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**So you want to start  
a Holiday Club?**



**Some useful questions...**

**This leaflet is designed to help you with planning and discussions when starting a Holiday Club.**

**There are different questions to ask yourselves as leaders and those who will be involved, to help you think about all aspects of running a holiday club.**

**You do not have to answer all the questions in one go but keep coming back to them.**

**Use them as a guide to help you think and discuss your groups needs.**

## **The longer term...**

What are your plans for the future?

- Times/Seasons
- Activities
- Advertising
- Volunteers
- Finances
- Support
- Ideas
- Equipment

*It is best to do things as a team so things do not depend upon any one person.*

## **Useful websites...**

[www.scriptureunion.org.uk](http://www.scriptureunion.org.uk)

[www.barnabasinchurches.org.uk](http://www.barnabasinchurches.org.uk)

[www.brfoonline.org.uk](http://www.brfoonline.org.uk)

[www.bakerross.co.uk](http://www.bakerross.co.uk)

[The Resourcing Children Youth and Families](#)

[Team webpage](#)

## Connections

How will you build up relationships with the children and their families who attend the club?

- Think about inviting them to social events; but be realistic about timings if you want to invite them. 6pm starts are better than 7.30pm to include families.
- Invite them to major festival such as Christmas, Easter, Harvest etc
- Think about ways in which you can support families to grow in faith in their own homes. See the ideas in the Church for Children leaflet

## Back up and Support

- What support do you have?
- Has anyone in the congregation had similar experience?
- Are you on any prayer lists as individuals and as a group, and for the children and their families?
- Have you spoken to your Children's Adviser or visited the Resource Centre?
- How does the group fit into the bigger picture of Church Life?

## Why?

Why do you want to start a holiday club?

- Is there a need?
- Are there any other groups nearby?
- Is there anything similar locally?
- How does it fit in with your strategy for children and young people in your parish/

## Aims and Objectives

What is the aim of the club?

- Who is it for?
- What ages will the children be?
- What will the limit be to the number of children?
- Do you have the support of the PCC and do they share your vision?

## Finance

How will the group be funded?

- P.C.C, a start up grant or alternative funding?
- Will you charge or ask for donations? If charging is it per child, per family or group?
- Who will be responsible for monies; P.C.C. Treasurer or the group?
- Will you need an annual set of accounts?

## Administration

Who will be responsible for other administrative tasks?

- Writing an information sheet or leaflet
- Notices and distribution of information, including consent forms?
- Initial registration of each child's personal information and needs and maintenance of records
- A record of any special or medical needs and communicate this to appropriate leaders
- Where will records be kept?

Advertising

- Where and how will you advertise the holiday club?
  - Local shops
  - Library
  - Church newsletter
  - School newsletter
  - Doctors surgery

### **OFSTED Registration**

*You may need to register your holiday club with OFSTED; See [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or call 08456 404040. for advice.*

## Resources

When thinking about your theme make the most of what makes you distinctive. Have some connection to the bible, for example using the creation story and exploring how everyone is made in the image of God.

Include activities which can inspire children's imagination and can take some inspiration from what they see and hear around them.

- Does what you do and provide say "we value you"?
- Where is the opportunity for children to encounter God or to nurture prayer and spirituality?

Have a variety of activities and include some space for quiet and reflection; the sessions need to have some balance and not just be about high-energy games.

There are a number of 'ready-made' holiday club resources and we have a selection available to borrow in the Resource Centre at Church House in Wakefield, see also useful website details overleaf. However, ensure that whatever you do is relevant for your context and adapt material where appropriate.

## Session Structure

- Are you using a prepared resource, or adapting/producing your own material?
- How will it be distinctly Christian and Faith based?
- What will happen during the session?
  - Registration
  - Ice-breaker
  - Introduction of the theme
  - Story
  - Activities and crafts
  - Songs
  - Prayers
  - Refreshments
- How long will the session last?
- What time of day?
- What rules will you have and how will they be communicated?
- What strategies will you use for dealing with difficult behaviour?
- Do you have appropriate equipment, for games, activities craft materials etc? Are they clean, safe and meet safety standards?

## Health and Safety

- Is there an existing Child Protection policy?
- Do leaders need a DBS or have they already been checked? (Is it in date?)
- Do you have adequate insurance?  
*If there is an existing policy, check it covers your group and its activities?*
- Are any of the leaders a qualified first aider?  
*Will they always be present or do more leaders need training?*
- Do you have an 'in date' first aid kit?
- Do you have an accident reporting book?
- Is there anywhere to record incidents?
- Do you have a complaints procedure?
- What are the fire procedures and are there adequate safety measures?
- Risk Assessments, who will complete them?  
Things to consider;
  - Telephone access for emergencies
  - Toilet area
  - Kitchen
  - Entrance/Exit
  - Main room to be used
  - Activities
  - People

## Suitability of Area

- Where are you going to hold the group?  
In a hall, in Church, rooms within it or somewhere else?
- How many rooms are going to be used?  
Are they safe and suitable?
- How will they be set out to incorporate safe areas?
- Are the toilets accessible?
- Are there suitable hand washing facilities?  
How hot is the water?  
Can children reach the taps?
- Is there enough safe storage for all the equipment?
- If preparing refreshments, are there suitable facilities?  
Are they clean, safe and hygienic?

## Roles and Responsibilities

### Volunteers

- How will you recruit people to help
- How will they be supported
- How will you thank them
- What skills do people already have, do you need to arrange further training?
- How will roles be delegated?
- Some tasks to think about:
  - Who is in overall charge?
  - Administration
  - Budgeting and finance
  - Health and Safety issues like first aid and fire safety
  - Session planning
  - Preparation
  - Refreshments