

Barnet BACE Holidays 2026 Application Pack

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1. How to Use This Application Pack

This application pack provides guidance for organisations applying to deliver Holiday Activities and Food (HAF) provision as part of Barnet BACE Holidays in 2026 for the London Borough of Barnet.

Providers should read this pack in full before starting the online application form. It explains eligibility, delivery expectations, scoring and provider responsibilities.

The online application form is the formal submission. This pack supports but does not replace the application form.

2. About the Holiday Activities and Food (HAF) Programme

The Holiday Activities and Food (HAF) programme funded by the Department for Education (DfE), provides support to school-age children and young people from low-income families during school holiday periods throughout the UK. Research has shown that the school holidays can be pressure points for some families. For some children and young people that can lead to a holiday experience gap. Children and young people from low-income households are more likely to:

- Experience food insecurity and social isolation
- miss out on physical activity and enriching experiences
- fall behind in development and well-being

The HAF programme is a direct response to this, providing free nutritious meals, enriching activities, and safe environments for eligible children and young people, benefiting their health, wellbeing, and learning.

Since 2021, the HAF programme has enabled us to support thousands of disadvantaged children, young people, and their families throughout the Spring, Summer, and Winter school holidays.

In the Borough of Barnet the HAF project is called Barnet. Active. Creative. Engaging (BACE) Holidays.

2.1 Who Is the Programme For?

The HAF programme is primarily for school-aged children and young people aged 4 to 16 (reception to year 11 (inclusive)) from low-income families who receive benefits-related free school meals (FSM).

Benefits-related FSM are available to pupils if their parents are in receipt of one of the qualifying benefits and have a claim verified by their school or local authority. Eligible children will receive a 16-digit e-voucher code from www.holidayactivities.com to verify and confirm their place at point of booking.

The eligibility for HAF in 2026 to 2027 continues to be children and young people in receipt of benefits-related FSM up until September 2026. From September 2026, FSM eligibility will be



expanded to all households in receipt of Universal Credit, while existing FSM protections related to Universal Credit rollout will be removed. This means that from September 2026, when the new FSM expansion takes place, HAF **will not be** expanded to children from households in receipt of Universal Credit for this delivery period.

For further clarification:

- children who become newly eligible for FSM in September 2026 due to the expansion to households on Universal Credit, but are above the existing FSM threshold, **do not become eligible** for HAF
- children who become newly eligible for FSM under the existing threshold become eligible for HAF

For 2026 to 2027, the HAF programme will remain in line with the existing FSM threshold, for the whole of the delivery year.

2.2 Universal Infant Free School Meals

Infant pupils who receive a free meal through Universal Infant Free School Meals (UIFSM) must also be eligible for benefits-related Free School Meals (FSM) in order to access a place on the Holiday Activities and Food (HAF) programme.

2.3 Other Children and Families

Local authorities may use up to 15% of their HAF funding to offer free or subsidised holiday club places to school-age children and young people who are not HAF-eligible, but who the local authority believes would benefit from the programme.

In Barnet, these places will be allocated through a HAF access request pathway, which must be submitted by a professional supporting the child or family.

2.4 Aims of the Programme

The programme aims to help eligible children and young people eat more healthily, be more active, and develop resilience, character, and well-being through enriching activities, and to ensure that children and young people are safe, not socially isolated during the holidays, and return to school feeling more engaged and ready to learn.

There are many benefits for children and young people who attend the HAF programme.

HAF providers should ensure a high-quality experience that will result in children and young people:

- receiving healthy and nutritious meals
- maintaining a healthy level of physical activity
- being happy, having fun, and meeting new friends
- developing a greater understanding of food, nutrition, and other health-related issues
- taking part in fun and engaging activities that support their development and well-being



- feeling safe and secure
- getting access to the right support services
- returning to school feeling engaged and ready to learn

HAF also improves the accessibility and affordability of childcare during school holidays, helping parents and carers on lower incomes to work or manage other commitments. Offering mixed models of delivery or longer sessions can further support families.

Families benefit most when providers consider their needs during programme design and delivery. This may include:

- opportunities for families to take part in sessions or activities
- clear signposting to other services and support, such as health services, employment advice, or education and training opportunities

2.5 The Core Offer

Local authorities are expected to deliver the equivalent of at least 6 weeks of HAF provision per year. Each week must include a minimum of 4 days, resulting in at least 24 days of provision annually.

As a minimum, this includes:

- Spring school holidays: at least 1 week (4 days) of face-to-face provision
- Summer school holidays: at least 4 weeks (16 days) of face-to-face provision
- Winter school holidays: at least 1 week (4 days) of face-to-face provision

2.6 Other Delivery Periods

Local authorities may choose to offer additional HAF provision beyond the core offer, including during half-term holidays.

Barnet Council will be considering a HAF delivery option for providers during:

- October half-term: face-to-face provision

2.7 Length of HAF Sessions

Local authorities are expected to ensure that all eligible children and young people can access the equivalent of at least 4 hours a day, 4 days a week during each HAF-funded holiday week.

Barnet recognises that providers may wish to offer longer or shorter sessions, and this flexibility is encouraged, particularly to meet the needs of:

- older children and young people
- children with Special Educational Needs and/or Disabilities (SEND) or additional needs



- families who require childcare support

Providers are strongly encouraged to consider offering paid places alongside HAF-funded places, where appropriate. This helps ensure the HAF programme supports local childcare sufficiency during school holidays.

This flexible approach allows providers to vary session lengths and explore how different funding streams can work together. For example:

- combining core HAF funding with other funding sources
- linking HAF-funded hours with paid provision beyond the core offer in Ofsted-registered settings
- promoting Universal Credit and Tax-Free Childcare (TFC) to help eligible parents reduce the cost of paid-for hours

3. Framework of Standards

The DfE have published a Framework of Standards for the 2026 programme. This is available at the following link:

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2026-to-2027>

HAF Providers will be required to meet these standards as part of their HAF programme. Part of the application will ask for information about your organisations understanding and ability to meet these standards; it is essential that you fully answer these questions. The standards included in the application are:

- inclusion, SEND and equality
- food provision
- increasing awareness of healthy eating, healthy lifestyles, and positive behaviours
- physical activities
- enrichment activities
- signposting and referrals and supporting families
- policies and procedures
- safeguarding
- Ofsted registration / exemption (as applicable)

Please read the standards carefully before completing your application.

In addition to the standards, providers will also be expected to meet the following to deliver provision appropriately:



- tailoring local provision
- community cohesion in HAF

3.1 About Barnet's HAF Programme

Barnet Council is seeking to fund a diverse range of projects and enrichment activities that:

- are engaging and accessible for children and young people of all ages and abilities
- include the provision of nutritious food

HAF places may be offered alongside paid-for, subsidised, or free non-HAF places, at the provider's discretion.

All HAF-eligible children and young people must be offered places free of charge.

3.2 Meeting Local Needs

The Barnet HAF team is particularly interested in working with organisations that can target areas with the highest numbers of children and young people eligible for benefits-related FSM.

4. Barnet Application Process for 2026

Organisations wishing to deliver HAF provision in Barnet during the 2026 programme must complete an online application. Applications will be scored, and successful providers will become Approved HAF Providers.

4.1 Eligibility - Who can apply?

This fund is open to the following sectors, which can meet the objectives, aims, and standards of the programme:

- voluntary or community groups*
- charities*
- schools
- private providers

In addition, all staff employed in HAF funded provision:

- staff team all have enhanced DBS (Disclosure and Barring Service) checks
- DBS information for all staff and volunteers is stored on a single central record
- safeguarding policy and procedures
- named DSL (Designated Safeguarding Lead) and Deputy DSL
- public liability insurance



- health and safety policy and procedures
- emergency procedures and a named, qualified first aider
- risk assessments
- suitable staff: child ratios based on age and type of organisation
- accessibility, SEND (Special Educational Needs and/or Disabilities), and inclusion policies and procedures
- named SENCO
- equality and diversity policies and procedures
- compliant with Ofsted requirements (registration or exemption as applicable)
- evidence of being a registered food business
- data protection policy with references to UK General Data Protection Regulation (GDPR)
- contingency arrangements
- appropriate policies, procedures, and documentation for the type of provision

In addition, all staff employed in HAF funded provision:

- must have the right to work in the UK
- must be able to deliver the programme
- must be paid the appropriate London Living Wage

4.2 Ofsted registration

Some organisations may be legally required to register with Ofsted, depending on the type of provision they offer and the age range of children in their care. While registration can provide benefits, it is not a requirement for providers participating in the HAF programme.

Certain providers may choose to register with Ofsted even when it is not mandatory. Registration can offer important advantages for families, including eligibility for Tax Free Childcare and the childcare costs element of Universal Credit. Through these schemes, families may be able to claim back up to 85% of childcare costs when their child attends an Ofsted-registered setting.

Further information: <https://www.gov.uk/help-with-childcare-costs/universal-credit>

Guidance on the exemptions to Ofsted registration: <https://www.gov.uk/guidance/registration-exemptions>

4.3 How to apply

Organisations must submit their application online using the [HAF Application Form](#) available through the BACE Holidays provider portal.

New providers, or those who need additional support, must also book a 30-minute pre-approval interview with the Barnet BACE Holidays team before their application can be approved.

[Book a pre-approval interview](#)



To submit a complete application, providers are required to:

- **Complete and submit the online application form** using the link provided in the provider portal
- **Book a 30-minute pre-approval interview** with the Barnet BACE Holidays team if they are new to the programme or require further support
- **Send any optional supporting documents** to BACEHolidays@barnet.gov.uk, clearly stating which application the documents relate to

Appendix 1 contains a PDF version of the application questions for preparation purposes only. This helps providers gather all required information before starting the online form.

Please do not complete Appendix 1. All applications must be submitted online only through the provider portal link.

4.4 Key Dates

As a provider you will only need to complete the full application once for all dates you can deliver across 2026:

Round 1:

- will *open* **Tuesday, 10 February 2026 at 18:00**
- will *close* **Friday, 20 February 2026 at 23:59**

Round 2:

- will *open* **Monday 13 April 2026 at 09:00**
- will *close* **Thursday 23 April 2026 at 23:59**

Organisations will be notified if their application has been successful seven working days after the applications have closed.

Completed application forms, interviews, and optional supporting information must be received by the closing dates above for the application to be considered.

4.5 Scoring

Organisation Information (2 points)

Criterion	Description	Points
Organisation location	Locality to the London Borough of Barnet	1
Website and/or social media	Up-to-date website and/or active social media pages	1
Total		2

Track Record OR References (5 points)

Only one pathway will be scored

A. Track Record – Returning Providers Only (5 points)

Criterion	Description	Points
Ability to meet deadlines	Evidence of meeting agreed deadlines	2
Most recent quality visit	RAG rating from latest quality visit	2
Most recent food hygiene rating	Latest food hygiene score	1
Total		5

B. References – New Providers Only (5 points)

Criterion	Description	Points
References & due diligence	Strength of references and due diligence checks	Up to 5
Total		5

Important note:

Applications from providers who have previously delivered in Barnet and:

- demonstrated poor quality,
- had serious incidents or concerns, or
- failed to meet key deadlines

may be **rejected or restricted**.

Providers unsure of their suitability may contact: BACEHolidays@barnet.gov.uk

About Your HAF Offer (2 points)

Criterion	Description	Points
Core HAF offer	Clear delivery of full core HAF offer in line with DfE requirements	Up to 2
Total		2

SEND & Inclusion (16 points)

Criterion	Points
Staff with appropriate SEND experience	1
Named SENCO	1
Confidence supporting low, medium & high needs	5
Training, expertise, or experience across a wide range of SEND	9
Total	16

Framework of Standards (52 points)

Minimum required to progress: 39 points (including all subsection minimums)

Scoring Breakdown

Standard	Maximum Points
Food provision	15
Healthy eating, healthy lifestyles & positive behaviours	8
Physical activities	3
Enrichment activities	5
Signposting, referrals & family support	4
Policies & procedures	9
Safeguarding	5
Ofsted registration / exemption	3
Total	52

Minimum Required per Standard

Standard	Minimum Required
Food provision	15
Healthy eating / healthy lifestyles	8
Physical activity	1
Enrichment activities	1
Signposting & family support	1
Policies & procedures	9
Safeguarding	5
Ofsted registration / exemption	0

Providers who do **not** meet *any* of the required minimums will **not progress** to the next stage.

Tailoring Your Offer to Barnet (5 points)

Criterion	Points
Use of staff and/or volunteers local to Barnet	2
Demonstrated sustainable practice	2
Community cohesion	1
Total	5

2026 Application Details (8 points)

Criterion	Points
Range of holidays proposed	3
Age ranges provider can work with	2
Targeted support (SEND, 12–16, hard-to-reach communities)	3
Total	8

Additional Information (10 points)

Criterion	Description	Points
Other out-of-school provision in Barnet	Current non-HAF provision delivered in Barnet	Up to 10
Total		10

Overall Scoring Requirements

Requirement	Detail
Maximum score available	100 points
Minimum score to progress	75 points (75%)
Oversubscription	Threshold may be raised if demand exceeds budget

Applications may be disqualified if:

- False information is provided, or
- Requested clarification is not supplied.

The Barnet BACE Holidays Team may contact organisations for clarification.

Successful applicants will be notified via BACEHolidays@barnet.gov.uk

4.6 Offer Types

Most HAF providers are expected to deliver the full HAF offer, ensuring that children and young people receive high quality, safe and inclusive provision. This includes:

- Delivering for a **minimum of four hours per day**
- Providing **nutritious food that meets School Food Standards**, either prepared inhouse or supplied by a catering provider
(School Food Regulations 2014: <https://www.legislation.gov.uk/ukxi/2014/1603/contents>)
- Offering **enriching activities**, including at least **60 minutes of physical activity per day**
(UK Chief Medical Officers' Physical Activity Guidelines: <https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report>)
- Meeting **all DfE HAF delivery standards**
(Standards for Holiday Provision: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2026-to-2027#standards-for-holiday-provision>)
- Delivering provision specifically for **children and young people**, rather than family-wide events wide events

While the full offer will be the standard expectation, Barnet is also keen to hear from organisations who can provide **flexible, targeted provision** for specific groups, such as:

- Families
- Children and young people with SEND
- Older young people



These types of provision may not always meet the full HAF offer due to the nature of their programme or specialist activities. Providers offering flexible or specialist provision - particularly those new to the BACE Holidays programme - should contact the team in advance.

If your proposed HAF offer does not meet the full criteria and you are a new provider, please email BACEHolidays@barnet.gov.uk to discuss your proposal before submitting your application.

4.7 Your Food Offer

Barnet is seeking creative and engaging applications that go beyond simply providing meals. Providers are encouraged to design food experiences that help children and young people learn, explore and enjoy healthy eating. This may include:

- Tasting sessions and opportunities to try new foods
- Activities that explore where food comes from and how it is produced
- Fun, age-appropriate ways of understanding nutrition
- Opportunities for children and young people to help grow, source or prepare food

Mealtimes should be sociable, positive and inclusive. Staff are encouraged to sit with children and young people during meals and act as positive role models. For many participants, HAF may be their first introduction to new or healthier foods, so providers should ensure that:

- Meals are age-appropriate
- Portion sizes are suitable
- Children and young people are encouraged, supported and not pressured when trying new foods

Where possible, providers are encouraged to offer **hot meals**, as these are particularly valued by many children and young people. However, Barnet recognises that some settings - whether full offer or flexible offer - may have practical limitations such as restricted facilities or site constraints. In these cases, food should still be:

- Appropriate for the nature of the session
- Suitable for the needs and ages of participants
- In line with HAF food quality expectations

Providers may use external catering providers of their choice, as long as those suppliers:

- Meet the [School Food Standards](#)
- Are registered food businesses
- Comply with all food safety and food information regulations, including requirements set out in [Natasha's Law](#)

Providers should refer to the [DfE HAF guidance](#) for full details on food requirements, suitable catering arrangements and compliance expectations.

4.8 Food Business Registration

Under the DfE HAF standards, any provider offering food as part of their HAF provision will be operating as a food business. A food business includes anyone who prepares, cooks, stores, handles, distributes, supplies or sells food.

In line with government regulations, organisations must be **registered as a food business at least 28 days before** they begin trading or carrying out any food-related activity.

Providers must also ensure that the venue they are using for HAF delivery is aware that the organisation will be registering as a food business linked to that premises, and that the venue has granted permission for this to take place.

Guidance on how to register is available here:

Food business registration – <https://www.food.gov.uk/business-guidance/getting-ready-to-start-your-food-business>

4.9 2026 Dates

The proposed Barnet BACE Holidays programme dates for 2026* are:

Spring Holidays 2026 (minimum of 4 days)

- **Week 1** - Monday 30 March - Thursday 02 April – Camp Days
- **Week 2** - Tuesday 07 April - Friday 10 April

Summer Holidays 2026 (minimum of 16 days)

- **Week 1** - Monday 20 July - Friday 24 July
- **Week 2** - Monday 27 July - Friday 31 July
- **Week 3** - Monday 03 August - Friday 07 August
- **Week 4** - Monday 10 August - Friday 14 August
- **Week 5** - Monday 17 August - Friday 21 August
- **Week 6** - Monday 24 August - Friday 28 August

October Half-Term 2026* (minimum of 4 days)

- **Week 1** - Monday 26 October - Thursday 29 October

**You will only be able to run during October Half-Term if you deliver during the Winter Holidays 2026 (this may be used as a pilot for eligible children within communities who may experience barriers to accessing services).*

Winter Holidays 2026 (Minimum of 4 days)



- **Week 1 - Monday 21 December - Thursday 24 December**

Providers have the flexibility to choose which days they wish to run their HAF provision within the agreed delivery periods. All proposed delivery dates must be **agreed in advance** with the Barnet BACE Holidays team before sessions begin.

Providers may also offer additional paid or subsidised sessions or extend their day for families who wish to access more hours. However, these optional extras must never be a condition of attending the funded HAF programme. Access to HAF places must remain free, fair and inclusive for all eligible children and young people.

*Please note: These dates may be subject to change.

4.10 Age Ranges

HAF programmes in Barnet will mainly be organised into two broad age-range categories:

- **4–11s** (primary-aged children: Reception to Year 6)
- **12–16s** (secondary-aged young people: Year 7 to Year 11)

This structure is designed to strengthen engagement from secondary-aged pupils and ensure activities and environments are age appropriate and appealing.

Providers may choose to deliver for one category or across both, depending on their expertise, setting, and programme design. Importantly, this does not mean that providers must cover the full age-range within either category. Each organisation can set its specific age range when confirming delivery details before each programme period.

4.11 Provision Delivery

Before each holiday period, Approved Providers will be asked to complete a short delivery request form. This form collects key information needed to plan the programme safely, fairly and effectively. Providers will be asked to confirm:

- The **venue(s)** they intend to deliver from
- The **dates and times** they propose to operate
- The **age-range** their programme will cover
- The **number of HAF places** requested at each venue
- The **total funding requested**
- A brief **summary of the planned offer**, including activities
- An **activity blurb** and any links to extended provision
- The **staff-to-child ratio** for each venue
- A **named point of contact** for each venue
- Any **additional relevant details** to support assessment



These requests will be reviewed by the Barnet BACE Holidays team. Providers will then be informed of which elements have been approved and will receive a Service Level Agreement for the confirmed delivery.

Providers are **not required** to operate during every school holiday. During the 2026 application process, providers will be asked which holiday periods they are interested in delivering.

Please note that becoming an Approved Provider for 2026 does **not** guarantee that all requested funding for every holiday period will be awarded.

Funding decisions will be made case-by-case and will be based on:

- The suitability and consistency of the proposed HAF provision
- Local FSM need and levels of community demand
- Booking data, including waiting lists
- Other HAF and non-HAF provision available in the local area
- Overall programme budget constraints
- The provider's ability to secure additional funding streams or offer affordable rates

4.12 HAF Eligibility and Identifying Children and Young People

To access a HAF place, children and young people must:

- Be **eligible for benefits-related Free School Meals (FSM)**
- Be a **resident of the London Borough of Barnet** or be **attending a Barnet school**
- Be in **school years Reception to Year 11**
- Have a **valid and verified 16digit Holiday Activity e-voucher code**

For school-aged children and young people who do not meet the standard HAF criteria, but who may still benefit from attending, a professional access request pathway will be available. This pathway is designed to ensure that children with additional vulnerabilities or emerging needs can be supported appropriately. If you would like more information on this, please contact BACEHolidays@barnet.gov.uk.

5. Booking System

Barnet BACE Holidays uses a centralised online booking system for all HAF bookings, accessed through the Barnet Youth website at www.barnetyouth.uk.

Each eligible child receives a 16-digit e-voucher code from www.HolidayActivities.com. This code must be checked and verified at the point of booking to confirm eligibility.



Providers will have access to the **Provider Portal** through the Barnet Youth website at:

<https://barnetyouth.uk/Barnet-Providers>

The portal includes provider registration, programme expectations, FAQs and technical support.

Families can search for activities, make bookings and manage their sessions directly through

www.barnetyouth.uk.

Providers can download or digitally access their registers through the provider portal and are required to record all attendance on the platform. Once attendance is submitted, the Barnet BACE Holidays Team will be able to view delivery performance and engagement directly through the system.

All approved HAF providers are required to use www.barnetyouth.uk for bookings and attendance monitoring.

Where it is not appropriate for bookings to be publicly visible - for example, school-based provision only serving their pupils, or targeted programmes for families already known to the provider - sessions may be displayed as private, but this must be agreed in advance with the Barnet BACE Holidays Team.

Even when sessions are marked private, **all bookings and attendance must still be recorded** on the Barnet Youth platform for monitoring and reporting purposes.

6. Promotion and Marketing

The Barnet BACE Holidays team will promote all successful HAF provisions through the following channels:

- Barnet BACE Holidays website and booking webpage – www.barnetyouth.uk
- Barnet Youth First newsletter
- Schools
- Family Hubs
- Social Media

Organisations are responsible for marketing their own HAF provision and may wish to contact their local schools to see if they are able to support with directly referring eligible children and young people.

All approved providers will be required to advertise on their website and follow Barnet Council's branding and promotions toolkit.

7. Monitoring

Monitoring returns are essential for the Barnet BACE Holidays Team. They support the mandatory reporting required by the DfE, which funds and oversees the HAF programme. Monitoring information is also used to evaluate programme impact and to inform planning for future delivery.

The monitoring process includes **two required elements**, which must be completed in the correct sequence:

- **Barnet Youth data:**
All children and young people must be booked onto your activity listings on www.barnetyouth.uk, and registers must be marked within **one hour** of your provision starting each day.
- **Monitoring return form (including case studies):**
Providers must complete and submit the online monitoring return form. One submission is required per organisation and must include the required case studies.

7.1 Monitoring Return Deadlines

Monitoring returns and case studies must be submitted by the following dates:

- **Spring HAF:** 22 April 2026
- **Summer HAF:** 9 September 2026
- **October HAF:** 11 November 2026
- **Winter HAF:** 13 January 2027

Failure to submit monitoring returns - or submitting them late or incomplete - will result in **delayed or cancelled final payments** and may negatively affect eligibility for future HAF applications.

8. Quality Assurance Visits

To help ensure high-quality provision across the borough, all approved HAF providers will receive at least one Quality Assurance (QA) visit during each delivery year. QA visits are designed to be supportive rather than punitive. Their purpose is to recognise and celebrate strengths, offer constructive feedback, and identify any areas where further development or support may be helpful.

8.1 What QA Visits Involve

QA visits help ensure safe, high quality and consistent delivery across the borough. During a QA visit, the Barnet BACE Holidays team may:

- Observe activities, mealtimes and overall engagement
- Review health and safety arrangements
- Check compliance with the DfE HAF Framework of Standards



- Speak with staff, volunteers and young people to understand their experiences
- Review required documentation, including:
 - Registers
 - Risk assessments
 - Food hygiene certificates
 - Safeguarding information

QA visits aim to be collaborative, positive and supportive, helping providers celebrate strengths while identifying opportunities for further development.

8.2 RAG Rating System

Providers will receive a **Red, Amber, or Green (RAG)** rating following each visit. This rating contributes toward scoring in future application rounds.

8.3 Post-Visit Feedback

Following a QA visit, providers will receive:

- A written summary highlighting key strengths
- Recommendations for improvements or areas to develop further
- Details of any required actions that must be completed before future delivery
- Follow-up support from the Barnet BACE Holidays Team where needed

While QA visits are designed to be constructive and supportive, providers with repeated concerns, persistent low standards, or serious issues - such as safeguarding or food safety breaches - may be subject to additional visits, delivery restrictions, or removal from the Approved Provider List.

9. Data Protection and Information Sharing

All organisations delivering HAF provision on behalf of the London Borough of Barnet must comply with **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and all relevant local authority expectations for secure and lawful data handling.

9.1 Data Collection & Storage

Personal data must be managed safely and lawfully throughout the delivery of HAF provision.

Providers are expected to ensure that:

- Personal data is collected only when necessary to deliver safe, effective and inclusive HAF provision
- All data is stored securely, with controlled access and appropriate technical and organisational measures in place
- Staff understand their responsibilities through regular data protection training, ensuring information is handled responsibly and in line with legal and local authority requirements



9.2 Information Sharing

Information must be shared responsibly and in line with legal requirements. Providers are expected to ensure that:

- Information is shared only when it is lawful, necessary and proportionate, and always in accordance with the organisation's own Data Protection Policy
- Providers work in partnership with the Barnet BACE Holidays Team to verify eligibility, record attendance accurately, and support all safeguarding processes
- Any safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL), and shared with statutory services where appropriate, following local safeguarding procedures

9.3 Retention and Disposal

Providers must ensure that personal data is managed responsibly throughout its lifecycle. This includes:

- Ensuring data is not kept longer than necessary, in line with legal requirements and the purposes for which it was collected
- Following their organisation's data retention schedule and ensuring the secure disposal of all sensitive or personal information when it is no longer required

9.4 Data Breaches

Providers must respond promptly and appropriately to any potential data breach. This includes ensuring that:

- Any **suspected or confirmed data breach** is reported **immediately** to your organisation's Data Protection Officer
- Any **serious breach** is also reported **without delay** to the Barnet BACE Holidays Team

For further information on how Barnet handles personal data, please refer to Barnet's Privacy Notice: <https://www.barnet.gov.uk/your-council/policies-plans-and-performance/privacy-notices>

10. Finance

10.1 Fair Funding Framework

The [Barnet BACE Holidays Programme 2026–2027 Funding Framework](#) sets out the funding approach, delivery model and quality expectations for the programme. It brings together agreed improvements and learning from the 2025 cycle into one coherent framework.

The aim of the updated approach is to ensure that HAF funding is fair, transparent, better targeted, and financially sustainable, while continuing to meet all statutory HAF requirements and respond effectively to the needs of children, young people and families across Barnet.

[2026–2027 Funding Framework](#)



10.2 Eligible Costs (what agreed HAF funding can be used for)

HAF funding must be used responsibly and only for costs that directly support high-quality delivery for children and young people. Eligible expenditure includes:

- **Staff costs** for planning, preparation and direct delivery
- **Volunteer expenses**, such as travel or other reasonable costs
- **Venue costs**, including hire fees and associated charges
- **Food and food preparation costs**, in line with School Food Standards
- **Delivery materials and activity resources** needed to run the programme
- **Costs associated with improving access**, such as reasonable adjustments or inclusion support
- **Modest capital items** essential for safe and effective delivery, such as small catering equipment or sports items (not large purchases like computers or major appliances)

These allowable costs help ensure that funding is used effectively, sustainably and in the best interests of children and families across Barnet.

10.3 Exclusions That Cannot Be Funded (what agreed HAF funding cannot be used for)

HAF funding must be used responsibly and cannot be allocated to costs or activities that fall outside the scope of the programme. Funding **cannot** be used for:

- Children and young people who are **not residents of the London Borough of Barnet**, not attending a Barnet school, and not under a Barnet care order
- Services aimed at **children or young people who are not of school age**
- Provision that **does not meet DfE HAF standards**
- Activities that are **solely for research purposes**
- Activities that promote **political or religious beliefs**
- **Retrospective costs**, including SEND top-up funding
- **Double funding**, top-ups from another funding stream, or funding a place where HAF has already provided support

These exclusions ensure that funding is used appropriately, equitably and in line with DfE requirements.

10.4 Payments

To meet council procurement regulations and ensure faster, more efficient payment processing, all HAF payments will be managed through Barnet Council's internal finance system (Oracle).

All new providers intending to operate in 2026 - unless they are already onboarded as internal Barnet Council services or existing BACE Holidays/Barnet providers - will need to complete the Oracle onboarding process.



Approved Providers will receive full guidance and instructions on how to use the system, along with details of the onboarding steps, once their application has been successfully approved.

10.5 Payments Schedule

Payments for HAF delivery will follow a structured schedule to support both upfront planning and accountability:

- **40%** of the allocated funding will be paid in advance of each delivery period
- The remaining **60%**, including any additional funding approved for individual children, will be paid after the provider submits satisfactorily completed monitoring returns for that delivery period

This approach ensures providers have funding to prepare effectively while maintaining transparency and alignment with programme monitoring requirements.

11. Support

11.1 Creating Inclusive Provision Toolkit

The DfE has developed a [Creating Inclusive Provision Toolkit](#) to support providers in delivering high-quality, accessible provision for children with SEND. The toolkit has been created in partnership with Mott MacDonald and Nasen, both recognised for their expertise in inclusion.

This interactive digital resource is designed to help schools, activity providers and local authorities create environments and programmes that are inclusive, welcoming and accessible for school-aged children with SEND. It offers practical guidance, strategies and tools to strengthen inclusive practice across wraparound childcare, free breakfast clubs and HAF programmes.

11.2 Barnet Youth Provider Portal

The Barnet Youth Team hosts a dedicated Provider Portal on the Barnet Youth website, where organisations can access all current HAF information, guidance, support materials and required forms. This portal serves as the central hub for providers throughout the programme.

The Provider Portal can be accessed at: <https://barnetyouth.uk/Barnet-Providers>

11.3 Provider Expectations Handbook

An electronic **Provider Expectations Handbook** will be made available to all Approved Providers. This handbook will offer key information to support high-quality HAF delivery and will include practical guidance, expectations and resources relevant to every stage of programme planning and implementation. Quality HAF delivery and will include practical guidance, expectations and resources relevant to every stage of programme planning and implementation.

12. Glossary of Terms

Approved Provider

An organisation that has successfully completed the HAF application process and is authorised to deliver HAF activities for the 2026–27 programme.

BACE Holidays

Barnet. Active. Creative. Engaging. – The name of Barnet's Holiday Activities and Food (HAF) programme.

DfE (Department for Education)

The government department that funds and oversees the national HAF programme.

DSL (Designated Safeguarding Lead)

A trained member of staff responsible for safeguarding and child protection within an organisation.

Barnet Youth Platform

The online booking and monitoring system used for all HAF registrations, bookings, and attendance tracking. <https://barnetyouth.uk/>

Barnet Youth Provider Portal

The online portal used for all Barnet Youth provider registrations, application information, and attendance recording. <https://barnetyouth.uk/Barnet-Providers>

FSM (Free School Meals)

Benefits-related free school meals; the main eligibility criteria for HAF.

HAF (Holiday Activities and Food Programme)

A nationwide programme providing eligible children with free holiday clubs offering healthy food and enriching activities.

Ofsted

The Office for Standards in Education, responsible for the regulation and inspection of childcare and education providers.

SENCO

Special Educational Needs Coordinator – the named individual responsible for SEND inclusion.

SEND (Special Educational Needs and/or Disabilities)

Children and young people with additional needs requiring tailored support.

UIFSM (Universal Infant Free School Meals)

A government initiative offering free school meals to all infant-aged pupils, separate from benefits-related FSM.



13. Contact

If you have any questions or need support completing your BACE Holidays application, please get in touch using the details below. We're here to help.

The team can offer support with:

- Applications
- Pre-approval interviews
- Booking system and technical queries
- SEND, safeguarding and food standards questions
- Monitoring requirements and payments
- General programme guidance

Barnet Youth, BACE Holidays Team

London Borough of Barnet (LBB)

Phone: 0208 359 3100

Email: BACEHolidays@barnet.gov.uk

Website: www.barnetyouth.uk



Young Barnet Foundation

Phone: 0203 621 6090

Email: HAF@youngbarnetfoundation.org.uk

Website: www.youngbarnetfoundation.org.uk

