

Nottinghamshire

Holiday activities and food

Pre-programme checklist

- Plan programme (activities, trips, themed days, food, crafts)
- Book venue(s)
- Confirm staff (ensure first aider, DSL and food lead)
- Assign staff to jobs (planning, crafts, kit)
- Create social media assets
- Create leaflets/posters/banners
- Order marketing material
- Update website
- Update Eequ (update your images)
- Check policies and resend to staff
- Check documentation (policies, staff DBS, qualifications)
- Bookings launch (1st of each delivery month)
- Email marketing to existing families
- Send out four week reminder to schools
- Post on social media
- Finalise food menu and logistics and print food menu
- Ensure first aid box is fully stocked
- Review applications (document SEND/dietary/photo consents)
- Ensure all parents/carers have provided passwords
- Send out three week reminder to schools
- Refresh staff on how to use Eequ
- Engagement in local community
- Send links out to Epi-pen training and seizures
- Send reminder of council framework to staff
- Check uniform allocation for staff
- Check-in with venue
- Prepare contact information poster, DSL and first aider signs
- Prepare HAF marketing material
- Prepare iPads and registers

