



For further information contact NECPT  
[www.necchildpovertytrust.org.uk](http://www.necchildpovertytrust.org.uk)



A close-up photograph of two young girls looking down at a large, vibrant green leaf. The girl on the left has blonde hair tied back with a large black bow and has orange and white face paint on her cheek. The girl on the right has dark hair and freckles. The background is blurred, showing green foliage and a person's face. A semi-transparent dark rectangle is overlaid on the left side of the image, containing the text "Introduction Preparation" in white.

# Introduction Preparation



## Introduction

This toolkit shares hints, tips and learning from The Big Lottery North East Summer Holiday Project 2017. Many of you will already know much of what it contains, but hopefully you will find some information that will be helpful when you are running your own schemes and clubs.

## Preparation

- Start your preparation early – there is never enough time!
- Keep paperwork requirements to a minimum for parents/carers and include all consents on one form whenever possible
- Plan how you are going to measure outcomes well in advance and train all staff, paid and voluntary, to understand the importance of this aspect
- Always have a Plan B when programme planning, especially for rainy days



A photograph of two children, a girl on the left and a boy on the right, both holding round loaves of bread. The girl has blonde hair and is wearing a black top with a blue wristband. The boy has red hair and is wearing a red t-shirt with a graphic. They are both smiling at the camera. The background is a plain, light-colored wall.

# Staffing Parents & Carers



## Staffing

- Training: as a minimum staff need basic tips on food hygiene, safeguarding and cultural awareness around food
- All staff also need a basic understanding of what a 'balanced' meal is and an awareness of the importance of healthy eating as well as the provision of enrichment activities for children

## Parents and Carers

- Parents and carers said that one of the most important aspects of the holiday club was that they knew their child was well looked after and was safe
- The use of social media and texting to advertise, keep in touch and update information was valued by parents and carers
- Some parents and carers wanted activities for them to take place outside of the holiday period when children were back in school
- Signposting to other services e.g. Welfare Rights and Credit Union was important to parents and carers



Recruitment





## Recruitment

- Most projects were established and well known within their community and recruited children and parents who were already known to their project. For those clubs that were new to areas schools were the first contact point, with leafleting and advertising on social media sites also being popular ways to make contacts
- Delivery was in areas of high disadvantage e.g. high levels of free school meals (FSM) and low social mobility. Local schools often ran breakfast clubs in these areas
- It is important that all clubs are advertised as 'open to all' so that they are not seen as being only for 'poor children' so stigmatising attendees/families



Times & Venus





## Venues

- All delivery venues need to be safe (risk assessed and all staff DBS checked) and have relevant policies and procedures in place including public liability insurance
- The best venues had access to a kitchen so that activities on food preparation, cooking and nutrition could take place

## Times

- Northumbria University told us that clubs need to be open for a minimum of 4 hours a day for 4 days a week for 4 weeks over the summer holiday period to have a sustainable impact on children's health, nutrition and wellbeing
- The provision of breakfast for clubs that started early was important as some children had not eaten since the day before

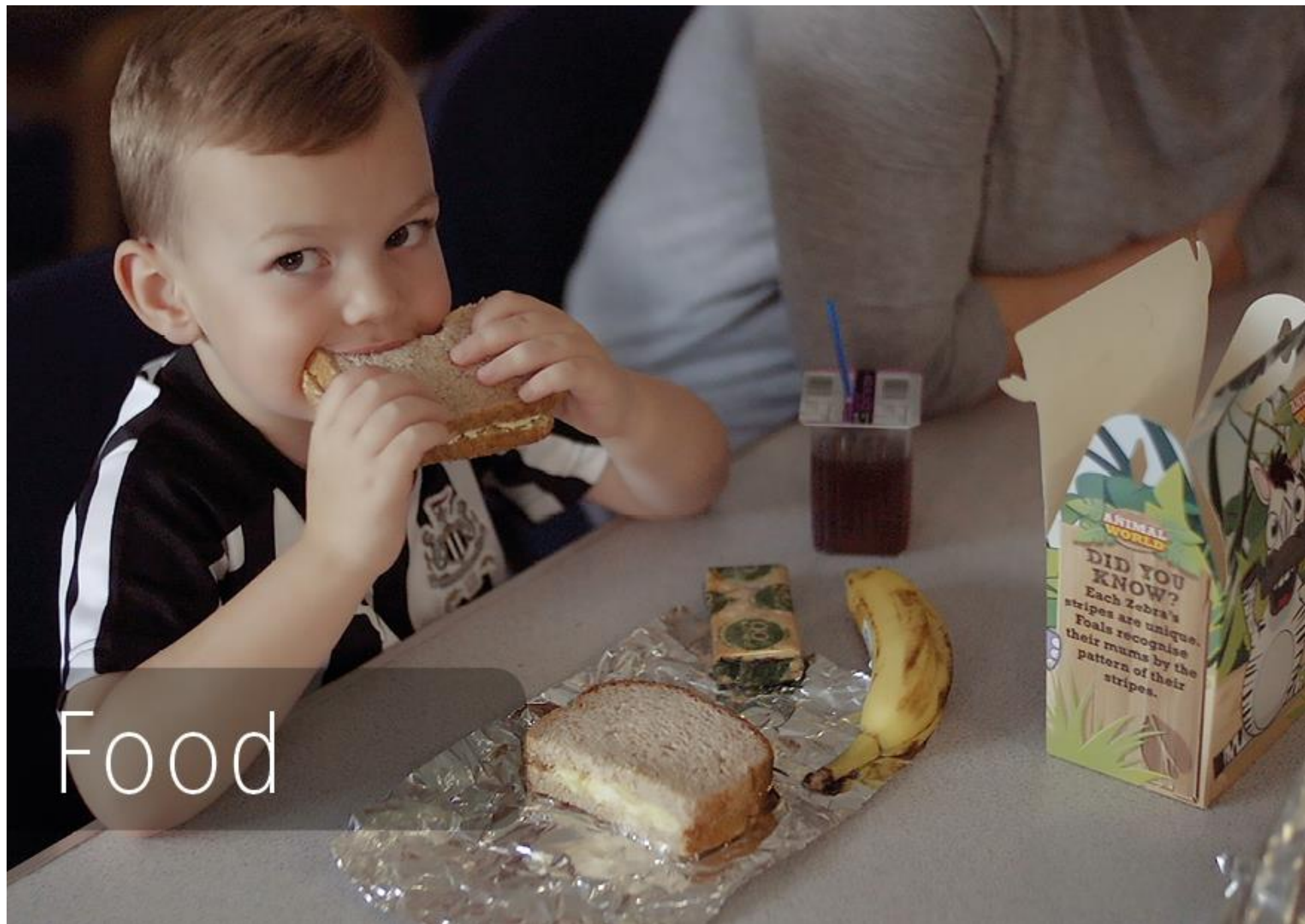




## Activities

- No one delivery model fits all – each club was tailored to local need through local knowledge of the community
- All clubs offered a mixed range of activities including physical activity, arts and crafts, games, music, drama, visiting speakers and trips
- Trips were free and open to families – these were often the only excursions that families could access and afford, especially if there were several children in a family
- The staff and children made scrapbooks of the project – these are great reminders of all the activities and are often popular with funders





Food

# Food

- Make food fun! Activities such as making fruit animals and 'bush tucker trials' were very popular ways of getting children to try new and different foods
- Some clubs made links with their local supermarket to access food approaching use by dates
- The 'School Food Standard' was used as the benchmark for healthy eating and nutrition. Clubs worked with their Local Authority Public Health services to check their proposed menus met the standard required
- Some clubs introduced breakfast for the children attending – this had a very positive impact on behaviour
- Always check that you are making food available for all children's requirements, taking into account allergies and cultural differences. Kitchen Social use coloured wrist bands to identify children with different dietary needs
- The provision of recipe cards so that children could try out recipes at home were very popular with children and their families



A photograph of a soccer training session. In the foreground, a young boy in a black and white soccer kit is seen from the side. In the background, a man in a black tracksuit with 'FUNBB' written on it is holding a soccer ball. A woman in a black jacket is clapping in the background. The scene is set on a green field with trees and a fence in the background.

Useful Contacts



## Useful Contacts

**Fareshare** - Support for charities on collecting food donations from local stores  
T: 0131 608 0967 E: [support@fareshare.org.uk](mailto:support@fareshare.org.uk)

**The Trussell Trust** - Runs a network of over 400 foodbanks  
T: 01722 580 180 E: [enquiries@trusselltrust.org](mailto:enquiries@trusselltrust.org)

**Greggs Foundation** - Grant programme including supporting breakfast clubs  
T: 0191 2127626 E: [greggsfoundation@greggs.co.uk](mailto:greggsfoundation@greggs.co.uk)

**The Children's Food Trust** - No longer operating but has good resource bank of recipes etc E: [childrensfoodtrust.org.uk](mailto:childrensfoodtrust.org.uk)

**North East Child Poverty Trust** - Develops active regional projects addressing child poverty E: [nechildpovertytrust.org.uk](mailto:nechildpovertytrust.org.uk)

**North East Child Poverty Commission** - Regional lobbying and campaigning group T: 0191 3349107 E: [nechildpoverty.org.uk](mailto:nechildpoverty.org.uk)

**The Big Lottery** - Funds a wide range of projects and programmes  
T: 0191 3761600 E: [biglotteryfund.org.uk](mailto:biglotteryfund.org.uk)