

Specification
for
[Holiday Activity & Food Programme
(HAF) 2026-27 & 2027-28 & 2028-29]

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[Template specification for guidance with suggested headings, you can add / remove any of the headings to suit your requirements] **Error! Bookmark not defined.**

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1. Background Information

City of Bradford Metropolitan District Council (the Council) covers an area of approximately 141 square miles. This includes Bradford city centre, the towns of Shipley, Bingley, Keighley and Ilkley and many other communities including Addingham, Baildon, Burley, Cullingworth, Denholme, Eastburn, Eccleshill, Haworth, Menston, Oxenhope, Queensbury, Silsden, Steeton and Thornton. The total population of the district the Council serves is approximately 546,400 (2021 Census)

The Council is seeking to appoint approximately 110 providers to deliver the Holiday Activity and Food (HAF) programme. [Further details regarding the HAF programme can be found in the Main Document 1 - Holiday activities and food programme Guidance 2025 - GOV.](#)

The guidance for 2025 is being used as a template for delivery between the 3 financial years of 2026-27 and 2027-28 and 2028-29. All applicants are being made aware that guidelines can and do change based on the DfE requirements and all applicants must be prepared to adapt to these changes as and when they occur. Failure to adapt to these changes can result in withdrawal of your club from the programme. Only complete the application form if you are prepared to accept this condition.

2. Length & value of the grant agreement

It is anticipated that the grant agreement will be for a period of 1 year (2026-27) with an option to extend offered annually based on performance/achievement of your club and the value of funding received from the DfE for a maximum period of 2 further years (2027-28 & 2028-29).

3. Lot Details

The grant will be split into the following lots:

Lot 1 – Bradford East (Secure 23 small clubs and 5 mid-size clubs)

Lot 2 – Bradford West (Secure 23 small clubs and 4 mid-size clubs)

Lot 3 – Bradford South (Secure 13 small clubs and 2 mid-size clubs)

Lot 4 – Shipley (Secure 13 small clubs and 1 mid-size clubs)

Lot 5 – Keighley (Secure 18 small clubs and 3 mid-size clubs)

Lot 6 – District Wide (Secure 5 large/multi-site clubs)

[Further details of the Lots can be found in Main Document 3 - Forecasted Clubs Plus Forecasted Spend for 2026.](#)

As the total value of funding in each year is unknown, each Lot will be adjusted to reflect the value of funding received from the DfE. Each applicant will be notified of any adjustment prior to any agreements being signed. The average value per club may go up or down depending on funding levels.

The number of lots will be further split by Constituency ensuring sufficient spread of clubs across the district.

The programme aims to secure approximately 110 successful applicants to deliver HAF on behalf of Bradford Council. **Due to the anticipated volume of clubs applying, a restriction is being placed on all applicants. Each applicant may only submit 1 application for 1 lot. Applicants who submit multiple applications will have all their applications rejected at sifting/1st assessment stage.**

Complete [Main Document 5 - HAF 2026 - Small Clubs Application Form](#) if you are applying to become a small club.

Complete [Main Document 6 - HAF 2026 – Mid-Size Clubs Application Form](#) if you are applying to become a mid-size club.

Complete [Main Document 7 - HAF 2026 – District Wide Application Form](#) if you are applying to become a district wide club.

The definitions for each club size are as follows;

- Small club – you will work with up to 30 children or less in your chosen ward/constituency
- Mid-size club – you will work with up to 50 children or more than 30 children in your chosen ward/constituency
- District Wide Clubs – you will work with up to 150 children or more than 50 children in your chosen ward/constituency and you will either work with schools in multiple constituencies or you will have multiple clubs in multiple constituencies

4. Scope of Works / Schedule of Works

For the applicant in each chosen Lot to be part of the wider HAF delivery team, delivering the HAF programme in the following times;

Easter 2026 – deliver 4 hours per day for 4 days

Summer 2026 – deliver 4 hours per day for 16 days

Christmas 2026 – deliver 4 hours per day for 4 days

During each holiday period, to deliver a variety of activities every day that include but not limited to;

1 hour of physical activity to activate the body

1 hour of enrichment activity to activate the mind

Provide a hot meal every day

Provide water/snacks/fruit/breakfast options every day

Encourage family members to attend sessions once a week to bond families together

Have trip days to local/national activities/sites/locations

To create variety that makes your club fun and interactive

All successful applicants must complete the following prior to each holiday season

Submit a pre-planning document that will be issued to you

Use the Council approved monitoring system to upload your organisation details, club timings and holiday activities that you will be delivering

Use the Council approved booking system to record your beneficiary participation, verify eligibility and record attendance

At the end of each holiday season, complete your beneficiary verification report and your seasonal closure report

5. Trade Associations / Memberships / Qualifications

Provider(s) must hold membership with the following;

Ofsted registration on the compulsory or voluntary register is preferred but not compulsory.

6. Use of Subcontractors

Providers may bring in outside resources/organisations to help deliver your club activities. For example, you may pay for a cycling coach to come and deliver sessions at your site or you may pay for a supplier to bring their equipment/animals etc to your delivery location.

This grant agreement cannot be fully or in part be subcontracted to a third party supplier.

7. TUPE

Not applicable to this grant funding. All employees must be employed by your organisation on a sessional basis for the duration of the delivery period factoring in any pre-planning requirements for your club and any post reporting processes that are required.

8. Working Hours

As noted in point 4 above factoring in planning and post-delivery actions.

9. Pricing

The programme pricing schedule is as follows

Funding will be allocated on the basis of £25 per day per child in attendance based on the Lot you have chosen to apply for

The standard funding schedule of 24 days per year is as follows

4 days during the Easter holidays

16 days during the summer holidays

4 days during the Christmas holidays

The number of days delivered in each holiday season can be adjusted, for example you may reduce the summer holidays to 12 days and deliver 6 days during Easter and 6 days during the Christmas holidays.

The number of days delivered in each holiday season can be reduced, for example you may reduce the summer holidays to 12 days and deliver 3 days during Easter and 3 days during the Christmas holidays.

The number of days delivered in each holiday season can be increased, for example you may increase the summer holidays to 20 days and deliver 6 days during Easter and 6 days during the Christmas holidays, this increased adjustment will only be offered subject to funding availability.

You can choose to not deliver in any specific holiday season, for example you may decide that you do not want to deliver during the Christmas holidays.

These amendments can be identified/made in your application form.

10. On-Site Specifics

Your chosen delivery site must comply with all current building codes, health and safety legislation and child welfare/security/safeguarding.

Site safety for holiday clubs involves a combination of physical and procedural measures, including **daily risk assessments**, maintaining a **clean and childproofed environment**, implementing robust **emergency procedures**, and ensuring **appropriate staffing ratios and training**. Key aspects include regular inspections for hazards, clear emergency exits, staff training in first aid and safeguarding, and keeping parents informed of risks and activities.

Physical site safety

- **Routine inspections:** Regularly inspect the site for hazards like broken furniture, sharp edges, or loose flooring. Ensure all play areas and equipment are safe
- **Cleanliness:** Maintain high standards of hygiene, especially in toilets, kitchens, and dining areas. Ensure hand-washing facilities are always available
- **Childproofing:** Make sure the area is childproofed, particularly in places where children sleep or do crafts
- **Emergency preparedness:** Clearly mark all emergency exits and ensure they are unobstructed. Have a plan for evacuation, and make sure staff are familiar with it. Ensure all entrances are locked and monitored for access

Procedural and staff safety

- **Daily risk assessments:** Conduct daily pre-opening checks to assess the site for any new hazards and plan for the day's activities based on weather conditions

- **Staffing ratios:** Maintain low child-to-adult ratios to ensure close supervision. Specific ratios may vary depending on the children's age
- **Staff training:** Ensure staff are trained in first aid, child safeguarding, and food hygiene. Some organizations may require specific e-learning courses. Ensure a lead member of staff is a certified DSL (designated safeguarding lead)
- **Parent communication:** Inform parents about all activities, potential risks, and what steps have been taken to ensure safety. Remind them of any special clothing their child will need
- **Behaviour management:** Establish and communicate rules to children about expected behaviour, especially during travel or adventurous activities

Other important considerations

- **Safeguarding and DBS checks:** Ensure all staff have up-to-date DBS checks
- **Insurance:** Verify that you have adequate insurance cover for the activities planned
- **Food safety:** Ensure all food provided meets the required standards and follow appropriate food hygiene guidelines
- **Waste management:** Dispose of waste safely and keep bins covered

11. Personnel Specifics

Personnel specifics for staff members running or participating in holiday clubs is as follows;

Staffing ratios and supervision

- **General ratio:** A common recommendation is a ratio of 1 staff member to 8 primary aged children and 1 staff member for 10 secondary aged children
- **Minimum staff:** A minimum of two staff members must be present with the children at all times, regardless of group size
- **Supervision:** Staff must be able to keep children in sight or hearing at all times and must have conducted risk assessments regarding emergency situations

Qualifications and training

- **Manager/Leader:** The manager and any deputies should have a relevant qualification and direct experience working with children
- **Other staff:** The remaining staff should hold a relevant qualification or be working towards one
- **General training:** All staff must be competent in English and have received training and hold certification in level 1 or level 2 child protection and food hygiene
- **Activity-specific qualifications:** For certain settings, such as those focused on sports, at least one member of staff may need a relevant qualification (e.g., sports coaching).

Checks and recruitment

- **DBS checks:** All staff and volunteers must undergo an enhanced Disclosure and Barring Service (DBS) check, which includes barred list information.
- **Safe recruitment:** All safe recruitment procedures, including checks for references, employment history, and identity verification, must be used for both temporary and permanent staff.
- **Timing:** There must be enough time for DBS checks to be completed before the staff member starts work.

Other considerations

- **Insurance:** Clubs must have adequate and appropriate insurance cover for all activities, and disclaimers may be needed for activities not covered by the policy.
- **Codes of practice:** Staff should be aware of and follow codes of practice or policies and procedures, and have a clear understanding of their responsibility to keep children safe and what to do if they have a concern about a child's wellbeing.

12. Complaints Procedure

All complaints either via providers or parents must come via the HAF project manager. These will be dealt with on a individual case by case basis and escalated to programme level/board level when required.

13. Key Performance Indicators (KPIs)

Performance will be measured using booking and attendance data and all providers must achieve in excess of 80% of agreed delivery.

Failure to achieve a minimum of 80% will result in a 10% payment penalty, contract reduction or contract cancellation.

14. Invoicing & Management Information

Payment of the full annual grant will be made in 6 instalments

90% payment of Easter value advanced prior to Easter delivery

10% payment of Easter value paid post Easter delivery and submission of reports

90% payment of Summer value advanced prior to Summer delivery

10% payment of Summer value paid post Summer delivery and submission of reports

90% payment of Christmas value advanced prior to Christmas delivery

10% payment of Christmas value paid post Christmas delivery and submission of reports