a food business [Starting a food business | Food Standards Agency](#)
2. Register your facility at least 28 days before you start producing/serving food via <https://register.food.gov.uk/new>
3. Ensure you have a food safety procedure agreed and in place and all staff have appropriate training and qualifications. Check out this Food Standards Agency information pack. <https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb>
4. It is compulsory that staff have Level 2 food hygiene training. Book courses for FREE via It's About Me – see the training programme for details.
5. Any specific questions relating to this please contact derbyshireholidayactivities@streetgames.org

Allergens Training

It is very important that if you are supplying food to others you understand how to identify allergens in the food you provide and make sure that accurate information is passed on to people choosing food to eat from you. The Food Standards Agency provides more information on allergens and free online training here: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

There will be many different scenarios for food provision during HAF. If you wish to discuss your plans and see if you need to register please email a brief overview of your plans to derbyshireholidayactivities@streetgames.org and an officer will get in touch with you.

Considerations for Producing Menus for Holiday Provision

Please use the checklist document on the next page to plan the main food groups/macros in order to ensure you are providing a broad and balanced menu across the week.

Below are some additional points to consider and incorporate. Use the Sample Menu Template to submit menus to be analysed as per the requirements of the grant funding.

Adhere to the deadlines and timescales communicated in the application process. Please ensure when you submit the menu that vegetarian/vegan options are highlighted, and details of the variety of fruit/veg included or to be offered are also included on the template enclosed

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| 1 | Consider adding 'hidden' vegetables into sauces of hot meals to meet the requirement across the week. (Please state these items on the menu when submitted) | 5 | Provide fruit-based puddings where possible |
| 2 | For tinned products choose items in water or natural juice, not syrup. Check there is no added salt or sugar | 6 | Use the Eatwell Guide plate to manage portions of each food type each day and ensure portion sizes are appropriate for the size/age of the children |
| 3 | Look to increase fibre with wholemeal/ wholewheat products where possible – or a mix of white/wholemeal | 7 | Look to provide a variety of foods and meals across the week |
| 4 | Consider baked items as an alternative to fried | 8 | No high-sugar drinks including Yazoo, energy drinks, Lucozade, Coca-Cola etc |



Food Standards Menu Checklist



Name of Provider:

Spring/ Summer/ Winter

Review/ Feedback Comments (IAM use only):

Food Group	Example	Food Based Standards for Meal Being Provided	Standard Met (Y/N)		(IAM use only)	
			Week 1	Week 2	Week 3	Week 4
Starchy Food	Potatoes, Bread, Rice, Pasta, Cereals	1 or more portions of food from this group every day				
		3 or more different starchy food each week				
		1 or more wholegrain varieties of starchy food each week				
		Starchy food cooked in fat or oil no more than 2 days each week				
		Bread- with no added fat or oil- to be available every day				
Fruit & Vegetables		1 or more portions of vegetables or salad as an accompaniment every day				
		1 or more portions of fruit every day				
		A dessert containing at least 50% fruit no more than 2 or 3 times each week				
		At least 3 different fruits, and 3 different vegetables each week				
Meat, Fish, Eggs, Beans and other non-dairy sources of protein	Any Meat or Fish, Eggs, Nuts, Soy, Quinoa, Seeds, Pulses, Beans, Cereals, Grains, Quorn	A portion of food from this group every day				
		A portion of meat or poultry on 3 or more days each week				
		Oily fish once or more every 3 weeks				
		For vegetarians, a portion of non-dairy protein 3 or more days a week				
		A meat or poultry product (manufactured or homemade) no more than once a week in primary schools				
Milk and Dairy	Cheese/ Cottage Cheese, Yoghurt, Soya, Custard	A portion of food from this group every day				
		Lower-fat milk and lactose-reduced milk must be available for drinking at least once a day				
Foods High in Fat, Sugar and Salt	Chocolate, Cakes, Biscuits, Full sugar drinks, Ice Cream, Crisps, Pastries, Doughnuts, Sweets	No more than 2 portions a week of food that has been deep-fried, batter-coated or breadcrumb coated				
		No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat				
		Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food				
		No confectionary, chocolate or chocolate-coated products				
		Salt must not be available to add to food after it has been cooked				
		Any condiments limited to sachets or portions of no more than 10g or tsp				
		No more than 2 portions of food which include pastry each week				
Healthier Drinks	The only drinks permitted are	Free, fresh drinking water available at all times				
		Plain water (still or carbonated)				
		Lower-fat milk or lactose-reduced milk				
		Fruit or vegetable juice (max 150mls)				
		Plain soya, rice or oat drinks enriched with calcium				
		Unsweetened combinations of fruit or vegetable juice with plain water				
		Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium, cocoa and lower fat milk, flavoured lower fat milk				
		Tea, coffee, hot chocolate				
		Combination drinks are limited to 330ml. They may contain added vitamins or minerals, but no more than 5% added sugars or honey or 150mls fruit juice. Fruit juice combination drinks must be at least 45% fruit juice.				

Food Standards Menu Checklist

Name of Provider:

Spring/ Summer/ Winter

			Standard Met (Y/N) (IAM use only)	
Food Group	Requirement	Examples of Options Available	Week (Y/N)	
Starchy Food	1 Portion per Day	50/ 50 or Wholegrain Roll		
		Pitta or Wrap		
		Pasta / Rice Salads		
		Couscous/ Quinoa		
		Potatoes		
		Noodles		
Fruit & Vegetables	2 Portions per Day	Apple/ Berries/ Bananas/ Citrus/ Melon etc		
		Carrot sticks/ Celery/ Crudites/ Sugar Snap Peas/ Cucumber etc		
Protein	1 Portion per Day	Cooked Meat- e.g. Ham, Chicken, Turkey etc (Halal as appropriate)		
		Tuna		
		Eggs/ Cheese		
		Yoghurt		
Non- Dairy Protein	1 Portion per Day for vegetarian/ vegan	Lentils/ Kidney Beans/ Hummus/ Falafel/ Peanut Butter		
		Oily fish once or more every 3 weeks overall E.g Salmon, Sardines, Mackerel, Anchovies/ Herring		
Foods High in Fat, Sugar and Salt	Occasional Maximum 1-2 x week	Cakes, Biscuits, Ice Cream, Crisps, Doughnuts		
		Sweets		
		Pastries- Sausage Rolls/ Pies/ Pastries		
		Confectionary- Chocolate including Chocolate covered bars/ sweets		
Drink	Recommended Options	Free, fresh drinking water available at all times		
		Water/ Fruit Juice/ Milk/ Smoothie/ Yoghurt		
Swap this item		For one of these		
Suggested Alternatives & Swaps	Fruit Bar	Dried fruit- Apricots/ Raisins/ Sultanas (palm-sized amount)		
	Yoghurt	Look for reduced/ low sugar options (not necessarily low fat)		
	Crisps	Popcorn or Rice Cakes		
	Fruit	Pre-sliced & prepared or tinned fruit (in juice, not syrup)		
	Snack Bars	Crudites- Carrot Sticks, Cucumber Sticks, Celery, Cherry Tomatoes		
	White Bread	Mix 1 slice white with 1 slice brown/ wholegrain or try 50/50 loaves		
	Processed Meats	Ham, Chicken, Turkey cooked meat slices instead of sausage rolls, pepperami, corned beef		
	White Pasta & Rice	Mix wholegrain pasta or brown rice with white/ normal pasta/ rice		
	Cakes/ Chocolate	Malt loaf, Fruit loaf, Seeded Flapjack or Fruit based cake		
	Jelly	Sugar free jelly		

Menu Template

Name of Provider:

Spring/ Summer/ Winter

	Week 1	Week 2	Week 3	Week 4
Monday				
Main Meal				
Alternative Options				
Vegetables Served				
Dessert/ Pudding				
Drinks				

	Week 1	Week 2	Week 3	Week 4
Tuesday				
Main Meal				
Alternative Options				
Vegetables Served				
Dessert/ Pudding				
Drinks				

	Week 1	Week 2	Week 3	Week 4
Wednesday				
Main Meal				
Alternative Options				
Vegetables Served				
Dessert/ Pudding				
Drinks				

	Week 1	Week 2	Week 3	Week 4
Thursday				
Main Meal				
Alternative Options				
Vegetables Served				
Dessert/ Pudding				
Drinks				

	Week 1	Week 2	Week 3	Week 4
Friday				
Main Meal				
Alternative Options				
Vegetables Served				
Dessert/ Pudding				
Drinks				

Example Menu 1

Main Meal

Monday	Tuesday	Wednesday	Thursday	Friday
Homemade vegetable lasagne with crusty garlic bread, salad and vegetables	Homemade broccoli and cream cheese pasta bake, salad and crusty bread	Roast chicken, with roast potatoes, sprouts, carrots, swede mash, stuffing and gravy	Fish fingers served with home made sweet potato chips and beans, curry sauce, mushy peas or gravy	Jacket Potato falafel pitta with vegetable rice

Alternative Options

Homemade tomato soup/ tuna pasta/ sandwich made with 50/50 bread. Filling options: cheese, falafel, chicken, tuna	Chicken noodle soup/ Cheesy pasta/ sandwich made with 50/50 bread. Filling options: Cheese, falafel, chicken, tuna	Parsnip soup/ Sandwiches made with 50/50 bread. Filling options: Cheese, falafel, chicken, tuna	Lentil soup/ Sandwiches made with 50/50 bread. Filling options: Cheese, falafel, chicken, tuna	Homemade tomato soup/ sandwich made with 50/50 bread. Filling options: cheese, falafel, chicken, tuna
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Vegetables Served

Tomatoes, Sweetcorn, Peas	Peas	Carrots, Swede	Beans, Mushy Peas	Beans, Mixed Vegetables
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Drinks

Dessert/ Pudding

Mixed yoghurt & fruit (apples, grapes, satsuma)	Fruit salad (strawberries, blueberries, melon, grapes) mixed fruit yoghurt	Rice pudding & fresh fruit	Fruit salad (strawberries, blueberries, melon, grapes) mixed fruit yoghurt	Flapjacks and yoghurts
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Water, Milk	Water, Milk	Water, Milk	Water, Milk	Water, Milk
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Example Menu 2

Main Meal

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken curry plain rice, salad, raita yoghurt dip	Steamed lemon and herb drumsticks, baked potato wedges, fresh green salad, chilli sauce	Grilled sheesh kebab, fresh tandoori nann, fresh green salad, baked spicy wedges and chilli dip	Chicken or vegetable pasta stir fry including peppers and mushrooms and noodles	Salmon, noodles, carrot and broccoli and babycorn served with soy, honey and ginger

Alternative Options

Lentil curry plain rice, salad, raita yoghurt dip	Sandwiches made with 50/50 bread. Filling options: Cheese, falafel, chicken, tuna, tomato	Jacket potato with tuna, beans or cheese	Sandwiches made with 50/50 bread. Filling options: Cheese, falafel, chicken, tuna, tomato	Tofu, noodles, carrot and broccoli and babycorn served with soy, honey and ginger
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Vegetables Served

Beans, Lettuce, Tomatoes, Cucumber, Sweetcorn	Lettuce, Tomatoes, Cucumber	Lettuce, Tomatoes, Cucumber, Peppers	Peppers, Mushrooms, Stir Fry Veg, Salad, Tomatoes	Broccoli, Babycorn, Carrot
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Dessert/ Pudding

Piece of fresh fruit (banana, apple, grapes, orange)	Piece of fruit or seeded flapjack	Piece of fruit	Portion of fruit (strawberries, melon, grapes)	Flapjack or fruit
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Drinks

Water	Water	Water	Water	Water
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