



Providers Toolkit for HAF Food Provision



Hello!

This document is aimed at any Bring it on Brum! 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 club provider, you have 3 options for the provision of food to young people:

1 Central food service

2 Provide own food via on-site facilities at the venue

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

This guide is primarily intended for those choosing options 2 and 3, however there is some useful information if you do provide a central food service. 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





1

If you have chosen Option 1 – to access the Central Food Service – this is currently provided to Birmingham via Fresh Food For Now. If you are an existing provider you will already have an account and login details to order the meals you require.

The deadline is 1pm on the Thursday prior to the week of delivery. Please be aware this is **non-negotiable**. All orders must be received by this date otherwise delivery is NOT guaranteed.

If you are a new provider wanting to use the Central Food Service, you need to contact pam.noel@streetgames.org to set up an account as part of Bring it on Brum! provision.





2 or 3

If you select Option 2 or 3 – either to provide food from your own venue or to use a local provider to deliver food directly to the club – you are required to submit the documents outlined on Page 6 as part of your application to Bring it on Brum!



Food Safety & Hygiene Requirements

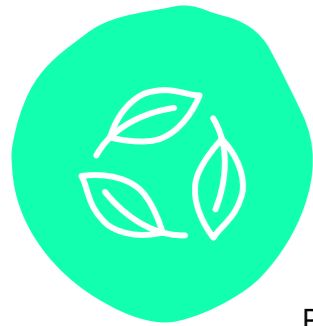
It is compulsory to submit the following documents as part of the application process.

-  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. (pages 11/12/13)



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 Certification

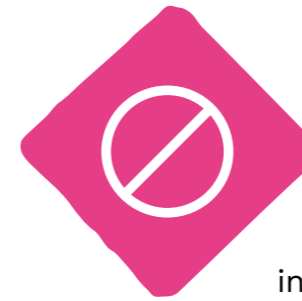
If you regularly provide food for other people, whether for profit or not, you are classed as a 'food business'. Food includes drink.

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/birmingham>
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 Bring it on Brum – see the training programme for details.
5. Any specific questions relating to this please contact Kathryn.pearson@birmingham.gov.uk



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 HAF.EH@birmingham.gov.uk 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 (page 11) 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.

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)

2

For tinned products choose items in water or natural juice, not syrup. Check there is no added salt or sugar

3

Look to increase fibre with wholemeal/ wholewheat products where possible – or a mix of white/wholemeal

4

Consider baked items as an alternative to fried

5

Provide fruit-based puddings where possible

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

7

Look to provide a variety of foods and meals across the week

8

No high-sugar drinks including Yazoo, energy drinks, Lucozade, Coca-Cola etc

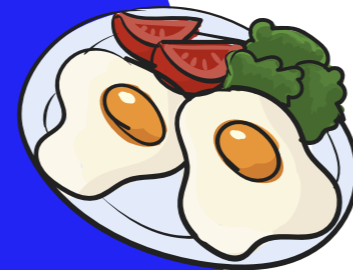
Food Standards Menu Checklist

Name of Provider: _____

HAF Delivery Period - Winter / Easter / Summer

Food Group	Example	Food Based Standards for Meal Being Provided	Standard Met? (Y/N) (BioB 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 foods 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 & 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 more than 2 portions of food which include pastry each week				
		No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat				
		Savoury crackers or breadsticks can be served a lunch with fruit or vegetables or dairy food				
		No confectionery, 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 1tsp				
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.						

Review / Feedback Comments (BioB use only): _____



Packed Lunch Additional Guidance

Name of Provider: _____

HAF Delivery Period - Winter / Easter / Summer

Food Group	Requirement	Examples of Options Available	Standard Met?	
			Week (Y/N)	
Fruit & Vegetables	2 portions per Day	Apple / Banana / Berries / Citrus / Melon etc		
		Carrot sticks / Celery / Crudites / Sugar Snap Peas / Cucumber etc		
Starchy Food	1 Portion per Day	White or Wholegrain Roll		
		Pitta or Wrap		
		Pasta / Rice Salads		
		Couscous / Quinoa		
		Potatoes		
		Noodles		
Protein	1 portion per Day	Cooked Meat - eg 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 / Falfal / Peanut Butter		
		Oily fish once or more every 3 weeks overall		
		eg. 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 / Pasties		
		Confectionery - chocolate including chocolate covered bars / sweets		
Drink	Recommended Options	Free, fresh drinking water available at all times		
		Water / Fruit Juice / Milk / Smoothie / Yoghurt		
		(See guidance on overall sheet)		
Suggested Alternatives & Swaps	Swap this item	For one of these		
	Fruit Bar	Dried fruit - Apricots / Raisins / Sultanas (1 portion size for each individual is the same as the amount as that person can hold in the palm of their hand)		
	Yoghurt	Look for reduced / low sugar options (not necessarily low fat)		
	Crisps	Popcorn or Rice Cakes		
	Fruit	Pre sliced & prepared (squeeze lemon juice on to stop browning) 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 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		
	Cake/Chocolate	Malt loaf, Fruit loaf, Seeded Flapjack or Fruit based cake		
Jelly	Sugar free jelly			

Menu Template



Name of Provider / HAF Club _____

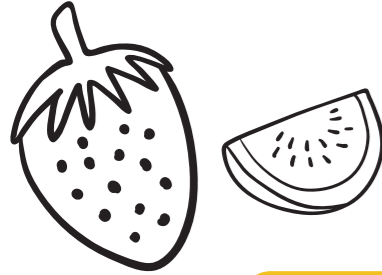
Name of Catering Services if not on site _____



	WEEK 1	WEEK 2	WEEK 3	WEEK 4
MONDAY	Main Meal			
	Alternative Options			
	Vegetables Served			
	Dessert / Pudding			
	Drinks			
TUESDAY	Main Meal			
	Alternative Options			
	Vegetables Served			
	Dessert / Pudding			
	Drinks			
WEDNESDAY	Main Meal			
	Alternative Options			
	Vegetables Served			
	Dessert / Pudding			
	Drinks			
THURSDAY	Main Meal			
	Alternative Options			
	Vegetables Served			
	Dessert / Pudding			
	Drinks			
FRIDAY	Main Meal			
	Alternative Options			
	Vegetables Served			
	Dessert / Pudding			
	Drinks			

MENUS

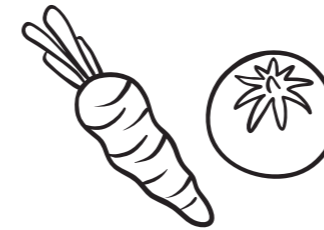
EXAMPLE 1



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Main Meal	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, suede 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 (to suit dietary requirements / preferences as needed)	Homemade tomato soup tuna pasta sandwich made with 50/50 bread Filling options: cheese, falafal, chicken, tuna	Chicken noodle soup Cheesy Pasta sandwich made with 50/50 bread Filling options: cheese, falafal, chicken, tuna	Parsnip soup sandwiches made with 50/50 bread Filling options: cheese, falafal, chicken, tuna	Lentil soup sandwiches made with 50/50 bread Fillings options: cheese, falafel, chicken, tuna	Tomato soup sandwiches made with 50/50 bread Fillings options: cheese, chicken, tuna
Vegetables served	Tomatoes, Sweetcorn, Peas	Peas	Carrots, Suede	Beans, Mushy Peas	Beans, Mixed Vegetables
Dessert/ Pudding	Mixed yoghurt & fruit (apples, grapes, satsuma)	Fruit salad (strawberries, blueberries, melon, grapes) mixed fruit yoghurts	Rice pudding & fresh fruit	Fruit salad (strawberries, blueberries, melon, grapes) mixed fruit yoghurts	Flapjack and yoghurts
Drinks	Water, Milk	Water, Milk	Water, Milk	Water, Milk	Water, Milk



EXAMPLE 2



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Main Meal	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 naan, fresh green salad, baked spicy wedges and chilli dip	Chicken or vegetable pasta stir fry including peppers and mushrooms and noodles	Salmon, noodles, carrot, broccoli and babycorn served with soy, honey and ginger sauce
Alternative Options (to suit dietary requirements / preferences as needed)	Lentil curry, plain rice, salad, raita yoghurt dip	Packed lunch of sandwich on brown bread Filling options: tuna crunch, cheese salad, chicken salad or cheese and tomato	Jacket potato with tuna, beans or cheese	Packed lunch of sandwich on brown bread or wrap Filling options: tuna crunch, cheese salad, chicken salad or cheese and tomato	Tofu, noodles as above
Vegetables served	Beans, Lettuce, Tomatoes, Cucumber, Sweetcorn	Lettuce, Cucumber, Tomatoes	Lettuce, Tomatoes, Cucumber, Peppers	Peppers, Mushrooms, Stir Fry Veg, Salad, Tomatoes	Broccoli, Babycorn, Carrot
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
Drinks	Water	Water	Water	Water	Water



