



Holiday Club Framework 2022

Limitless Learning
Discover Your Full
Potential



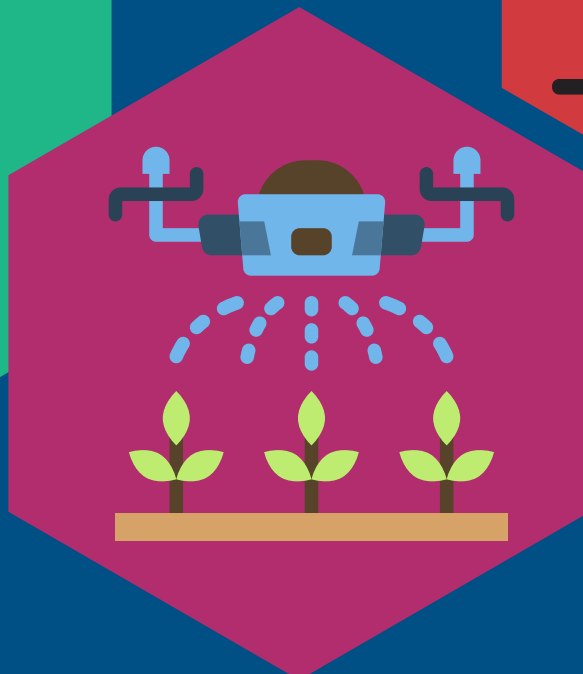


Discovery Schools Trust Holiday Club Framework

'Many children can feel lost and vulnerable during the school holidays. Holiday camps provide those children and others with a chance to be part of something exciting and innovative. providing new challenges, meeting new friends and challenging themselves in a safe supportive environment builds confidence whilst providing an enriching learning experience that inspires children throughout their lives. Holiday camps are a less formalised version of the school route in play, regardless of the child age. Play is such an undervalued part of a child's development and through holiday camps we get a chance to re-engage with this vital learning tool. ' Paul Stone - CEO Discovery

The aim of this framework is to:

- Provide every child with an opportunity to play and experience enriching opportunities, enhancing their learning
- Provide quality provision for working families where parents and carers can be reassured that their children are being well looked after.
- Ensure activities are rich, stimulating and engaging, and encourage learning and life skill development



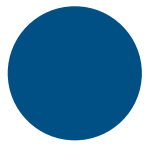
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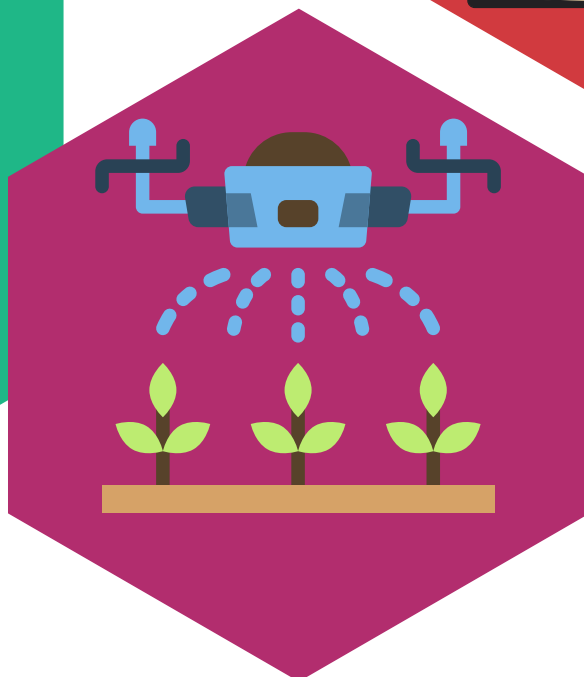
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Engaging Environments

Our priority is to ensure that our Holiday Club provisions provide environments which are engaging and stimulating. Children are provided with engaging environments both inside and outside. The environment provides structure, facilitates social interaction, fosters independence, decreases challenging behaviour and provides children with fun experiences during the holidays.

To enable HC colleagues to meet the standards of the Trust:

- Each school will have enough space that can be used by HC colleagues. In some cases, this would be an external building just for HC
- The environment in HC will consist of specific learning areas that engage all age groups, Foundation to Year 6. These specific areas add to the learning experiences of the children promoting independence, turn taking, creativity, personal and social development, and opportunities for play, and technology based extended learning
- Specific areas for the children are to include construction, mini world, games, book area, arts/crafts, free choice, and opportunities to access national curriculum related activities.
- The ESM, HC colleagues and the school will liaise and work together to ensure access to other areas of the school such ICT and outdoor spaces
- The outdoor space is to be involved in the learning environment and offer a choice of activities
- A weekly timetable will be planned to show the activities available for each HC session that covers outdoor and indoor provision
- The ESM will advise on additional resources available such as drones, nerf, archery, and ensure these are rotated to each HC provision.
- Activities must reflect the current interests of the group
- Equipment must be purchased where current resources don't cater for foundation to Year 6 (following the annual budget)
- Equipment from the school where the HC is operating from, can also be used and should be made accessible to HC colleagues
- Resources such as arts/crafts will be ordered and provided by the ESM and each HC will have a full kit delivered for the start of each HC.
- Activities are to be resourced well, supported by colleagues where needed and set out to look engaging and fun for the children



Healthy Minds and Bodies

Our priority is to ensure children that attend our HC provisions are provided with an opportunity to engage in physical activities indoor and outdoors. We know that providing high quality and engaging environments support the holistic wellbeing and learning for each child, which will encourage children to have a healthy body and a healthy mind. Being healthy and having access to physical activities boosts children's self-esteem and confidence, and supports the development of life skills such as independence, resilience, and the ability to attend to their learning

To enable HC colleagues to meet the standards of the Trust:

- HC colleagues will plan the opportunity to have daily outdoor play for a minimum of 30 mins morning and afternoon, to support children's physical, psychological and physiological wellbeing to be able to deal with life's challenges
- Healthy food options will be provided at snack times according to www.foodforlife.org.uk guidelines
- HC colleagues will ensure the snack is prepared so that children can serve themselves from a varied menu and have at least two choices
- HC colleagues will create a positive environment around mealtimes, through sitting with the children and promoting social skills
- HC colleagues will understand the wider influences on each child
- HC colleagues will be sensitive to the transitions for each child during the child's day and how this might impact their wellbeing during HC experiences
- HC colleagues will sit with the children at their level and engage in conversation with them in all activities
- Children will have the opportunity to have a voice in HC through annual surveys completed via familiar technology. This will encourage them to provide feedback on the following:
 - Do they feel safe?
 - Do they enjoy the food?
 - Do they know who to talk to if they are worried?
 - Do they enjoy the activities on offer?



Positive Relationships

Our priority is to ensure that all children who attend our Holiday Club provisions are welcomed and cared for by trusted and engaged adults, who are sensitive to each child's needs and requirements. We aim to have an inclusive and supportive environment, that ensures children thrive emotionally and one that encourages self-esteem and belonging.

To enable WAC colleagues to meet the standards of the Trust:

- All HC colleagues will welcome each child positively into the provision every day and ensure each child is settled into the session
- HC colleagues will ensure, in liaison with school, that they are aware of any behaviour, wellbeing and learning support needs of the children in attendance
Roles and Responsibilities document
- The ESM and HC colleagues will liaise with schools to understand and sensitively manage care plans in place for children with regards to behaviour, wellbeing, and learning needs
- HC colleagues will ensure the activities they provide for the children are stimulating and responsive to the interests and needs of the children both 'in the moment' and in prior planning, and understand how this links to behaviour
- HC colleagues will engage children in conversations and show interest in the children's play and creations during each session, to support wellbeing and encourage a sense of belonging

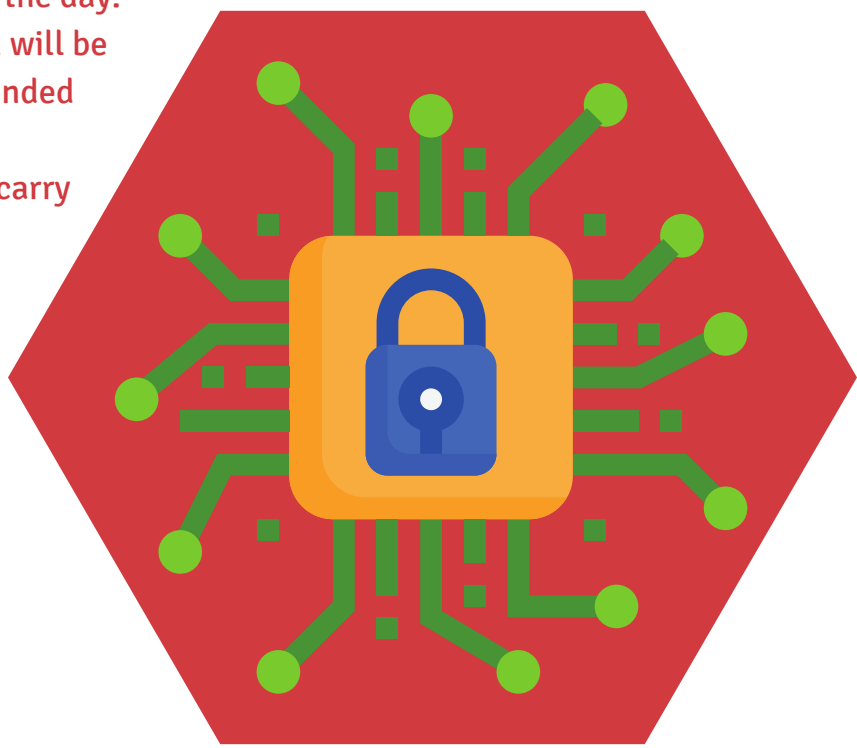


Safe Systems


Our priority is to make sure that every child/adult is safe in the environment. Systems are in place that will minimise risk. Procedures are carried out in accordance with Discovery school's Trust policies

To enable HC colleagues to meet the standards of the Trust:

- All colleagues are to be Paediatric first aid trained.
- The ESM is the Designated Safeguarding Lead and will update training as required.
- HC colleagues are expected to refresh their Safeguarding knowledge annually using Discovery Trust training delivered by our Head of Safeguarding - Zack Minton.
- All staff are to complete Food/Hygiene, Prevent, FGM, and Health and Safety training annually via Discovery Trust training programme (Flick).
- All Holiday Club colleagues must have knowledge of Fire Safety procedures.
- Safer recruitment procedures are followed when recruiting staff. The Extended Services Manager will lead the recruitment process, along with an additional member of the central team.
- HC Site Leaders will complete daily risk assessments on areas/activities used by the children, prior to them arriving.
- The HC Policy pack will be made available to all staff, and these must be read and understood by all colleagues.
- The school health and safety procedures will be followed.
- A folder will be provided for each club, that will contain policies, procedures and important daily information for colleagues to refer to during the day.
- Where children require intimate care, a plan will be discussed with parents, colleagues, and extended services, to best meet the needs of the child. Training will be provided for colleagues that carry out intimate care for children.



HAF

The following are additional requirements for the children that attend our HAF provision clubs. 

In order for the HC colleagues to meet the requirements of the HAF clubs, the following will be facilitated:

- The ESM will identify the schools that can facilitate HAF clubs, in conjunction with the school Headteachers.
- HAF provision will run for 4 weeks of the year with each week being 4 days long. Dates will be communicated to schools via the ESM prior to each club starting.
- HAF provision runs from 11am to 3pm daily for the duration of the provision.
- HAF provision is free for nominated children.
- Nominated children include those that are in receipt of FSM, have an SEND, as well as those that are deemed vulnerable by their school.
- Families eligible will be identified by the local authority and/or the child's school.
- Schools might be asked to nominate the children who would most benefit from attending the HAF provision.
- THE ESM will ensure all eligible children have a letter and timetable to invite them to the HAF provision. This will be shared by the schools involved in facilitating the HAF programme.
- All children attending a HAF provision will receive a free lunch provided by a reputable company.
- The ESM will organise all food deliveries for each club.
- The HAF clubs will incorporate an education strand around healthy eating and the ESM will advise of external providers attending to support this.
- Each child that is invited to attend will be given a unique code number, this is to enable children to be handed over safely at the end of the day, Site leaders will have access to each child's unique code and the ESM will hold this centrally along with each child's personal details - entered onto the IPAL system.
- Registers of attendance will be kept and stored electronically.

