

Royal Greenwich Together: Holiday Food and Fun



Prospectus
September 2026

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I. Introduction

- I.1 This document provides information and guidance for organisations that want to apply to deliver Royal Greenwich Together: Holiday Food and Fun in Greenwich by joining Greenwich's Approved Provider List 2026-2029. Holiday Food and Fun is the name for the Department for Education's Holiday Activity and Food Programme (HAF) in Greenwich and will be referred to as 'HAF' throughout this guidance. We are inviting organisations to become part of an Approved Provider List for the borough. This is a register of providers that have successfully completed due diligence checks and provided evidence that demonstrates their ability to safely and effectively deliver the programme. This will be used between autumn 2026 and the end of March 2029 (with the potential to extend for up to 3 years) to award grants for delivery during holiday periods. We will 'open' the Approved Provider List intermittently as needed (and no more than once per year) to enable new organisations to join, for example, if there is need to widen the range of expertise or capacity within the pool of providers to meet the needs of children and families.

Joining the APL does not guarantee that an organisation will be awarded a grant.

- I.2 Royal Borough of Greenwich (RBG) has been awarded funding by the Department of Education (DfE) to deliver a local Holiday Activities and Food Programme (HAF) from 1st April 2026 for three years to 31st March 2029. The overall funding for England will be more than £200 million and Greenwich has been awarded approximately £1.2m per year. This guidance has been developed by combining the Department for Education guidance for Local Authorities with local detail specific to the Greenwich programme.
- I.3 The HAF programme provides support to children from low-income families during school holiday period. 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 with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and are more likely to experience social isolation.

- I.4 Glossary of Terms:

Term	Meaning
HAF	Holiday, Activity and Food programme
DfE	Department for Education
APL	Approved Provider List

FSM	Free School Meals
RBG	Royal Borough of Greenwich
CYP	CYP
SEND	Special Educational Needs and Disabilities

2. Key Programme Information

- 2.1 **Overview:** The HAF programme provides free high-quality holiday club places, over Spring (Easter), Summer and Winter school holidays, for school-aged CYP (from Reception to Year 11 inclusive) who live in the borough or attend a Greenwich school and receive targeted benefits-related Free School Meals (FSM).
- 2.2 **Aim:** The HAF programme aims to help eligible children eat more healthily, be more active, and develop resilience, character, and well-being through enriching activities and to ensure that children are safe, not socially isolated during the holidays, and return to school feeling more engaged and ready to learn.
- 2.3 **Objectives:**
- To deliver free holiday club places for CYP who live in Greenwich or attend Greenwich schools, targeting areas of deprivation.
 - To provide each registered child or young person with a minimum of 4 hours of free HAF provision per day for 4 days in Winter and Spring and 16 days in Summer school holidays.
 - To provide healthy, safe and culturally appropriate food to CYP.
 - To provide structured physical activity and opportunities to enhance fine motor skills with a variety of age-appropriate enriching activities.
 - To increase learning opportunities for CYP about food and nutrition.
 - To support CYP and families with parental and carer engagement, particularly in food skills and nutrition knowledge.
 - To support information sharing, signposting and referrals for families to access specialist help.
 - To provide support where needed for CYP with special educational needs and / or disabilities.
 - To monitor and evaluate provision in line with DfE and RBG requirements.
- 2.4 **Outcomes:** CYP:
- receive healthy and nutritious meals
 - maintain a healthy level of physical activity
 - are happy, have fun and meet new friends

- develop a greater understanding of food, nutrition and other health-related issues
- take part in fun and engaging activities that support their development
- feel safe and secure
- get access to the right support services
- return to school feeling engaged and ready to learn

2.5 **Updates:** The requirements of the HAF programme are based upon [DfE requirements](#), and grant conditions that the Council must adhere to. All requirements in this document are in line with the HAF 2026/27 guidance, but applicants should be aware that the DfE may make updates to the guidance annually during April 2026 to March 2029 and beyond, and providers will be required to adapt to updates.

2.6 **Eligibility:** The HAF programme is a targeted programme, focused on supporting CYP facing the greatest levels of disadvantage. It is open to all school aged CYP (4 to 16 years) who either attend a Greenwich school or live in the borough and are in receipt of targeted benefits-related Free School Meals. DfE stipulates that at least 85% of children must meet the FSM eligibility. From September 2026 FSM eligibility is changing, with the introduction of two categories: **Targeted FSM** and **Expanded FSM**. DfE have confirmed that HAF eligibility will remain aligned to Targeted FSM. This means that, for the remainder of the 2026/27 delivery year from September 2026 onwards, and for FY 2027/28, HAF eligibility will continue to apply to children who meet the Targeted FSM criteria, which is the current FSM threshold, rather than all children who become eligible for FSM through the wider Expanded FSM category.

- **Targeted FSM** is based on the existing threshold, covering pupils who are in households in receipt of Universal Credit with annual household income of £7,400 or less
- **Expanded FSM** is a new category covering pupils who are in households receiving Universal Credit with annual household income of more than £7,400. CYP in this category are not currently eligible.

2.7 **Discretionary Places:** DfE allows local authorities to use up to 15% of places on a discretionary basis, in line with the core purpose of the programme to support disadvantaged children and young. In Greenwich this may include CYP who are:

- receiving support from social care
- highlighted by their school as being in need of support
- have other vulnerabilities that mean the programme would be of benefit
- are disadvantaged CYP from low-income families
- young carers
- NB. This will include electively-home educated children that fall within the above categories

2.8 **Outputs/Spaces:** All grant applications are carefully evaluated. Allocation of outputs (number of spaces) is dependent upon available budget and the wider context across the programme. In order to enable a geographic spread and due to funding constraints, if an applicant is successful the number of spaces funded may differ from the number applied for.

2.9 **Categories of Provision:** Within Royal Greenwich, there are three different categories of provision as listed below and detailed in Appendix I.

Category	Outline	Maximum budget per child per hour	Maximum budget per child per day
1	Standard provision. Maximum 4 hours per day	Standard: £7.50	Standard: £30
2	Standard provision with specialist SEND. Maximum 4 hours per day Up to 5 SEND specialist spaces	Standard: £7.50 Specialist SEND: £25	Standard: £30 Specialist SEND: £100
3	SEND only Maximum 20 spaces Maximum 4 hours per day	Targeted SEND: £7.50 Specialist SEND: £25	Targeted SEND £30 Specialist SEND: £100

- 2.10 **Inclusion:** We are committed to ensuring that CYP with SEND can access and enjoy the HAF programme. Accessibility and inclusiveness are core parts of the HAF framework of standards. This means that providers delivering standard provision will be expected to include CYP with mild/moderate SEND needs (see 'Targeted SEND' definition below). There is additional funding for providing the extra support needed to meet the needs of children with higher level SEND (see 'Specialist SEND' definition below).
- 2.11 **Targeted SEND:** CYP with mild/moderate levels of need that are likely to be attending mainstream school/educational provision. These additional needs are expected to be met within the standard HAF provision. CYP are likely to be able to engage in the main provision offer but may benefit from some additional support, e.g. some periods of additional adult support to settle into the provision or engage in activities, short breaks, access to a separate space if needed. This cohort will include CYP with autistic spectrum disorder (ASD), moderate learning difficulties or communication needs. Parents/carers will be asked to provide information about their child's needs so that providers can review this, develop tailored risk assessments and plans where needed, brief staff and access training where needed.
- 2.12 **Specialist SEND :** CYP with high levels of need, that are likely to be attending specialist schools/educational provision. This could include:
- Severe learning disabilities
 - Severe physical disabilities
 - Severe and profound autistic spectrum disorders
 - Disability arising out of serious or chronic illness
 - Complex health needs
 - Severe sight and/or hearing impairment

These CYP may require 1:1 support or, in some rare cases, 2:1 support, due to their level of need, behaviours that challenge and/or medical/health interventions.

Providers will be expected to be able to accommodate 1:1 support (or 2:1 support in some rare cases) within their offer but will need to tailor support to the CYP's needs, encouraging development of independence where appropriate.

- 2.13 **Minimum Provision Duration:** Summer: All participating CYP should be offered face to face provision for a minimum of four hours per day for 16 days in the school summer holidays ('Summer Delivery'), 4 days in the school Christmas holidays ('Winter Delivery') and 4 days in the school Easter holidays ('Spring Delivery').
- 2.14 **Subcontracting:** Subcontracting specific elements of the service, such as food and sports coaching is permitted but the subcontractor must adhere to the same terms and conditions as outlined in the HAF grant agreement, such as paying London Living Wage, food safety and safeguarding requirements. The due diligence of these checks lies with the contractor.

3. Delivery Requirements

- 3.1 **Eligibility:** The Provider has a duty to ensure that a minimum of 85% of all participants in the programme are eligible and in receipt of benefits related Free School Meals. RBG will issue eligibility codes to parents and carers or embed an equivalent process to support this, for example by issuing codes to schools to allocate to eligible families. Where a code is not available, providers should ask parents/carers to complete the Free School Meals Eligibility checker: <https://fsm.lgfl.net/> and request a code: holiday-programme@royalgreenwich.org.uk
- 3.2 **Plinth Booking Platform:** RBG uses the Plinth booking platform to coordinate the booking of places and all provision must be advertised and booked centrally through this. In order to ensure parents and carers can book places, providers must meet the deadlines for uploading information to Plinth about their programme prior to each holiday period and follow the guidance provided. Attendance must be registered on Plinth and updated on Plinth daily during delivery.
- 3.3 **Core Delivery Requirements:** All Provision funded by the Royal Greenwich through the HAF programme must meet the mandatory DfE [framework of standards](#) and the following requirements:
- **Healthy Meals:** Clubs must provide **at least one** healthy meal a day. All food served, including snacks, must meet the School Food Standards.□ The expectation is that the food will be served hot. However, we acknowledge that this is not always possible and that alternatives to hot food can sometimes be more suitable. To ensure that all children receive a high quality and stigma free experience, if a provider is open to both HAF-funded and non-HAF-funded places, it is vital that both HAF and non-HAF children have the ability to eat meals together in a non-stigmatising way.
 - **Enrichment Activities:** Clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. This could include physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm, going to a museum etc. For providers whose primary focus is set around a specific activity or sport, we expect them to ensure that children attending their provision benefit from a holistic and varied experience.
 - **Physical Activity:** Clubs must provide a minimum of one hour of physical activity each day in line with the Physical Activity Guidelines. This can be through a range of sport or play, but it should be structured. CYP participating in the HAF programme should engage in a variety of types and intensities of physical activity. CYP should aim to minimise the amount of time spent being sedentary

and when physically possible should break up long periods of not moving with at least light physical activity. Active travel should be promoted.

- **Nutrition Education:** Clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for CYP. 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:** Clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. This could include sessions and/or information provided by:
 - Greenwich Supports
 - Young Greenwich (including Young Greenwich Nurses)
 - Families Information Service
 - Family and Adolescent Support Service (FaASS)
 - The Local Offer
 - Citizen's Advice
 - GPs, dentists or other healthcare practitioners
 - Jobcentre Plus
- **Policies and Procedures:** Providers must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies in place in relation to safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, providers must also be compliant with the Ofsted requirements for working with children.

3.4 **Food:** All food provided as part of the HAF programme must:

- comply with regulations on food preparation
- consider allergies and dietary requirements and comply with food information regulations (allergy guidance for schools)
- consider any religious or cultural requirements for food
- comply with the School Food Standards.

Providers may be asked to submit menus **prior** to the start of the programme for approval to ensure school food standards are adhered to. Food can either be prepared on site or purchased from a local food business / catering company. If purchasing food from a local food business or catering company, it is important that due diligence is undertaken particularly around food safety. RBG will not be held responsible for issues between the caterer and provider.

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
- 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
- children with allergies are safe when eating food provided
- all food is to be stored appropriately and at the correct temperature.

3.5 **Food Safety Requirements:** Food forms an integral part of the HAF programme, and it is essential that all food provided is compliant with the law and is safe to eat. All Providers must undertake due diligence to ensure that all suppliers are reputable, particularly if they are receiving preprepared meals. There are a number of food safety checks that a Provider needs to complete in order to deliver the food element of the programme. There may be some variability depending on whether you prepare your own food or purchase ready-made meals from a partner, but you must ensure that all food is served safely.

All Providers, whether they prepare their own food or source from elsewhere, must:

- For each site: **Register with the Royal Borough of Greenwich as a food business** by completing the Food Business Registration form (if not already registered) and have achieved a **Food Hygiene Rating Score (FHRS) score of 4 or 5**. If you feel you do not need to register as a food business, you will need to agree this with the Commercial Environmental Health team in advance of applying to deliver HAF.
- **Have a completed food safety management system in place** such as Safer food, better business for caterers | Food Standards Agency. This system must be on site, available and up to date at all times. This system must also include the arrangements for staff sickness including monitoring and reporting, and actions to be taken if the programme can no longer be delivered safely. This system must also cover suppliers and checks that have been made on their suitability including arrangements for food transport and storage where ready-made meals or similar items are being delivered.
- Have a **minimum of two staff with at least Level 2 food hygiene training** within the organisation, this must be completed prior to a programme starting.
- Have a **minimum of two staff with completed Food Standards Agency allergen training** prior to the programme starting.
- **Have at least one dedicated supervisor on site at all times** with respect to food safety. This member of staff must be fully trained to at least Level 2 in food hygiene and must have completed allergen training.

- **Ensure that all other staff and volunteers are trained and/ or supervised** and instructed in food hygiene matters appropriate to the activity they are carrying out.
- **Ensure any venue being used has suitable facilities** for the provision of a holiday programme and adjust the offer accordingly (for example, sourcing ready-made meals rather than preparing onsite if appropriate kitchen facilities are not available, making sure that fridges are in working order even if just for storing milk or snacks). Organisations that only serve food that has been prepared elsewhere are still required to have suitable facilities for hand washing for serving staff and children (with hot and cold water, soap and towels), sanitising materials, hot or cold food storage (if food is not being served immediately) and appropriate arrangements for refuse disposal. Where an organisation is operating out of a premises that is not their own (such as a school or community venue), the Provider will need to ensure that adequate pest control arrangements are in place. Responsibility for the provision of sanitiser, cloths, soap and hand drying materials must be clarified in advance of the programme.
- **Ensure information on allergens and ingredients is available at every programme, for every meal served.** Food items which are pre-packed for direct sale must be labelled with the name of the food and an ingredients listing with allergens highlighted in bold/different font. Where food is to be taken away, pre-packed for direct sale requirements will apply (Natasha's Law), for more information see here <https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds>
- **Ensure that cultural food is handled correctly.**
- **If you are purchasing food from a caterer, the Provider that is preparing the food must:** Be registered with a local authority and have a Food Hygiene Rating Score (FHRS) of four or five.
- **By taking part in the project, you are required to comply with all relevant legislation as a food business.** The Royal Borough of Greenwich Commercial Environmental Health team is allowed by law to visit at any reasonable time without appointment, and has a range of powers to ensure that standards are maintained <https://www.food.gov.uk/business-guidance/food-safety-inspections-and-enforcement>
- For more information and advice on the requirements prior to or during the programme, please do not hesitate to email food.concerns@royalgreenwich.gov.uk and an officer will reply to you.

3.6 **SEND Provision:** It is vital that high quality provision is available for children with SEND or additional needs who are eligible for FSM. It is expected that all Providers will be able to accommodate CYP with **targeted SEND** within their standard provision offers (Category 1 and 2). Some Providers will be able to offer specialist services for CYP with high levels of need. Please see **Appendix 3** for additional

information on the definition of targeted and specialist SEND provision. When a child with SEND registers with a Provider, the Provider will be responsible for doing an appropriate and accurate assessment of their level of need. This should include seeking permission to obtain additional information from relevant parties, such as the child's school, information from the CYP's Education, Health and Care plan and/or Positive Behaviour Support plan (if applicable) to inform the support planning. Providers should engage with families to understand changing needs, be flexible in supporting families, ensure staff are trained, supported and equipped to provide flexible and responsive care in line with government guidance, and ensure that the food offer takes account of specific dietary and sensory needs.

Providers should only accept a child with high levels of need if you have the appropriate staff training / qualifications and capacity to support the child safely.

For programmes providing support for specialist SEND children/young people, the following training should be undertaken by staff:

- Understanding behaviours that challenge
- Complex health/medical needs including epilepsy and seizure management
- ASD awareness and understanding

- 3.7 **Venue:** Providers must secure an accessible and appropriate venue within the Royal Borough of Greenwich to deliver their programme prior to the contracted start date of the service. As part of quality assurance, RBG commissioners reserve the right to visit sites. When Providers are called on for delivery, they may be asked to share details of venue leasing arrangements. It is important that all Providers undertake due diligence for all venues hired, therefore visiting the space, looking at available facilities and agreeing what equipment can and cannot be used. RBG will not be held responsible for issues between the venue and Provider. Royal Greenwich has a directory of community centres across the borough which are available for hire:

https://www.royalgreenwich.gov.uk/directory/50/directory_community_centres

- 3.8 **Staff Ratios:** Age-appropriate staff ratios must be adhered to and **at least two adults should be present** when working with or supervising children and young people. NSPCC best practice guidance¹ is for the following ratios:

- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

¹ NSPCC Best practice guidance for adult to child ratios for other settings:
<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

For Specialist SEND provision, CYP may require 1:1 support or, in some rare cases, 2:1 support, due to their levels of need, behaviours that challenge and/or medical/health interventions. Providers will be expected to be able to accommodate 1:1 support (or 2:1 support in some rare cases) within their offer where this is required, tailoring support to the CYP's needs and encouraging development of independence (e.g. through some periods without 1:1 support where appropriate,, risk assessed and safely managed).

- 3.9 **Ofsted:** 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. Providers who are already registered with Ofsted must comply with the requirements of their register (e.g. Early Years or Out of Hours) for the programme, this includes but is not limited to, safer recruitment for both staff and volunteers, and safeguarding standards. If the Provider is registered, they must supply their registration number and Ofsted Reports. Where Ofsted registration is required, it must be in place prior to the programme starting. For HAF providers where Ofsted registration is not compulsory, Royal Greenwich would encourage entry onto the Voluntary register. For further information, visit:
<https://outofschoolalliance.co.uk/ofsted>
- 3.10 **Equipment:** The Provider is responsible for sourcing and maintaining all equipment necessary to deliver this service. This will include physical activity equipment, arts and crafts materials, food for cooking and nutrition education sessions. The Provider is responsible for providing all crockery, serving dishes and disposables for the serving and preparation of food where applicable. The disposables must be suitable for recycling or biodegradable.
- 3.11 **Data Protection, Consent and Confidentiality:** The Provider will ensure that all aspects of the service delivery and practice are compliant to relevant Data Protection legislation and regulations including the General Data Protection Regulation (May 2018).
- 3.12 **Data Collection:** All Providers must collect a specific set of data when services are being delivered. Core data will be collected through the Plinth booking system; however, additional data may be requested. All data requirements and formats will be provided. All information must be stored safely in line with GDPR requirements. All Providers will provide the following, but this is not limited to:
- Registration data with key child information including a minimum set of data from each child or young person who attends prior to the programme starting. This must include Free School Meal eligibility. *Provided through the Plinth booking system and collected at registration from Parent/Carer.*
 - Attendance data for each day of programme delivery. *Marked on the Plinth booking system by the provider.*

- The overall number of unique children who participated in the programme. *Provided through the Plinth booking system through the Provider marking attendance.*
- The overall number of unique children in receipt of FSM who participated in your programme. *Provided through the Plinth booking system and collected at registration from Parent/Carer.*
- The number and proportion of children who are in the primary school age range, the secondary school age range, and any children outside of those age ranges who attended the programme. *Provided through the Plinth booking system and collected at registration from Parent/Carer.*
- The number of children with SEND or additional needs who have participated in your programme. *Provided through the Plinth booking system and collected at registration from Parent/Carer.*
- A case study for each holiday programme delivered.
- A completed Provider Delivery Review Form.
- Feedback forms from parents and carers and participants. *Provided through an online form.*

3.13 Whole Systems Relationships: The Provider will facilitate and support the development of relationships, networks and partnerships across a wide range of stakeholders across the whole borough. This will involve developing positive relationships with and between other holiday programme Providers, schools, public health, Young Greenwich, residents and local communities and where applicable local and regional food Providers and physical activity Providers.

3.14 Geographical Coverage/Boundaries: The service will aim where possible to cover the whole borough to ensure equity of access but, where this is not feasible will focus on providing a high quality in areas of deprivation where there is higher need. See Appendix I for the Greenwich Levels of Deprivation heat map showing which areas of the borough have the highest levels need.

3.15 Staffing and Volunteers: All members of staff and volunteers must have evidence of an up-to-date DBS check². Providers should not use volunteers in place of staffing to meet ratios. All staff and volunteers should be recruited using safer recruitment

² From **1 September 2026**, the **supervision exemption** for unpaid volunteers will be removed. This means that volunteers who teach, train, instruct, care for, or supervise children will be considered to be undertaking **regulated activity** even when supervised by a member of staff. A volunteer will be in regulated activity if they:

- Work with children **on more than 3 days within a 30-day period**, or
- Undertake the role **overnight** (including residential visits and school trips).

Impact on Schools and Childcare Settings

- All volunteers undertaking regulated activity must have an **Enhanced DBS check with Children's Barred List information**.
- Schools and providers must ensure volunteers engaged in regulated activity are **not barred from working with children**.
- It is a criminal offence for a barred person to engage in regulated activity or an organisation to allow a barred person to engage in regulated activity.

procedures. Staff will ensure that best practice is followed in relation to safeguarding children and adults. For more information visit www.disclosuresdbs.co.uk

- 3.16 **Branding and Communications:** The programme will be branded 'Royal Greenwich: Holiday Food and Fun'. Branding and communication of the holiday programme will be undertaken in line with the Royal Borough of Greenwich communication policies. There will be central branding and communications provided by the Commissioner and RBG corporate communications. Some Providers may wish to facilitate their own communications which can be done using the central branding and resources provided by the Commissioner, but it should include Holiday Food and Fun. We encourage all Providers to work within the RBG advertising policy, which outlines that RBG settings must not use any visual promotional materials (including digital/social media content) that contain foods and drinks that are high in fat, sugar and salt.
- 3.17 **Recruitment to Programme:** The expectation is that the Provider will facilitate the recruitment of places for their own programmes, signposting parents and carers to the central booking platform, 'Plinth'. There will be a standardised registration form on Plinth to ensure the correct information is collected from each participant and supports the DfE data requirements. Recruitment will be supported by the overarching HAF communications strategy. A minimum of 80% attendance is expected and it is suggested that providers overbook by at least 10% to aid with this (e.g. through use of a waiting list). While we recognise that absences can sometimes be unavoidable, reducing missed bookings helps ensure that provision is used effectively and that as many CYP as possible benefit from the programme.
- 3.18 **Sustainability:** The Provider will aim to minimise waste and maximise recycling. There will be a small amount of food waste and all disposables should be biodegradable/ recyclable or from recycled sources.
- 3.19 **Equality and Equity:** The Provider will demonstrate a commitment to promote equality, value diversity and human rights in all activities. All parents, carers, children and young people will be afforded equal access to the Service, regardless of background or protected characteristic, including home learners, service families and travelling families. Services will be culturally sensitive and inclusive. It is the responsibility of the Provider to comply with all current equality legislation and ensure it implements any new equality legislation as it becomes statute and actively meet the requirements of the Equality Duties, such as:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.
 - Individual needs will be met through conversation and understanding and not assumption.
- 3.20 **Equality Act 2010:** When assessing the requirements of children with SEND or additional needs, providers must make sure they are fully compliant with the Equality Act 2010. This will include making sure that they put in place any reasonable adjustments which are required to ensure that children with a disability are not subject to discrimination. Active promotion and awareness raising of equality issues will be threaded through the Service offer and there will be robust challenge of any discriminatory behaviour.
All Providers must sign the Equality and Equity Charter: [Sign our Equality and Equity Charter | Royal Greenwich Equality and Equity Charter | Royal Borough of Greenwich](#)
- 3.21 **Requirements for Contingencies/Business Continuity:** The Provider must have up to date business continuity management plans in place. This will ensure that an organisation can return to “business as usual” as quickly and painlessly in the event of a disruption no matter how big or small.
- 3.22 **Social Value:** The Royal Borough is utilising the Public Services (Social Value) Act 2012 to deliver on its commitment to making the most out of every “Greenwich Pound” spend and improve the wellbeing of its residents. As such, we are embedding a social value approach into our commissioning activities. As part of your application, you will be asked to demonstrate how you will deliver additional social value to the borough above and beyond the provision of your service. We understand that this will be proportionate to the programme and funding you are applying for.
- 3.23 **London Living Wage:** The Provider must pay London Living Wage to all members of staff.³
- 3.24 **Professionalism:** Providers shall demonstrate the highest levels of professionalism, skill and competence expected in their service of provision at all times. Providers shall ensure that their professional knowledge is maintained as relevant and up-to-date, and shall indicate in the application return how this will be achieved.
- 3.25 **Insurance:** Providers are required to have valid:
- Public Liability Insurance to a minimum of **£5m indemnity**
 - Employer's Liability Insurance with a minimum of **£5m indemnity**

³ The London Living Wage can be found at: <https://www.london.gov.uk/programmes-strategies/business-and-economy/support-your-business/london-living-wage>

4. Safeguarding

- 4.1 The Provider must operate a service that safeguards vulnerable children and adults and is compliant with the Council's requirements. You must have in place safeguarding arrangements that reflect the importance of safeguarding and promote the welfare of children and vulnerable adults, including:
- A clear line of accountability designed to safeguard and promote the welfare of children.
 - A culture of listening to children and parents, taking account of their wishes and feelings, both in individual decisions and the development of services.
 - Clear whistleblowing procedures which are regularly reviewed as well as a culture that enables issues about safeguarding and promoting the welfare of children and vulnerable adults to be addressed.
 - Arrangements which set out clearly the processes for sharing information, with other professionals in compliance with [Working Together To Safeguard Children](#), [London Safeguarding Children procedures](#) and [Greenwich Safeguarding Children Partnership](#) guidance and procedures.
 - A designated named person(s) for safeguarding who has completed RBG safeguarding information training as a minimum. Their role is to support other professionals in the Service to recognise the needs of children and they should be given sufficient time, supervision and support to fulfil their responsibilities effectively.
 - Safe recruitment practices for any individuals (e.g. staff and volunteers) whom the organisation will permit to work regularly with children and vulnerable adults.
 - New staff should receive a comprehensive induction to the Service which has a safeguarding focus and all staff to take part in safeguarding training that is appropriate to their role, including volunteers.
 - The Provider will make sure that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
 - The Provider will have in place Did Not Attend (DNA) Guidelines / Child not brought /Contact Policies and Procedures to help staff follow up those children and families who do not attend appointments or fail to engage. Analysis of those for DNA is required to inform service improvement.
 - A comprehensive understanding of the latest [RBG Social Care and Early Help Threshold Guidance](#) and any other relevant guidance and its application to the Service.
 - Clear policies, in line with those from the [Greenwich Safeguarding Children Partnership](#) for dealing with allegations against people who work with children, must be in place and regularly reviewed. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

- 4.2. The Provider will ensure that all staff are aware of their responsibilities to take action to keep children and adults safe. This includes carrying out their duties in a way that is consistent with legislation, national guidance and the Greenwich Safeguarding Children Partnership and Safeguarding Adults Board Procedures.
- 4.3 The Provider will ensure all relevant staff are able to participate fully in safeguarding meetings, protection planning and core groups.
- 4.3 The Provider will engage in specific training to support their work with vulnerable children.
- 4.4 The Provider will ensure all staff are kept informed of the outcomes of Serious Case Reviews and Learning Reviews and will implement recommendations as required.
- 4.5 The Provider will undertake annual safeguarding audits to demonstrate that they comply with the arrangements set out above.
- 4.6 The Provider will ensure that appropriate ratios of children: adult are adhered to (see 3.8) and a minimum of two staff are on site at all times.
- 4.7 Any serious complaints or concerns including safeguarding should be referred to [Local Authority's Designated Officer](#) and may result in an immediate suspension of service until the matter has been resolved or closed. This decision will be made in consultation with the Holiday Activity and Food Programme Manager.
- 4.8 Additional guidance available: [After School Clubs, Community Activities and Tuition](#)

5. Performance Management

- 5.1 **Key Performance Indicators:** The following KPI's must be met. **Performance against these KPIs will inform the assessment of applications for rounds of grant funding under the APL.**

No	Performance Measure	What is measured	Target
1	Minimum of 1 staff member attending and engaging in HAF mandatory training Mandatory training includes using Plinth, safeguarding, SEND and food safety	Attendance	100%
2	A minimum of 1 staff attending network meetings (where provided) before programme delivery	Attendance	100%
3	Percentage of allocated spaces booked	Data from each	90%

		programme collected via Plinth	
4	CYP attending programme are eligible and in receipt of targeted benefit related FSM	Eligibility of bookings as collected via Plinth	85%
5	Minimum percentage attendance per programme <i>Please note - Providers should consider adopting a clear no-show policy to ensure that places booked are not wasted, and that those on a waiting list are invited to attend if the provider receives confirmation that the booked CYP is not attending.</i>	Participant attendance at programmes marked on Plinth	80%
6	Case study at the end of programme	Case study	Submission of 1 case study per programme
7	Feedback from participants and their families or carers collected in the RBG template provided (or an equivalent, adapted process in the case of SEND provision)	Proportion of attendees who provided feedback	20%

5.2 **Quality assurance:** HAF Providers are subject to quality assurance visits which ensures the programmes are meeting the standards outlined in this grant guidance. The Council requires that the service is provided to the highest standards at all times. Performance will be monitored by Authorised Officers and one to one meetings conducted where needed. It will be a commitment between the Council and the Provider to continuously improve the service to ensure the implementation of best practice and delivery of best value. **Feedback from quality assurance visits will inform the commissioning for rounds of grant funding under the APL.**

5.3 **Monitoring:** Monitoring will include, but may not be limited to:

- Gathering of feedback from service users (children, young people, parents and carers) including complaints and/or receipt of compliments, and how complaints have been addressed.
- Planned visits by Authorised Officer/Commissioning Officer(s) to the Provider's venue address.
- Unannounced visits to examine the quality of the service being delivered, which will include talking to multiple staff and CYP.
- Quality assurance and monitoring will include testing compliance with safeguarding and welfare.

- Provider policies and procedures must be in place and up-to-date at all times.
- Attendance and participation checks at in-person safeguarding training
- Visits from the DfE HAF team

6. Application Process

- 6.1 There are two stages: 1) applying to be part of the Approved Provider List and 2) applying to deliver during a holiday period.
- 6.2 **Applying For The Approved Provider List:** Applicants must complete the Approved Provider List Application Form on Plinth and submit the required documents. The link to the form will be shared on our website and with stakeholders. APL applications will be assessed by a cross-directorate team of officers and moderation panel. To support developing organisations that may need to make minor updates or adjustments to policies, we reserve the right to make an invitation to the APL conditional on updates being completed by a deadline, with evidence provided. **Please note that entry to the APL does not guarantee grant funding.**

See Appendix 4 for the APL application questions, plus weighting and assessment guidance.

- 6.3 **Applying For Holiday Delivery:** Providers that have successfully ‘joined’ the APL (their application has been successful at the APL assessment stage) will have their applications for holiday period grant funding assessed, e.g. Winter 2026 and Spring 2027. Prior to each holiday period providers will be contacted and invited to submit a simple Grant Application Form, setting out what, when, how and where they will deliver and why they have chosen to deliver in this way (e.g. identified need, feedback from families / children and young people). We may use this process to commission services for more than one holiday period at a time (e.g. Winter and Spring). **Please note that prior performance will be considered as part of this assessment process.**

See Appendix 5 for an example of the application requirements and questions, plus weighting and assessment guidance.

- 6.4 **Who Can Apply:** This programme is open to organisations that are a:
- Registered Charity
 - Company Limited by Guarantee
 - Community Interest Company (CIC)
 - Educational establishment (e.g. school or college) applying for funding for non statutory delivery
 - Religious Organisation
 - Social Enterprise
 - Constituted Community Organisation
 - Friends of Group

- Tenants and Residents Association

Additionally, we will need to ensure that your organisation is:

- Non-statutory (except in the case of schools and colleges, which can apply for non-statutory activities)
- Formally constituted
- And has a properly elected management committee

The following will not be considered for funding:

- Individuals
- Groups seeking funding for the purposes of fundraising or redistribution
- Political Parties
- Organisations using funds to engage in political activity or political campaigns
- Churches or religious organisations if the activity is intended to promote the religion itself, or if people must take part in religious services or be from a particular religious group in order to benefit.
- Organisations where 'campaigning' is the main purpose or activity, except local groups addressing specific health and social inequalities
- Organisations currently under investigation by the Charity Commission. However, if the Charity Commission has investigated the organisation within the last two years and the investigation has concluded, organisations should provide details to confirm this.

Please note, applications will be subject to a higher level of scrutiny if they are from:

- Organisations with outstanding undisputed debts to the Council
- Organisations with a poor track record of delivering and monitoring of KPIs in previous similar programme delivery

Governance: Applicants must have at least **three unrelated members** legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a board of Trustees (e.g. charities, CIOs) or Directors (CLG or CICLG) does not count towards this.

Bank account: Applicants must have a **UK bank account in the same name as the organisation** applying with a minimum of two unrelated signatories.

Audited accounts: Applicants must provide audited accounts for the last two years. If these are not available an alternative means of demonstrating financial status will be required, e.g., independently examined accounts or an explanation of why these are not available and evidence of financial stability.

6.5 Who/What Can't Apply:

- Individuals
- Projects and activities that will not meet the criteria for HAF
- Activities that have already taken place (we do not fund projects retrospectively)
- Activities that have no public benefit for the residents of the Royal Borough of Greenwich
- Activities which promote a particular political, religious or extremist view.
- Activities in a formal education setting as part of the core curriculum.
- Finance related to loan repayments, budget deficits or endowments.
- Fundraising events, activities for private gain, or that result in profit being made.

6.6 What We Can Fund: You can apply for funding to cover project activities and staffing, running costs related to the project, including a contribution to organisational overheads of up to 15% and small-scale, reasonable purchase of any equipment you need (no capital items over £1,500). As part of our aim to strengthen VCFS organisations, enabling them to provide more support, we encourage you to consider including some budget for the following in applications:

- Staff training to support delivery
- Funding for [London Youth Membership](#)¹
- Contribution towards developing a sustainability plan following the end of the grant

6.7 What We Can't Fund:

- Capital expenditure (i.e. capital items costed over £1,500)
- Grants to individuals
- Expenditure or activities that have already taken place. By this we mean that retrospective funding will not be awarded
- Activities that promote religious or political views (we can fund religious organisations if they are providing benefit for the wider community and activities do not have a religious agenda or exclude CYP not of a particular religion)
- Foreign travel
- Activity that replaces government funding or is a statutory responsibility
- Activities where people are excluded on the basis of religion, sexual orientation, gender or ethnicity (unless the issue is group-specific).
- Projects and activities that will not meet the criteria for HAF
- Finance related to loan repayments, budget deficits or endowments.
- Fundraising events, activities for private gain, or that result in profit being made.
- Activities that have no public benefit for the residents of the Royal Borough of Greenwich

6.8 Unsuccessful Applicants: Feedback will be provided to unsuccessful applicants. The APL will be reopened periodically as needed and not more than once per year. Unsuccessful applicants will be informed when the APL reopens and there is a relevant opportunity to apply. A provider may be successful at entering the APL but not

successful at their grant application for a holiday period. They would have the opportunity to submit applications for future holiday periods.

- 6.9 **Resubmission or Confirmation of Updates to Policies:** Providers on the APL may be asked to resubmit updated policies or to confirm that their policies have been updated during the duration of the APL.

6.10 **Application Timetable:**

Activity	Date
Application window opens Applicants apply simultaneously for: • Entry to the Approved Provider List • Grant funding for Winter 2026 and Spring 2027	Monday 28 th September 2026 12 pm
Deadline for applications	Sunday 11 th October at 11:59 pm
Evaluation of applications	October – November 2026
Notification of successful applicants	End November 2026

- 6.11 **Terms and Conditions:** Entrants to the APL will be required to sign a standard APL grant agreement provided by RBG and a shorter agreement related to any holiday delivery grant funding.

7. Price and Payment

- 7.1 **Maximum Amounts:** Benchmarking and analysis has been conducted to identify amounts. The maximum hourly amount for direct delivery per child will be as follows:

Category	16 days (Minimum of 4 hours per day)
1	£7.50/ hour/ CYP. E.g. £30 / day / CYP
2	£7.50/ hour/ CYP – generic and targeted SEND. E.g. £30 /day /CYP

	£25/ hour/ CYP for specialist SEND. E.g. £100 / day / CYP
3	£7.50/ hour/ CYP for targeted SEND. E.g. £30 /day/ CYP £25/ hour/ CYP for specialist SEND. E.g. £100 / day / CYP

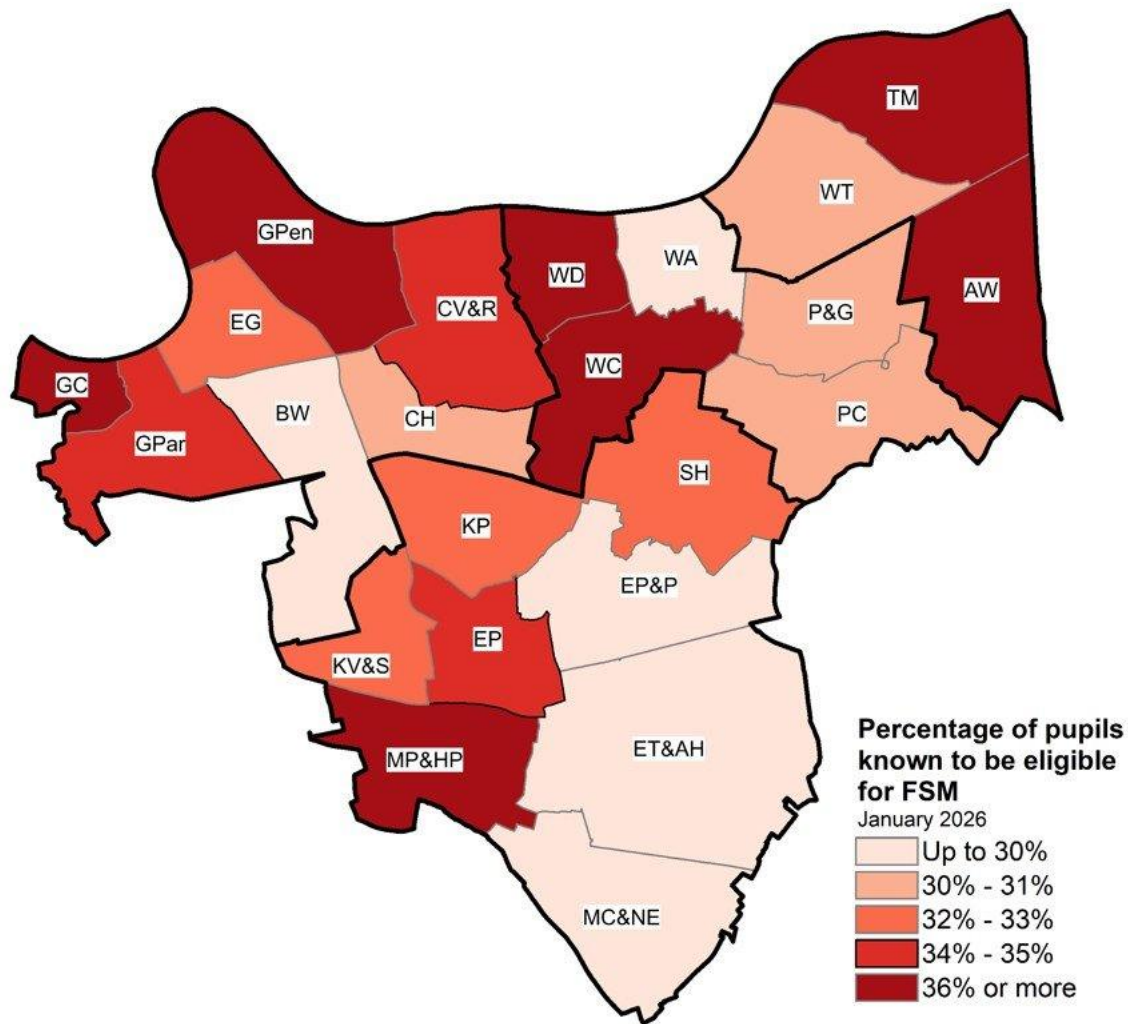
- 7.2 **Maximum Amount Review:** We may periodically review the maximum amounts for each category during the duration of the Approved Provider List to ensure these enable providers to sustainably offer quality provision.
- 7.3 **Over Maximum:** Funding applications requesting amounts over the maximum will be rejected.
- 7.4 **Payments:** Payments will be made in a 70%-30% format, where 70% of the grant will be paid prior to programme delivery. If the provider has bookings below 90% as assessed using Plinth data at the end of delivery, we will reappportion the grant in line with the proportion of bookings and any shortfall will be deducted from the final 30% payment, up to a maximum of 30%.
- 7.5 **Training Penalties:** Where there is non-attendance or late cancellation at centrally funded training then the Provider may be invoiced directly for the cost of the training incurred by the HAF team.
- 7.6 **Paid For Programmes:** Whilst the four hours of HAF programme provision must be free to all participants, providers may wish to offer families the option of purchasing additional hours. Providers may also want to operate paid programmes alongside the HAF programme.

Appendix I: HAF Provision Categories

NB: NO ADDITIONAL HOURS WILL BE FUNDED. THE PROGRAMME IS FOR FOUR HOURS ONLY.

Category	Name	Description	Max. funding per child per hour	Max. funding per child per day
1	Standard HAF provision	The provision of planned HAF services for school aged children 4-16 years, who are in receipt of benefits-related FSM. This provision must be able to accommodate CYP who have targeted SEND requirements (see 3.3). This provision is not for CYP who have identified specialist SEND needs.	£7.50	£30
2	Standard HAF provision with 1-5 spaces for specialist SEND	The provision of planned HAF services for school aged children 4-16 years, who are in receipt of benefits-related FSM. This provision includes primarily standard HAF provision (as above), but the organisation has capacity and skill to accept 1-5 CYP who have specialist SEND requirements (see 3.4).	£7.50 Specialist SEND: £25	£30 Specialist SEND: £100
3	HAF provision for CYP with SEND, in particular specialist SEND needs.	The provision of planned HAF services for school aged children 4-16 years, who are in receipt of benefits-related FSM and who have SEND requirements, in particular, specialist SEND needs. This provision only accepts CYP who have targeted and specialist SEND needs. This provision would not accept any CYP who have no identified SEND. This provision is for a maximum of 20 spaces per session.	Targeted SEND: £7.50 Specialist SEND: £25	Targeted SEND: £30 Specialist SEND: £100

Appendix 2: Greenwich levels of households on FSM



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Appendix 3: SEND Provision Definitions

Targeted SEND: CYP with mild/moderate levels of need that are likely to be attending mainstream school. These additional needs are expected to be met within the **standard HAF provision**. CYP are likely to be able to engage in the main provision offer but may benefit from some additional support, e.g. some periods of additional adult support to settle into the provision or engage in activities, short breaks, access to a separate space if needed. This cohort will include CYP with autistic spectrum disorder (ASD), moderate learning difficulties or communication needs. Parents/carers will be asked to provide information about the child's needs so that providers can review this, develop tailored risk assessments and plans where needed and brief staff. Staff may need some specific training to meet the child's individual needs and to respond in cases of emergency.

Specialist SEND: CYP with high levels of need, that are likely to be attending specialist schools/provisions and are likely in receipt of an individual package of care following a social work assessment. This could include:

- Severe learning disabilities
- Severe physical disabilities
- Severe and profound autistic spectrum disorders
- Disability arising out of serious or chronic illness
- Complex health needs
- Severe sight and/or hearing impairment

These CYP will likely require high levels of adult support throughout the provision to keep them safe, e.g. 1:1 support or, in some rare cases, 2:1 support due to their level of need, behaviours that challenge and/or medical/health interventions. We understand that while providers will be expected to be able to accommodate 1:1 support (or 2:1 support in some rare cases) this would be tailored to the CYP, to encourage development of independence where appropriate. Staff will likely need skills around communication needs, understanding and responding to behaviour that challenges and managing personal care.

Appendix 4: APL application questions, weighting and assessment guidance

Application forms are on our application and grant management platform Plinth. A link to this will be published on our website [here](#), in line with the application timeline.

Below is a summary of the questions asked, weighting and how they will be assessed:

Section	Questions	Requirement	Assessment
1	Organisational details	Key information about your organisation.	Not assessed
2	Compliance and due diligence	Confirmation of London Living Wage Payment. Information about trustees. Last 2 years of audited or independently examined accounts. Key policy documents: • Equality and Diversity Policy • Safeguarding Policy and Procedures • Health and Safety Policy • Whistleblowing Policy • Data Protection Policy and Procedure • Public Liability Insurance £5m • Employer's Liability Insurance £5m	Red, Amber or Green RAG rating Please note – if a 'Red' overall rating is given the provider cannot be admitted to the APL.
3	References	If you have not delivered HAF before we will ask you to provide two references.	Taken up prior to delivery
4	Quality questions	Organisation – 5% Experience – 15% Feedback and impact – 15% Local Knowledge and Understanding – 10%	Assessed with score in line with weighting

		Children and young people's voices – 10% Inclusive approaches – 10% Social value – 10% Complaints – 10% Safeguarding – 15%	Please note – providers must achieve a threshold score of 9% on their Safeguarding quality question to be eligible for admission to the APL.
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Appendix 5: Holiday delivery example application questions, weighting and assessment guidance

Application forms are on our application and grant management platform Plinth. A link to this will be published on our website [here](#), in line with the application timeline.

Below is an example of the questions asked, weighting and how they will be assessed:

Please note that if a provider has not been successful in passing the Approved Provider List stage we will not be able to assess their application for holiday delivery.

Please note that contextual analysis and review across the pool of applications will form part of the assessment process to ensure there is a geographical spread of activities, a range of activities and ages engaged and inclusive SEND provision available.

Section	Questions	Requirement	Assessment
1	Compliance Confirmation	Confirmation of adherence to compliance requirements.	RAG Rating
2	Sections 2 and 3	Kep programme information – e.g. Winter 2026 and Spring 2027 • Category of delivery • Venue address • No. of cyp • Specialist SEND numbers (if any) • Total no. of CYP • Age range • No. of staff • No. of days • No. of hours per day • Dates of delivery • Time of delivery	Not assessed
3	Quality questions	• Overview description – 0% • Food offer – 10% • Nutrition education – 10% • Enrichment – 10% • Physical activity – 10% • Signposting – 5% • Venues – 10% • Inclusion – 5%	Assessed with score in line with weighting

		• Safeguarding and risk – 10% <i>Risk assessment for Winter 2026</i> <i>Risk assessment for Spring 2027</i> • Performance and quality – 15% <i>If the organisation has delivered for Greenwich in Summer 2026 we can use internal information and there is no need for the provider to complete. If not, the provider can include their own response with reference to prior performance on a similar programme and any actions taken to address any issues encountered.</i> • Recruitment and retention – 5% • Contingency plans – 5% • Budget 5%	Please note – providers must achieve a minimum threshold score of 6% on their Safeguarding and Risk quality question to be eligible for holiday funding.
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