

# Nottinghamshire

# Holiday activities and food

## Reflections checklist 1

### Planning and preparation

- Did we have the right staff? (experience, ratios, SEND?)
- Did the roles work?
- Were all resources and equipment prepared well?
- Were parents/carers happy?
- What was the children's feedback?
- What shall we do again?
- What didn't work so well?
- Was the venue happy with us?
- Were staff happy?

### Attendance and engagement

- Did children arrive on time?
- How many late cancellations did we have?
- Did parents/carers know about what to bring/trips/themes?
- Did parents reply to chasing attendance?
- Did we fill most spaces?
- Did we have any children attend once and not return?
- Were children happy and participating?
- Did trips/theme days go down well?

### Quality of provision

- Did we offer the right balance of activities?
- Were activities suitable for SEND/mixed ages?
- Did we do what we said we were going to do?  
If not, why?



# 1



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### Reflections checklist 2

#### Behaviour and well-being

- Were our staff trained to handle poor behaviour?
- Was the behaviour policy followed?
- Was the SEND/non-SEND ratio appropriate?
- Did children feel safe?
- Was briefing consistent every day? If not, why?
- Did we designate staff to quieter children?

#### Food provision

- Was the food menu well received?
- Did we have food waste? If so, why?
- What will we offer again?
- What did children want to see?
- Was the food lead confident?
- Any issues with food preparation? If so, what?
- Review food documentation paperwork with food lead



#### Marketing

- Did we document our provision well enough?
- Did we market consistently? Was it effective?
- Did we reach local families?
- Did leafleting work?
- Did social media marketing boost attendance?
- What could we have done better?

# 2



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## Reflections checklist 3

### Staff reflections

- Were staff happy and confident?
- Did daily briefings happen before the programme started?
- Did staff feel confident in knowing children's profiles?
- Did staff feel comfortable in the SEND/non-SEND split?
- Did the team work well together?
- Is the venue happy with the team?



### Overall experience

- Have we reviewed the council framework and analysed?
- Were council leads/ contacts happy with the provision?
- Have we filed all documentation for the programme?
- Did children leave happy and wanting to return?
- Did the programme feel structured, safe and enjoyable?
- Can we improve on staff qualifications (e.g safeguarding)?

### Notes

# 3