

**Hertfordshire's  
Holiday Activity Programme**



**Guidance & Resources for  
Providing Meals**

**This issue: Sept 2021**

## Contents

This guide and resource have been put together based on the funding criteria and feedback from providers around the provision of hot 'school food standard' meals during the programme. We hope that you will find the information useful in your planning of your HAPpy projects.

<b>Introduction</b> .....	2
<b>About the HAPpy - Holiday Activity Programme</b> .....	3
<b>Food - Meals for your HAPpy Project</b> .....	4
<i>Providing food for young people</i> .....	4
<i>Nutritional Education</i> .....	4
<i>School Food Standards</i> .....	4
<b>Health &amp; Safety and Legal Requirements</b> .....	5
<i>Training</i> .....	5
<i>Food Legislation</i> .....	5
<i>Business &amp; Premises Registrations</i> .....	5
<b>Planning and Preparing Meals</b> .....	6
<i>Things to consider when planning your hot meal provision:</i> .....	6
<i>Top Tips for planning your Hot Meals</i> .....	7
<b>Sourcing Food, Ingredients, or Kitchen Facilities</b> .....	8
<i>Partner with Other Local Organisations</i> .....	8
<i>National Food Waste / Surplus Organisations</i> .....	9
<i>Supermarkets</i> .....	11
<b>Further information and support</b> .....	12

## Introduction

Thank you for your interest in delivering activities as part of the Hertfordshire HAPpy - Holiday Activities Programme during the school holiday periods.

The HAPpy - Holiday Activities Programme will provide fun, activity and food to some of society's most vulnerable young people. HAPpy sessions will be free to access for any child currently in receipt of Free School Meals.

Please use the links below for more detailed information about the incidence of free school meals for both primary and secondary pupils across Hertfordshire:

- **Primary Free School Meals**  
[https://sportinherts.org.uk/app/uploads/2021/02/FSM\\_Herts\\_A3\\_Primary.pdf](https://sportinherts.org.uk/app/uploads/2021/02/FSM_Herts_A3_Primary.pdf)
- **Secondary Free School Meals**  
[https://sportinherts.org.uk/app/uploads/2021/03/SchoolMeals\\_A3L.pdf](https://sportinherts.org.uk/app/uploads/2021/03/SchoolMeals_A3L.pdf)

HAPpy projects can be led by a range of organisations from across the public, private, community, and voluntary sectors.

The programme will run during the Easter, Summer and Christmas school holiday during 2021. We are extremely thankful to all the partner organisations, however small or large, who will support this project.

Our ambition is to provide up to 120,000 days of opportunity for young people in Hertfordshire in 2021. With your support we can make this happen!

You can apply for a HAPpy - Holiday Activities Programme delivery grant through **Hertfordshire Community Foundation**. For further information or to apply please visit:

<https://www.hertscf.org.uk/holiday-activities-programme>

## About the HAPpy - Holiday Activity Programme

HAPpy sessions are designed around groups of 15-20 participants, each of whom can expect to enjoy 4 hours of daily games and activities accompanied by a healthy meal.

Programmes can provide for the young age groups, 5-11 years of age, however there is a growing need for this type of project to be available for older age groups too, 12-16 years.

The sessions can be delivered in any setting e.g., in 'open access' areas like parks and other open spaces or in 'closed access' facilities such as community centres, schools, sports clubs, fire stations or leisure centres. Wherever the delivery happens, there must be a **suitable sheltered seating space (ideally indoor) available each day for mealtimes** when a hot meal will be served.

During 2021, the HAPpy - Holiday Activities Programme will run at Easter, during the summer holidays and during the Christmas holidays.



## Food - Meals for your HAPpy Project

### *Providing food for young people*

A key element of the HAPpy - Holiday Activities Programme is addressing 'holiday hunger' and being able to offer hot food to the participants. This will be **substituting hot school lunches** and providing a meal that **meets school food standards**.

We understand it may be tricky to offer hot food every day, but to ensure the young people are getting a good variety of foods, our expectation is that **the majority of food served by providers will be hot**. We acknowledge that there will be occasional days when this is not possible and that a cold alternative should be used.

Whilst **lunch** is the favoured meal for the programmes, some schemes may choose to provide a **hot breakfast or a meal later in the day** which is particularly favoured by teenagers!

### *Nutritional Education*

Holiday Programmes must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. 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.

Activity Providers must also include at least weekly **training or advice for parents, carers or other family members**, which provides information on how to source, prepare and cook nutritious and low-cost food.

### *School Food Standards*

**It is a requirement of the programme to meet the school food standards** which are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole day.

It is just as important to cook **food that both looks good and tastes delicious**. Where possible talk to the children about what is on offer and recommend dishes - perhaps food preparation could be on one of the activities? Also try to serve the food in a **pleasant environment** where the children can eat with their friends.

As a general principle, try to provide **a wide range of foods across the week**. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Where possible talk to them about what they are eating.

For more information about the School Food standards please visit:

<https://www.gov.uk/school-meals-healthy-eating-standards>

## Health & Safety and Legal Requirements

It is important that you have the appropriate Health and Safety cover in place for your HAP project. From a catering perspective this includes:

### Training

If you are preparing or serving food – you will need to have someone qualified in **Food Hygiene Level 2**. Training in **Allergen Awareness** is also highly recommended. These courses can be completed online with any authorised training provider.

We are looking at ways to support with essential training. Details will be shared with successful applicants when available or please visit the Herts Sports Partnership website for updates.

### Food Legislation

As well as meeting the minimum school food standards requirements, all food provided must comply with Food Law and be safe to eat. For further information please visit:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

### Business & Premises Registrations

If you are preparing food, you will generally need to be **registered as a Food Business**. If you decide to engage a third party to provide food for your project, their business will need to be registered. Slightly different rules apply for schools and Ofsted registered providers. For more information about registering as a food business please visit: <https://www.gov.uk/food-business-registration>

If you are using a public kitchen (e.g., a kitchen belonging to another organisation) it will need to have been **registered and inspected by the Food Standards Agency**. If it is generally used by other people, this should already be in place and you may just need to ask the person responsible for building management for a copy of the Food Hygiene certificate. For more information about the Food Standards Agency please look at <https://www.food.gov.uk/>



## Planning and Preparing Meals

The actual food you provide to the young people during your HAPpy project will depend on your resources but **as a minimum, the school food standards** must be met.



Where there are no skills or resources available within your organisation, **you can bring in external organisations** to teach cookery to the children or prepare meals on their behalf.

All food provided as part of the programme must:

- Comply with regulations on food preparation
- Take into account allergies and dietary requirements
- Take into account any religious or cultural requirements for food

### *Things to consider when planning your hot meal provision:*

- Do you have access to suitable **kitchen facilities**?
- Can you link- up and **share facilities** with another group?
- Where will you source your **ingredients** from?
- Can you **involve the young people** in preparing their own meals?
- Can you **partner** with another local organisation?
- Can a **local business** supply hot meals to your programme?

In addition to the school foods standards information, there are several online resources that you can use to plan the meals you will provide during your programme.

To find more ideas and examples of healthy meals, put into your search engine **school meal menu** or **school meal recipe ideas** or visit one of these websites:

**One You:** <https://www.nhs.uk/oneyou/for-your-body/eat-better/>

**What Works Well:** <http://whatworkswell.schoolfoodplan.com/articles/view/517>

### *Top Tips for planning your Hot Meals*

- If possible, try to involve young people in the food preparation. This will provide them with good, practical experience with food.
- Many parents will also get involved if given the opportunity to have a meaningful volunteering experience, i.e. Train them up in the Level 2 Food Hygiene certification, which will also serve to improve their employability skills!
- We will find out any allergies of the children attending your programme as part of the registration – ensure you follow up on this important information.
- Store your food appropriately – you may only get the ingredients once a week, so you need to store it according to health and safety guidelines.
- Incorporate lots of vegetables and fruit into your meals.
- Make water an exciting alternative by adding a touch of colour. Add fruits like frozen berries, kiwi, and apple to make the water taste and look more interesting.
- Give the children and young people the responsibility to set up and tidy away before and after meals and activities, as this will instil good behavioural lessons that may not always be present at home.
- Encourage everyone to sit and eat together properly rather than be on the move. This encourages conversation and helps to build up social skills that might otherwise be lacking. Eating time should also be a time without the presence of phones or other screens/devices.
- Add rewards for the kids who try new food for the first time e.g., "a gold star for Billy for trying out couscous!"

## Sourcing Food, Ingredients, or Kitchen Facilities

HAPpy projects can source their meals and ingredients in several ways. You can use a traditional retail or wholesale supplier or consider some of the following examples to access kitchen facilities and get your food or ingredients, sometimes for free or at a much-discounted rate.

You may wish to consider:

- Partnering with other local organisations and businesses
- Approaching National Food Waste and Food Surplus organisations
- Contacting your local large supermarkets

### *Partner with Other Local Organisations*

**Local organisations** may be keen to help you, it is always worth asking – many of the chains already have their own distribution arrangements, but someone more local may be able to assist in a bespoke way e.g., providing prepared meals or leading the attendees in preparing food to eat.

Which supplier you choose will influence your menu choices. We recommend that you select your supplier carefully - ensure that you engage with those **regulated and authorised to supply the food industry**. This could range from a large national organisation to your local farm shop and anything in between. Some local organisations to consider approaching for support in making hot meals are:

- Cafes
- Restaurants
- Pubs
- Colleges
- Schools
- Community Centres
- Cookery Schools
- Sports Clubs
- Community Kitchens
- Charities

### *National Food Waste / Surplus Organisations*

Around a third of the food produced in the world is wasted. In the UK, that means approximately 300,000 tonnes of food are wasted at retail and wholesale level, yet, according to the Food Foundation in 2014, an estimated 8.4 m people in the UK were living in food insecure households, i.e. households with insufficient food.

There are many food waste organisations that may be willing to help; some are national, and others operate on a regional or much more local basis – detailed below are a list of national organisations. To find more local food distribution organisations, put into your search engine **food waste** or **food surplus** and your region. This should provide you with a list of local organisations that could help you.

Here are some examples of food waste organisations:

#### **Fare Share**

Website: <https://fareshare.org.uk/getting-food/fareshare-go-support/>

It is worth noting there are rules to be able to use this service, so please look at what suits your organisation. Whilst this is a free and local option, you will only have the choice of what is available at that time. You will need then to be very creative to make this into meals.

The following supermarkets are linked with Fare Share:

- Asda
- Tesco
- Co-op
- Sainsbury's

There are over 500 suppliers to Fare Share

#### **The Trussell Trust**

Website: <https://www.trusselltrust.org/>

The Trussell trust supports a nationwide network of food banks and together they provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK.

Schools, churches, businesses, and individuals donate non-perishable, in-date food to a food bank. Food banks partner with a wide range of care professionals such as doctors,

teachers, health visitors and social workers to identify people in crisis and give them a food bank voucher to access emergency food.

You could register your HAPPY project with your local food bank.

### **Company Shop Group**

Website: <https://www.companyshopgroup.co.uk/>

Company Shop Group is the largest commercial redistributor of surplus food and household products in the UK.

They enable some of the biggest retailers, manufacturers, food service and logistics providers to unlock value from surplus stock, which may have otherwise gone to waste.

The stock they purchase is redistributed through Company Shop - a network of six membership-only stores - at discounted prices to individuals who work in the food manufacturing supply chain, emergency services or the NHS.

### **Neighbourly**

Website: <https://www.neighbourly.com/service/good-causes>

They work with local stores and distribution centres that have quality surplus to give to groups like yours that can put it to good use in the community. They have supported the donation of over 20 million meals from companies like M&S, Lidl, and Aldi. The surplus and their services are completely free.

## *Supermarkets*

Supermarkets are often willing and able to support community projects by distributing unsold food in their local communities.

### **Sainsbury's**

<https://www.about.sainsburys.co.uk/making-a-difference/our-values/our-stories/2017/making-a-great-meal-out-of-surplus-food>

Throughout the year, their stores and colleagues work hard to ensure that any unsold food is distributed to the most vulnerable members of their local communities. They currently have long-standing partnerships with over 1,100 local food banks and other charities across the UK. Sainsbury's encourage charities to contact local stores or our Community Affairs team.

### **Waitrose & Partners**

[https://www.waitrose.com/home/inspiration/about\\_waitrose/the\\_waitrose\\_way/food\\_waste.html](https://www.waitrose.com/home/inspiration/about_waitrose/the_waitrose_way/food_waste.html)

### **Co op**

<https://www.coop.co.uk/environment/food-share>

They link with **Fare Share** but also have their own initiative called Food Share - If you're a not-for-profit group and could use this food then apply to be a partner with your local Co-op now.

### **Morrisons**

<https://my.morrisons.com/community-and-charity/unsold-food-waste-programme/>

If you are a local organisation, make contact at a Morrisons store, the store and group will then agree the days / times for collection. The group can then collect the unsold food donations from the store and use within your projects.



## Further information and support

For assistance with completing your grant application please contact **Hertfordshire Community Foundation**. <https://www.hertscf.org.uk/holiday-activities-programme>

Other guidance and support for your HAPpy – Holiday Activities Programme can be found on the Herts Sports Partnership website. On this webpage we are also compiling a list of providers looking to share specialist services and link with others to run a programme.

The webpage is evolving with the project so please check back regularly for updates.

<https://sportinherts.org.uk/happy>