

Nottinghamshire

Holiday activities and food

On-site checklist

Morning

Safety

- Walk through with caretaker/venue host
- Ensure working space is safe, hazard-free and no damage
- Fire exits are clear
- Outdoor area is safe and secure
- Any problems are documented before children arrive
- Display late sign, safeguarding posters, first aid posters etc
- Ensure all staff have read and understood policies and RA
- Toilets and hand-washing areas are clean and stocked

Food

- Display food certificates and food documentation in food area
- Safely store food (ensure all paperwork is complete)
- Ensure all surfaces are wiped and disinfected
- Prepare food probe and equipment

Staff

- Brief staff on children (SEND, dietary, no photos)
- Load registers
- Prepare kit and activities for today

Afternoon

Safety

- First aid kit is replenished if used
- All activity areas are clean and packed away safely

Food

- Food is labelled if opened
- All food documentation is complete for today
- Ensure food area is cleaned down ready for tomorrow

Staff

- Ensure any safeguarding concerns are logged
- Toilets are checked and bins are empty
- Update attendance registers
- Lost property is collected and communicated
- Debrief the day with staff



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