

FEEDING THE CHILDREN

A GUIDE TO FILLING THE HOLIDAY HUNGER GAP FOR
YOUNG CHILDREN

ST MARY'S GRUB CLUB SUMMER 2018

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Introduction

During summer 2018 St Mary's RC Church Grub Club held 11 lunch-time sessions over a six week period in the primary school adjacent to the church. We invited children from four schools, Catholic, C of E and non-denominational. From the start we wanted this project to go beyond the Catholic community.

As well as a three course lunch, with a hot main course, children benefited from a varied programme of games, art and crafts, football coaching, reading activities and many more.

Siblings and parents/guardians who attended were also invited to eat.

Aim of this guide

The aim of this guide is two-fold:

Describe how St Mary's Catholic Church, Loughborough started a club to provide lunches for disadvantaged children during the school summer break of 2018	Share our experiences with other communities and organisations who would like to meet the needs of children or other groups.
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Content

The main content of the guide covers the stages of preparation and implementation.

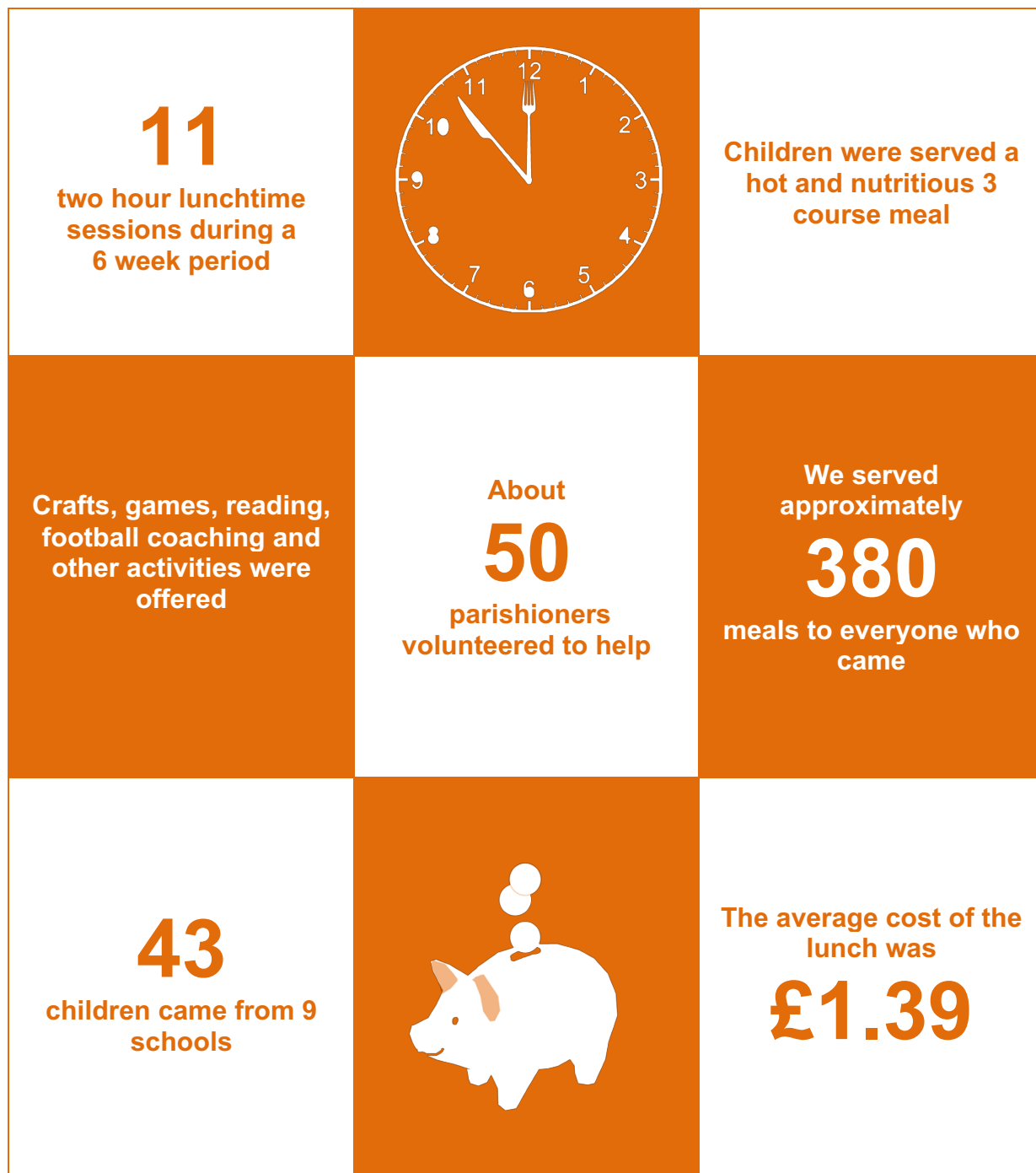
The appendices provide examples of documents we used that may help other groups.

We wish that we had had a resource like this to guide us through and hope that you find it helpful.

Our story

What started out as a good idea fast became a reality when a project to feed children, of primary school age, took off during Summer 2018 as Grub Club opened its doors at St Mary's RC School, Loughborough. The initiative grew from a conversation at a parish Catholic Social Action meeting and engaged parishioners in a way that parish activities often fail to do. What's more it was a team effort that proved to be great fun.

The facts



Why do it?

You could be forgiven for not recognising the signs of poverty in what seems to be an affluent university town.

We learned of the problems from a parishioner who works with disadvantaged families and decided we had to do something.

Why? Because our faith compels us to act. As one parishioner said: **‘Why do it? Because we can’**.

More than just food

We did more than feed children: we used people’s talents and gifts and brought a community together to foster the common good. Every time we met an obstacle we got round it. We were driven by the Spirit.

‘Let everything be open to God; turn to Him in every situation. Do not be dismayed for the power of the Holy Spirit enables you to do this...’ (15)

Pope Francis Apostolic Exhortation, Gaudete et Exsultate

The need

In February 2018 our parish Catholic Social Action Group, about a dozen people, met to discuss the problems of child poverty in the borough. As a result of one member's account of her professional experience of working with children, backed up by recent media reports, we decided to start an initiative to provide lunches for children, starting in the 2018 summer holidays.

The End Child Poverty coalition published a new Child Poverty map of the UK in January 2018, using data compiled by Loughborough University. The figures reveal that there are now constituencies within the UK where more than half of children are growing up in poverty - compared to one in 10, in the areas with the lowest child poverty rates.

The figures also show that some of the most deprived areas of the UK have seen the biggest increases in child poverty since December 2015. Increases of 10 percentage points in some areas demonstrate the growing crisis of child poverty in the UK. Professor Donald Hirsch, Director of CRSP added: "After a period in which child poverty fell, it is now rising steeply. It is forecast to increase faster than other forms of poverty, because families with children rely heavily on help from the Government, even when they are in work, through benefits and tax credits which are facing severe cuts".

There are particular problems in the most deprived areas, where these cuts have hit hardest. This includes Loughborough. The Echo reported in February 2018 that 'The highest levels of children in poverty (after housing costs) in the Loughborough Echo area is Loughborough Hastings where 617 children are affected, a total of 45.70 per cent, followed by the Loughborough Ashby area where 318 children are living in poverty, a figure of 40.80 per cent. Both areas are part of the Loughborough parliamentary constituency where 4,302 children are living in poverty (after housing costs) which equates to 22.94 per cent.'



To drive our effort and to remind us why we are doing this we looked to the demands of our faith:

‘What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him? If a brother or sister is poorly clothed and lacking in daily food, and one of you says to them, “Go in peace, be warmed and filled,” without giving them the things needed for the body, what good is that? So also faith by itself, if it does not have works, is dead. But someone will say, “You have faith and I have works.” Show me your faith apart from your works, and I will show you my faith by my works’.

James 2: 12-14

Research

Since none of us had any experience of feeding large groups of school children we started by doing our own research.

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| • We read what we could online about poverty national and locally |
| • We consulted friends and parishioners working in the community |
| • We asked head teachers for their experiences of families and poverty |
| • We sought the advice of local charities on how you go about providing free lunches. |

We discovered an organisation called Make Lunch who were organising groups nationally. We made contact with them and as a result two of went to see a Make Lunch session being held in a Leicester church. The leaders were very helpful. Our vision was starting to become a reality.

TOP TIPS

- ✓ Find out poverty statistics within your local area
- ✓ Talk to heads and teachers in local schools
- ✓ Find out if there is any current provision for hot meals during holidays for children
- ✓ Start small
- ✓ Find out who else might be doing this within your county, make contact and arrange to observe

First steps

The team

Four of us volunteered to lead the scheme covering: chair, finance, school liaison and communications. It was important that we had experience in the areas we were responsible for. For instance, schools liaison person was a former head teacher; finance person had experience in writing constitutions and putting a bid together. Safeguarding was in the hands of the parish safeguarding representative.

We also asked for volunteers to fulfil the following roles:

• Shopping for food
• Activities coordinator
• Meet and greet coordinator
• Training coordinator.

The name

We wanted a name that sounded friendly and suggested a community who came together for activities and fun. Grub Club was born. One of our team designed the logo.

The constitution

We drew up a constitution – **see Appendix A**. This is important if you want to apply for grants. It also clarifies for everyone involved what you are doing, why and how you will operate.

The premises

We needed a hall with tables and chairs, kitchen and equipment, a play area and a cloakroom with toilets and a wash area. Outdoor space is also helpful, particularly in the summer.

Fortunately, since there is a primary school adjacent to the parish, with its own kitchen, this was an obvious choice. Permission was sought from the head teacher and from the kitchen manager who works for the local council.

The kitchen was well-equipped, the dining room could also be used for activities, a concrete playground could be used for outdoor activities.

We registered the kitchen with the local council. You have to do this **28 days** in advance of opening, even if the kitchen is registered already for another purpose.

TOP TIPS

- ✓ Put together a strong team to drive the project. If you don't get volunteers approach people. Select people based on experience, skill, reliability
- ✓ Choose a name that grabs people. Ask a young person with a flair for design to do a logo
- ✓ Write a constitution at an early stage – **see Appendix A**
- ✓ Check the public liability insurance covering the premises to make sure that you are covered for using it
- ✓ Register the kitchen with the local council – even if it is already registered for another purpose.

Engaging the community

At the start we advised the parish priest of our intentions and he gave us his support. We did not envisage that he would be actively involved in the sessions but, as the de facto leader of the parish, his support was felt to be critical to our credibility. The parish priest leads a congregation of circa 600 people.

The engagement of the school head teacher was also critical.

The next step was to spread the word. This was done via a flyer in the weekly parish newsletter and a 3 minute plea from the pulpit at the end of all weekend masses.

A subsequent open parish meeting attracted 50-60 people of all ages, students to retired, who wanted to be involved in some capacity.

TOP TIPS

- ✓ Bring your leader/priest on board at an early stage. Outline the benefits to the people and the parish
- ✓ Do a flyer and launch an appeal
- ✓ Organise an open meeting and invite people personally to attend

Recruiting volunteers

We set out with the intention of involving as wide a range of people as we could: from students to the retired.

We needed volunteers who would commit to giving up some of their time to take up one of the following activities:

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|--|
| <ul style="list-style-type: none">• Meeting and greeting – only needed at the start so these people could get involved in activities |
| <ul style="list-style-type: none">• Leading activities – outdoor sport, reading corner, arts and crafts |
| <ul style="list-style-type: none">• Preparing and serving food |
| <ul style="list-style-type: none">• Clearing up and washing up |

For safeguarding purposes every volunteer leading an activity had to be DBS checked.

As each Catholic parish has to have a safeguarding officer our own representative took charge. People who already held DBS certificates had to complete documentation to have them confirmed. People without DBS certificates had to go through the process.

See Appendix B: Volunteer information & Appendix C: Volunteer registration



TOP TIPS

- ✓ The safeguarding process is complex and takes time. Your safeguarding representative may need another person to help them
- ✓ Go to local schools with sixth formers and get them engaged
- ✓ Approach your local university community action department
- ✓ Hold a safeguarding training session. Even for people who already hold a certificate as they may not have worked with children in this way previously.

Engaging schools

Ours schools liaison person visited schools at an early stage to advise the SLT about the scheme. Be prepared to explain the scope of the scheme and all the practical details.

It is the Head or Deputy who will identify the families who may benefit. Each family receives an invitation – **see Appendix D**.

Registration forms are given to families to complete – **see Appendix E**. On the form they are asked about allergies, special diets etc.

Once registration is complete you can draw up a register of names to be completed during each session. Have a few spares in case anyone new appears on the day.

At the end of the holidays it will be useful for school head teachers who know who attended.

TOP TIPS

- ✓ Make sure that your communications are written clearly, simply and attractively.
- ✓ If there are parents who may not speak English consider having parent communications translated into their own language.

The challenges

Questions we asked ourselves included:



WILL FAMILIES BRING
THEIR CHILDREN?



WILL ACTIVITIES BE
ATTRACTIVE TO THE
CHILDREN?



WILL THE FOOD BE
READY ON TIME?



WHAT TO COOK?



WHO ARE WE CATERING
FOR?



WHAT DO WE DO WITH
WASTE?



WILL WE GET ENOUGH
VOLUNTEERS?

Financing the project

As a result of our efforts, within a couple of weeks, we received a cheque for £2000 from a parishioner and a donation of £1200 from the parish finance committee. Money proved to be the least of our worries and because we felt that what we had been given was adequate we asked people to provide specific resources eg games, arts and crafts materials instead.

People were generous beyond our expectations. A parishioner with a catering business provided disposable kitchen and catering items free of charge.

TOP TIPS

- ✓ Open a bank account at an early stage and identify 3 signatories
- ✓ Estimate your costs; training was the highest cost for us
- ✓ Ask around for resources, rather than purchasing them all new
- ✓ Approach local businesses, churches and other organisations for donations or sponsorship
- ✓ Contact the local paper.

Countdown

At least 3 months before opening

✓ Do your research and find out if anybody local is doing something similar in feeding people for free
✓ Find suitable premises and check you are covered by their public liability insurance
✓ Check when the premises are available
✓ Make sure that you have all the relevant permissions
✓ Put a leadership team together: chair, treasurer/fund-raiser, communications, schools liaison, activities lead, secretary, meet & greet lead. (Some of these roles could be combined)
✓ Identify a safeguarding expert and advise them of your intentions
✓ Decide on frequency of opening. Do not be too ambitious; most open for once or twice a week
✓ Decide which schools to involve. We started with four
✓ Decide how long to open for. We chose 11.30 to 1.45pm
✓ Decide on a name and logo. Make both attractive to children and parents
✓ Draw up a constitution
✓ Devise a budget

At least two months before opening

✓ Start to recruit volunteers. Draw up forms for them to complete and start safeguarding process
✓ Start fund-raising. Look for grants, sponsorship etc
✓ Gather resources for activities
✓ Visit the schools again. Give them invitations and registration forms for parents
✓ Do a recce of the kitchen area and make sure that you have the equipment you need
✓ Carry out a risk assessment – see Appendix F
✓ Draw up key documents

At least one month before opening

✓ Register the kitchen with the local authority
✓ Start first aid training
✓ Start food safety training
✓ Shadow a kitchen worker to get to know the skills, the kitchen layout, the equipment
✓ Plan menus and activities
✓ Ask volunteers for their availability. Draw up rotas
✓ Decide on activities. Consider themes linked with festivals or the time of year
✓ Put together packs of community information
✓ Notify Environmental Health when they can visit

A week before opening

✓ Bring the whole team together for a briefing
✓ Check with schools on the type of response they have had and numbers
✓ Distribute rotas
✓ Print recipes

TOP TIPS

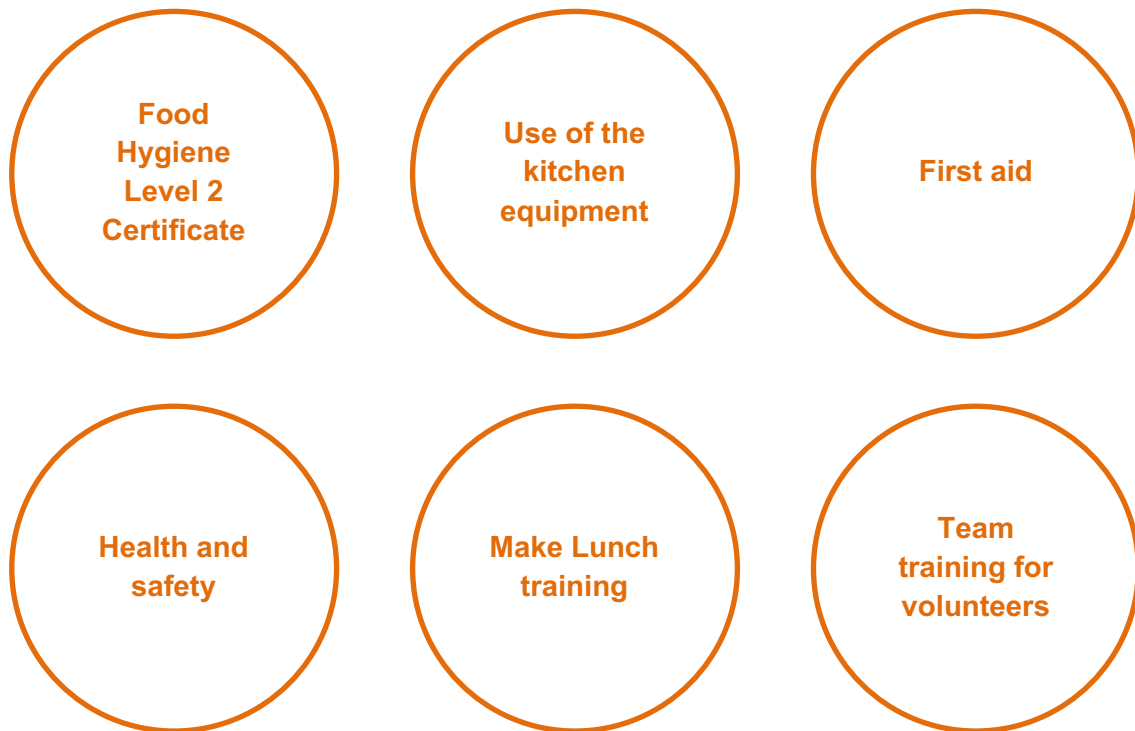
- ✓ Don't under-estimate the work involved. Three months is the minimum, particularly for the long summer break
- ✓ Develop a secure and data protection database for all information. Restrict to the need-to-know people. On parent and school documents ask them to sign to agree use and storage of data
- ✓ Be realistic about how frequently to open
- ✓ Make sure that there is one lead for kitchen, one for activities and one for meet & greet for each session.

Training

Following the agreement to form Grub Club in March 2018 we started to investigate what type and level of training our volunteers would need.

Training would take the longest and become the most important element.

We found six training essentials:



Food Hygiene Level 2 Certificate

If you produce hot food, as we intended to, then as far as the local authorities are concerned you are starting a food business.

We had to register Grub Club with them and also adhere to food handling regulations which require at least one person working in the kitchen to have a Food Hygiene Level 2 Certificate.

The certificate is awarded after successful completion of a short course of study and a multiple question exam. As we used a school kitchen the kitchen manager arranged for the supply of the study books from the local authority and the exam.

Everyone who applied for the certificate passed the exam and we were able provide two trained volunteers for each cooking session.

Use of the school kitchen equipment

The equipment in the school kitchen was much larger than normally found in a domestic kitchen. The school kitchen manager provided training for the volunteers who were to cook the lunches so that we complied with health and safety regulations and also how to use the equipment properly without damaging it. Some equipment was out of bounds.

It is a legal requirement for anybody new to have training on each piece of equipment.

Not everybody could make the training. Also, it was very quick. To ensure that we had a record of what we had to do we took notes and photos of some equipment so that we could train others. They were also useful for when we drew up our own risk assessment – **see Appendix F.**

First aid

We were bringing a large number of children together in a hall, and occasionally outside for play, with the possibility of somebody suffering a bump or graze. So we arranged training for nine volunteers with a private firm who provided the level of first aid training required for 'dinner ladies'. The training included defibrillator use as there is one outside near the school.

Health and safety

Health and safety is basically common sense but to do it properly you need to create routines and checklists so that nothing is missed.

- ☒ We drew up a risk assessment chart – **see Appendix F**
- ☒ Before the lunches started we carried out risk assessments on the kitchen, hall, outside areas and common areas such as the toilets. From the risk assessments, checklists were produced that were used before each session.
- ☒ On arrival each child/parent/guardian was checked and their attendance that recorded in a register. As part of the pre-registration process each family was asked if the child had food allergies or special needs. We also kept a list of contact numbers for each child/family in case of an emergency.
- ☒ Because we were in a school there was equipment available that could be used to warn of a hazard eg no slip notices.
- ☒ Admittance to the kitchen was limited to those who had been trained. No children entered the kitchen area.
- ☒ Make sure that volunteers have fire marshal training eg evacuation procedures, location of fire extinguishers, first aid kit etc
- ☒ Make sure that you have an accident reporting book.

Make Lunch Training

As we are affiliated to Make Lunch (now part of TLG – Transforming Lives for Good) we had to attend their training course so that we were eligible to receive advice and use their website. The training took place for 6 hours on a Saturday. We received a comprehensive toolkit and a code to access their website.

Team training for volunteers

As required, we arranged our own training where needed for volunteers in health and safety, meeting and greeting children and their families, play and activities before and after the lunch, response to fire alarms and emergencies and how to interact with children and families whilst also observing the rules relating to child safeguarding.

As part of our volunteer recruitment process we asked each volunteer if they had any experience/certificates in the areas described above so we were able to keep our training needs and costs to a minimum.

In addition we felt that it was important for the team to get to know one another and to identify with Grub Club. All activity volunteers wore an orange tabard, lanyard with their name and GC badge.

TOP TIPS

- ✓ Ask within your community for skilled people to run the training
- ✓ Look online for local providers
- ✓ Specify the training you want. It should be tailored to your activity, not generic to any need
- ✓ Take notes so that you can supplement your own training later.

Meeting and greeting

The role of the meeters and greeters is as follows.

Before the session

✓	Check that it is clear where the club is being held. If not use notices on doors
✓	Set up table at the school foyer; please keep outer door shut for security purposes
✓	Sign in all GC volunteers (activities and meet & greet) and give out lanyards

As families arrive

Note: All children under 8 years must be accompanied by an adult.

✓	Welcome children and parents, advise them what to do, answer any questions
✓	Mark attendance register – parents (front page), children (inside pages)
✓	Register new children and families
✓	Check if any changes in emergency contact's details on the attendance register, then amend the personal registration form
✓	Identify any children with allergies and tell the kitchen team
✓	Check all the details, especially the emergency contact
✓	If there isn't any registration form found, please ask carer to complete a registration form (please note this applies to ALL siblings)
✓	Explain and sign home/club agreement by the helper (on behalf of Grub Club), the parent/carer and the child
✓	Give the children badges
✓	Give out lanyards to any visitors and sign them in

During the session

✓	Sign out any person who leaves the venue earlier. Look out for late arrivals.
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As the families leave

✓	Offer fruit (or any other items) to the families.
✓	Collect lanyards (carers and volunteers)
✓	Return the attendance register etc to the lead person.
✓	Check how many children/parents have attended and report to Grub Club kitchen lead.

Running the kitchen



Running the kitchen is the most hazardous and complex activity for Grub Club. Those who volunteer, and take specific training must start to prepare for their duties before they leave home.



- ☑ Dress and hygiene are both critically important.
- ☑ The food shopper delivered to the door each day. Shopping was identified and quickly stored. Cold and frozen foods must not be left for too long before being stored.
- ☑ Frozen, chilled and dairy products have to be recorded for traceability purposes.
- ☑ The team is allocated responsibilities for: preparation; serving; washing and clearing up.
- ☑ Meals were selected for simplicity of preparation, suitability for children, attractiveness to children, appeal to most diets. In general we do not serve meat and serve a lot of vegetables and fruit.

Making lunch

We never knew how many people we were catering for. We made an early decision to serve anybody who came to the table: children, siblings, parents, volunteers.

Children always received three courses; raw vegetables – served as they were playing, on trays; a hot main course; fruit, ice cream, yogurt, other dessert.

Sample menus

 MENU 	
STARTERS	RAW VEG AND FRUIT – CHOPPED UP, COLOURFUL, SERVED ON TRAYS
MAINS	<div><ul style="list-style-type: none">◆ CHEESY POTATO BAKE◆ MACARONI CHEESE◆ VEGGI CHILLI (NOT TOO SPICY)◆ VEGGIE SAUSAGES AND MASH◆ COTTAGE PIE◆ FISH FINGERS, CHIPS, PEAS◆ BURGERS, WEDGES, BEANS◆ CHICKEN TACO SALAD◆ PITTA POCKETS<ul style="list-style-type: none">◆ JACKET POTATOES, HUMMUS WITH FRUIT & VEG STICKS.◆ MINI SPINACH & COTTAGE CHEESE FRITTATAS◆ STUFFED PITTA◆ TUNA RICE SALAD◆ TURKEY & PEPPER PITTAS◆ SPAGHETTI, PENNE, MOST PASTAS WITH A VEGETABLES SAUCE</div> <div>Always: jacket spuds and coleslaw plus other salad as an alternative. We tend to serve no meat options as it makes preparation easier and appeals to the taste and diet of most children.</div>

Session plan

Pre-session plan

<input checked="" type="checkbox"/>	Alert volunteers
<input checked="" type="checkbox"/>	Advertise dates
<input checked="" type="checkbox"/>	Alert schools
<input checked="" type="checkbox"/>	Draw up volunteer rotas
<input checked="" type="checkbox"/>	Get documentation together

On the day/ day before

<input checked="" type="checkbox"/>	Text parents
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Session plan

<input checked="" type="checkbox"/>	Kitchen team arrive and open up
<input checked="" type="checkbox"/>	Food shopper arrives and unloads
<input checked="" type="checkbox"/>	Volunteers arrive and get the space and activities ready
<input checked="" type="checkbox"/>	Prayer and quick huddle before families arrive
<input checked="" type="checkbox"/>	Families arrive and are registered/attendance recorded
<input checked="" type="checkbox"/>	Meet and greet/register
<input checked="" type="checkbox"/>	Activities and raw veg given out
<input checked="" type="checkbox"/>	Food served
<input checked="" type="checkbox"/>	More activity time
<input checked="" type="checkbox"/>	Families leave
<input checked="" type="checkbox"/>	Clear up and final check

Activities

We tried to come up with a varied range of activities, so there would be something for everyone.

We divided the activities into **4 main sections** in the hall and always had a **structured indoor activity** and at times a **structured outdoor activity** via a sports coach:

4 main sections

1 BOARD GAMES	2 CONSTRUCTION	3 ARTS & CRAFTS	4 READING COSY CORNER
TABLES	FLOOR	TABLE AND EASEL	FLOOR WITH RUG, CUSHIONS
<ul style="list-style-type: none"> ◆ GUESS WHO, DOMINOES, OPERATION ◆ CARDS SUCH AS UNO AND HAPPY FAMILIES ◆ GIANT SNAKES AND LADDERS ETC 	<ul style="list-style-type: none"> ◆ LEGO ◆ DUPLO BRICKS 	<ul style="list-style-type: none"> ◆ PENS, CRAYONS AND PENCILS, PVA GLUE, ◆ PAINT AND PAINTBRUSHES ◆ COLOURED CARD AND PAPER, ◆ CRAFT ACTIVITY BAGS - CONTAINING ALL SORTS OF STICKERS, COLOURED FEATHERS, FOAM SHAPES, POM-POMS, ETC ◆ CHILDREN'S SCISSORS, RIGHT AND LEFT HANDED 	<ul style="list-style-type: none"> ◆ BOOKS FOR ALL PRIMARY SCHOOL AGES
1 VOLUNTEER	1 VOLUNTEER	2 VOLUNTEERS 1 VOLUNTEER ON PAINTING EASEL	1 VOLUNTEER

Indoor structured activity - led by 2 volunteers

PAPER BUNTING	FRIENDSHIP BRACELETS	SUN CATCHERS
SLIME	PAPER FRUIT FANS	PIPE CLEANER AND BEAD SNAKES ETC

We encouraged every child to make and decorate paper bunting and put their name on it. These were all tied together and put up around the hall.

Outdoor structured activity- led by a qualified sport coach

CHILDREN PLAYED TEAM GAMES UNDER THE SUPERVISION OF THE SPORTS COACH AND A COUPLE OF VOLUNTEERS

The children generally worked on their own but in the company of others. The parents got involved helping their children and also producing work of their own.

Enthusiasm from the volunteers created a happy, informal and flexible environment for the children and parents.



What went well

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| <ul style="list-style-type: none">• Structured activities worked well and brought the children back on other days to finish their artwork, it was important they had something to take home at some point. |
| <ul style="list-style-type: none">• Arts and craft table enabled all ages to create whatever they wanted to with guidance. |
| <ul style="list-style-type: none">• The easel was very popular mainly with the 6-9 year olds. |
| <ul style="list-style-type: none">• A reading club where children read, or were read to, went well. Books were provided from the school and our local library.• Playing board games with the older children was popular. |
| <ul style="list-style-type: none">• Team games with the sports coach outdoors was very popular with all ages |

What we could do

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| <ul style="list-style-type: none">• Invest in an instamatic camera to take and give the pics to the children as a memento of their time at Grub Club, pics may remind and encourage them to volunteer themselves one day when they're older. |
| <ul style="list-style-type: none">• Prepare a list of activities where we bring certain talents into Grub club which could be up on a board, the children could sign up for these, such as:<ul style="list-style-type: none">- A musical professional/student, such as a voice coach to teach the older children a basic popular song, or drama teacher or dance teacher, or all three and then performed on the last day of Grub Club. |
| <ul style="list-style-type: none">• Bring in a storyteller for the younger children |
| <ul style="list-style-type: none">• Devise more activities where the children come together as a group |
| <ul style="list-style-type: none">• Involve parents more in organising activities |
| <ul style="list-style-type: none">• Work to a theme to link activities – and perhaps food |

Evaluating the project

We judged the success of the project according to the answers to the following questions:



DID CHILDREN COME
WITH THEIR FAMILIES?

Yes they did. A trickle at first but word got around and people brought their friends. We found it difficult to find out why many families did not come but will continue to work with school managers to explore what else we can do.

We did get a lot of press exposure between the summer and half term openings which helped to publicise Grub Club. It is worth putting an article together, highlighting success to spread the word and to encourage others.



DID THEY EAT AND
ENJOY THEMSELVES?

Yes. There was always a buzz in the room, a lot of fun and laughter. We were told children looked forward to coming. Mothers sat together and seemed to form their own support network.



DID THE ACTIVITIES
WORK?

Yes. There were a number on offer, inside and outside. Children loved making things and taking them home.



DID WE MANAGE OUR
TIME WELL?

Yes. We gave ourselves a half-hour window to start serving. After the first two weeks we worked in a routine. There were always plenty of offers of help. If people found they could not do a rota's session they would swap with another volunteer.



HOW COMMITTED WERE
THE VOLUNTEERS?

Very committed. Some came along even when they were not rota'd.



DID WE HAVE MUCH
FOOD WASTE?

Not usually as we offered seconds, and if there was sufficient, we ate ourselves. We gave away anything uncooked at the end, if it was not needed for another day eg fruit, veg, yogurts, biscuits. If we had waste from one day that could we used another we changed the menu to avoid waste – whilst still varying the menu.

Widening our scope

We want to do the following to expand this service:

Expand our network of schools

Contact other organisations who could provide this service eg churches

Increase our networking eg Food Poverty Action Group

Offer a day trip for children next summer

Use the opportunity to identify other family needs eg a coat bank

Share our experience with others.



Useful information

First of all pick the brains of any organisation in your area that may be feeding people. You will discover what else is available and be able to pick up ideas. They don't have to be feeding children as you can learn from anybody feeding a group larger than a family.

Frank Field MP	<p>Hungry children, a report on hunger amongst children during school holidays. Lots of ideas for doing this on his website.</p> <p>http://www.frankfield.co.uk/upload/docs/Hungry%20Holidays.pdf</p>
Make Lunch campaign	<p>Make Lunch has an umbrella organisation called TLG (Transforming Lives for Good). They can provide information, training and support for a modest fee.</p> <p>https://www.tlg.org.uk/your-church/make-lunch</p>
Fareshare	<p>Fareshare is the largest UK charity fighting hunger and food waste. They believe that no good food should go to waste. They redistribute surplus food to charities that turn it into meals -</p> <p>https://fareshare.org.uk/get-involved/activeate-school-holidays</p>
No Kid Hungry	<p>See No Kid Hungry for fund-raising ideas –</p> <p>https://www.nokidhungry.org/ways-you-can-help/fundraise</p>
Healthy food for kids	<p>https://www.bbcgoodfood.com/howto/guide/healthy-food-kids-will-love</p>
Activity ideas	<p>Lots of sites for activities – see</p> <p>http://www.beafunmum.com/2011/06/100-school-holiday-activity-ideas</p>

Appendix

Appendix A: A constitution

St Mary's Grub Club

St Mary's Catholic Church, 97 Ashby Road, Loughborough LE11 3AB



ST MARY'S GRUB CLUB (SMGC) CONSTITUTION

Adopted 18 April 2018, revised 12 June 2018

The name of the group is St Mary's Grub Club. SMGC is a Christian voluntary group responding to the needs of disadvantaged children **and their parents/carers**, of all religions and no religion, who live in and around the parish of St Mary's RC church in Loughborough.

AIM

To alleviate the poverty experienced by some families who live in the area described above.

ACTIVITIES

To achieve its aim SMGC will:

- Raise funds to purchase food with which to provide a nutritious mid-day meal to specific children **and their parents/carers** during the school holidays.
- Secure premises where meals can be prepared and served.
- Recruit and train supporters and volunteers **in all relevant areas including safeguarding**.
- Work with local schools to identify those families who would most benefit from the provision of a mid-day meal during the school holidays.
- Publicise and promote its aims.
- Explore new ways of achieving its aims.
- Ensure that all people who work in the kitchen/dining room have the necessary qualifications to carry out their tasks having due regard to all safety, safeguarding and hygiene regulations.

MEMBERSHIP

- Membership is open to individuals, of at least 18 years of age, who have expressed a commitment to supporting and helping SMGC to achieve its aim.
- The Secretary maintains the list of Members.
- All members are expected to support the aims of SMGC and maintain standards to uphold the best interests of the children and their **parents/carers** who are attending the kitchen.
- The Management Committee may terminate the membership of any member for good and proper reason. However, the member concerned has the right, accompanied by a friend, to be heard by the Management Committee before a final decision is made.

MANAGEMENT

- The Group shall be administered by a Management Committee of no fewer than three and no more than seven individuals elected by the membership at SMGC's Annual General Meeting.
- The Officers of the Management Committee are the Chairperson, the Treasurer and the Secretary.
- Officers are elected at each AGM.

- The Management Committee will meet at least three times a year.
- At least three of the Management Committee must be present for a Management Committee meeting to take place.
- The Management Committee may set up sub-committees and other groups from time to time, determining their terms of reference and delegated responsibilities.
- The Management Committee shall keep minutes of its meetings and of any sub-committee or working group.
- Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, the Chairperson will have a casting vote.
- The Management Committee may appoint any other member of SMGC as a committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.
- The Finances of the Group will be the responsibility of the Officers who will review them at each of their meetings.
- The Treasurer will undertake the day to day management of the funds.
- Annual accounts will be presented to the membership at the AGM.
- An account in the name of Grub Club is held as a reserve fund in the general account of St Mary's RC Parish in Loughborough and withdrawals are made in its name on the signature of any two of four named members.

DISSOLUTION

SMGC may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present and voting at any annual general meeting or special meeting called for that purpose. The Organisation's assets will be distributed as voted upon at that meeting, following the clearance of all debts and liabilities, to another voluntary organisation with similar objects.

Date: 12 June 2018

Signed: Catherine Brady, Chair. Frank Fay, Treasurer

Appendix B: Volunteer information

St Mary's Grub Club Volunteer Information Sheet



Thank you for volunteering to help St Mary's Grub Club provide meals for eligible children during the summer holidays. The purpose of this information sheet is to provide you with background information about Grub Club and the roles that you may wish to fill as a volunteer.

St Mary's Grub Club will be located in St Mary's Primary School hall. Food will be prepared in St Mary's Primary School kitchen. The Grub Club will open at 11.30am and close at 1pm.

Volunteer Roles

Three different roles are involved in each Grub Club session.

1. Meet and Greet and registration (MGR)

One person is required for each session to check the identity of eligible children against a register that will be produced elsewhere. We expect children using Grub Club to be accompanied by their parents/carers/siblings. The MGR must also record additional people who accompany the child.

The MGR will also keep a register of volunteers who attend each session.

Finally the MGR will be the Fire Marshall for that session. In the event of an emergency the MGR will check that everyone recorded as being involved in the Grub Club session for that day is accounted for. Fire Marshall training will be provided.

After all registration has been completed the MGR will join in the provision of activities.

The MGR will ensure that everyone has left the building at the end of each session.

The MGR must have a current Nottingham Diocesan DBS (safeguarding) certificate. (See DBS details below).

2. Kitchen Work (KW)

Three people will work as KWs in the kitchen during each session. KWs will be responsible for the safe preparation of meals working to a set menu, whilst observing food preparation, food handling and Health and Safety regulations. A KW will also be responsible for the serving of meals and cleaning of the kitchen, cooking utensils and anything else used during that session before leaving the kitchen for the day. Special will be required when those receiving meals have an allergy.

Preparation will start at 10.30am and kitchen cleaning should finish by 2pm.

To comply with Charnwood Environmental Services requirements a number of KWs will have to hold as a minimum, a current Food Hygiene Level 2 Award to ensure safe food handling. Where required, KWs will receive training so that sufficient volunteers have this certificate. The Food Hygiene Level 2 Award requires study of a book at home followed by a 40 multiple choice question paper. This assessment will take place at St Mary's Primary School.

Kitchen Work volunteers must have a current Nottingham Diocesan DBS (safeguarding) certificate. (See DBS details below).

3. Activities Work (AW)

Four people will work as AWs in the hall during each session. AWs will setup tables and chairs before each session starts and be responsible for the preparation of suitable activities for primary school children. Activities will include both crafts and games. AWs will also engage with children and family members who attend to encourage participation and friendship.

AWs will start to setup tables and activities at 11am and clear and clean the hall by 2pm.

AWs must have a current Nottingham Diocesan DBS (safeguarding) certificate.

Training

- A number of volunteers will be trained to meet safety standards and regulations.
- Kitchen workers will receive training to gain a Food Hygiene Level 2 Award. There will also be briefing sessions to explain the use of the equipment within St Mary's Primary School kitchens.
- To comply with Health and Safety regulations a number of volunteers will be trained in basic First Aid.
- Fire Marshall Training will be provided for volunteers who fill the Meet and Greet role.

Disclosure and Barring Service DBS (formerly known as CRB) pre-appointment vetting checks

All Grub Club volunteers, unless previously stated in the role descriptions must undergo a DBS check. The DBS process is a legal requirement that must be followed to check anyone intending to work with children (or vulnerable adults) before they start their volunteer role.

The process can only be carried out after an application form has been completed and references have been received. An example DBS Application Form for "Volunteer Roles involving Children, Young People and Vulnerable Adults" which provides details of the type of information required is included with this email.

If your DBS clearance was obtained outside the Nottingham Diocese it may be possible that this is sufficient. There are ways to check if your DBS check is acceptable to the Nottingham Diocesan Safeguarding Office.

St Mary's Safeguarding Representative, will arrange clinics to guide volunteers through the DBS process.

Volunteers who agree to a DBS check will be contacted directly by the rep.

Forthcoming St Mary's Grub Club Meetings

1st June 2018 10am to 4pm at St Mary's Catholic Church, Parish Hall. A training and information day provided by "MakeLunch" the charity that we are affiliated to.

Taken from the "MakeLunch" website.

During the training day, you can expect to find out more about the "MakeLunch" approach, the extent of need across the country and in your locality, how to talk about your project, manage referrals, follow food safety guidelines, cater for dietary needs, source food and funding and a whole lot more... phew! It sure is a busy day, but it does mean you'll have a clear picture of your next steps.

If you want to attend, bring a packed lunch and let us know via an email to xxx

4th June 2018, 7pm to 8pm at St Mary's Catholic Church, Parish Hall. A chance to meet other Grub Club volunteers and hear more about what we intend to do this summer. You are all welcome!

Appendix C: Volunteer registration

St Mary's Grub Club Volunteer Questionnaire



Please complete all questions using clear print. The completed form should then be posted in a sealed envelope addressed to "GRUB CLUB VQ" in the post box at the back of St Mary's Catholic Church. Forms should be returned by **3rd June 2018**.

Full Name...Catherine Brady

Email Address catherinemarybrady@gmail.com 07976255039

Where needed please circle options to answer questions.

1. Do you have a current Nottingham Diocese DBS Certificate? YES

If you have a current NON Nottingham Diocese DBS Certificate, did you use the DBS online renewal system to obtain certification? YES

If you do not hold a current DBS certificate do you agree to undergo a Nottingham Diocese DBS Check?
YES NO

2. Please indicate which type of Grub Club volunteer role you would prefer? (We will do our best to match you with your preference, but it may not always be possible.)

Work in the Kitchen

3. Do you have a current Food Hygiene Level 2 or higher food handling award? NO

If YES, please provide details.....

4. Do you have a current basic or higher First Aid Qualification? YES NO

If YES, please provide details.....

5. Please indicate your availability to volunteer for the following Grub Club sessions

16,19,23,26,30 July, 2, 13 August

Do you agree to be contacted by email and telephone? YES

Do you give your consent in accordance with the Data Protection Act 1998, for the information contained in this form to be processed and stored for use in connection with the St Mary's Grub Club? YES NO

Signed..... Date.....

Appendix D: Parent/carer invitation



ST MARY'S GRUB CLUB

SCHOOL

Dear Parent / Carer

We'd like to invite you and your child/children to join us at St Mary's Grub Club. Grub Club is a community organisation run by volunteers from St Mary's parish and De Lisle Academy. We will provide a hot, tasty and nutritious lunch free of charge on Monday 18th February and Thursday 21st February during the school's half term holiday. What's more there will be lots of activities for your children to enjoy – and new friends to meet. All materials and equipment will be provided.

Grub Club is situated at St Mary's School in Hastings Street Loughborough LE11 5 AX (just off Ashby Road). We will be open at 11.30am, close at 1.00pm. You are invited to drop off your child/children or you are welcome to stay for some or all of the time. We ask that children under the age of 8 are accompanied by a responsible adult.

All the volunteers at the Club have been DBS vetted and we operate under the Safeguarding Advisory Service Policy on Safeguarding (www.csasprocedures.uk.net/contents.html). If you would like to accept the invitation please complete the form below and return it to your child's school no later than Friday 1st February 2019. We look forward to seeing you!

Your name.....

Address.....

Email address.....

Contact number Emergency contact number.....

Child's/Children's names.....

Child's/children's age.....Date of birth.....

Any food allergies?.....

Other allergies/medical information.....

I would like to register for Grub Club on **Monday** or **Thursday** or **both** days during the holiday. (Please put a circle around your choice).

Signed.....

Further information will be sent to you directly once we have received your completed form.

DATA PROTECTION

Any data that you supply will be held by St Mary's Grub Club. St Mary's Grub Club will use this data solely for the purpose of identifying children who attend the Grub Club. This data will not be shared with any third party and if at any time you decide that your child will no longer attend Grub Club all data pertaining to your child will be deleted from our records.

Appendix E: Child and family registration form

St Mary's Grub Club

St Mary's Catholic Church, 97 Ashby Road, Loughborough LE11 3AB



REGISTRATION AND CONSENT FORM

January 2019

Please complete this form for you and your children.

DETAILS OF CHILD/CHILDREN

Name	_____	Date of birth	_____
	_____		_____
	_____		_____

School(s) _____

Is/are the child/ren eligible for free school meals? _____

Family doctor _____

Address	_____	Tel No	_____

Do any of the children have any medical conditions or allergies?

Are they on any medication?

We are unable to give any medication (or sun cream) so please ensure that any medication is given before attending

Please tell us of anything that your child cannot eat or drink.

DETAILS OF PARENT OR CARER

We will use this information to keep you up-to-date and to contact you in case of emergency

Name _____ **Relationship to child** _____

Address _____

Postcode _____

Tel _____ **Mobile** _____

Email _____

If you wish to eat yourself, please tell us of anything you cannot eat or drink

Please list other adults (18+ years) who you give permission to collect your child

Name	Relationship to child
_____	_____
_____	_____
_____	_____

Password _____

(for others who may pick up your child)

Consent

- I agree for the child(ren) on this form to take part in the activities of St Mary's Grub Club.
- I have given all the information I know about any health conditions, medications and allergies they have.
- Unless St Mary's Grub Club has been careless, it will not be responsible for any losses, damage or injury whilst the child(ren) attend St Mary's Grub Club.
- I give permission for St Mary's Grub Club to hold the data I have provided within Grub Club.

How would you like us to contact you?

Phone ☐ Email ☐ Post ☐ Text ☐

Signed _____

Full name _____

Date _____

St Mary's Grub Club is run by St Mary's Catholic Church. Registered charity no. 1134449

Appendix F: Risk assessment

St Mary's Grub Club

St Mary's Catholic Church, 97 Ashby Road, Loughborough LE11 3AB

Date:



ST MARY'S GRUB CLUB RISK ASSESSMENT

GENERAL

Activity/process/operation	Hazards to health and safety	Risks posed and to whom	Control measures in place to reduce risk	Risk level achieved (High/Medium/Low)	Further action required
Accidents	Injury	All	<ul style="list-style-type: none"> First aider trained and on duty First Aid kit checked and available 		
Personal hygiene	Contamination	Food poisoning to all	<ul style="list-style-type: none"> Food safety training – as workbook and kitchen check list Children and adults advised to wash hands properly Make resources available for hand-washing Cuts to be covered with blue dressings Kitchen checklist issued to team 		
Fire	Fire	Burns	<ul style="list-style-type: none"> Train staff in evacuation procedures and use & location of fire equipment 		
Electrical equipment	Electrical fault	Potential shock or fire	<ul style="list-style-type: none"> Equipment is PAT approved and kept clean and in good repair 		
Lifting	Possible injury	Possible injury to team through lifting and carrying heavy or bulky equipment	<ul style="list-style-type: none"> Equipment packed in suitable containers and kept at manageable weight levels. Heavier or larger items carried by more than one person, as necessary. Good lifting techniques encouraged. Individual team members to be responsible for their own load according to personal fitness and ability to carry. 		

KITCHEN

Activity/process/operation	Health & safety hazards	Risks posed and to whom	Control measures in place to reduce risk	Risk level achieved (High/Medium/Low)	Further action required
Food storage	Illness	Food poisoning	<ul style="list-style-type: none"> Trained staff, wearing correct clothes Store items in fridge or freezer, as specified Follow stock rotation Store in suitable containers Check use by/sell by dates 		
Food handling	Illness	Food poisoning	<ul style="list-style-type: none"> Identify allergens in raw materials High risk/raw foods kept apart Check fridge/freezer temperatures Equipment clean and correctly stored Train staff 		
Sharps (knives)			<ul style="list-style-type: none"> Controlled storage and use Knives kept sharp Knives washed separately Knives not left around 		
Chopping	Possible injury	Risk of cutting fingers whilst working	<ul style="list-style-type: none"> Users to be given adequate space and time to complete the work. No more than four people in kitchen 		
Ovens and hobs	Injury/fire	Risk of burning or scalding from contact with hot food or equipment	<ul style="list-style-type: none"> No children in the kitchen PAT tested appliances No overhanging items eg lanyards, jewellery, clothes Use oven gloves No flammable materials nearby 		
Heat and movement of food	Possible burns or scalds	Risk of burning or scalding from contact with hot food or equipment	<ul style="list-style-type: none"> Adults only move food Pan handles turned inwards Users to be given adequate space, time and equipment to work, including oven gloves Adequate space when using ovens Avoid carrying hot liquids Allow ventilation eg open windows, fans 		

Allergies	Possible injury	Risk of allergic reaction to food – volunteers and children	<ul style="list-style-type: none"> • Details of allergies and intolerances taken and suitable food should be provided. • Wherever possible, food containing nuts must be avoided. • Volunteers to be made aware of the contents/ingredients of the menu each day to be able to respond to questions. 		
Cleaning	Illness	Food poisoning	<ul style="list-style-type: none"> • Clean equipment, cutlery, crockery according to instructions • Cover food to avoid contamination • Wash hands frequently • Store rubbish in designated bins • Clear away food debris 		

SET UP AND PACK DOWN

Activity/process/operation	Health and safety hazards	Risks posed and to whom	Control measures in place to reduce risk	Risk level achieved (High/Medium/Low)	Further action required
Cables/wet floors	Trip	Injury to guests or volunteers from tripping over unsecured wires or equipment pulled out of place.	<ul style="list-style-type: none"> • Once equipment is in place, all cables should be run under the mat to prevent tripping and pulling • No obstacles to trip over • Spillages dealt with immediately • Clean floors 		
	Fire	Coiled cables could overheat, causing fire.	<ul style="list-style-type: none"> • All cables to be fully uncoiled before use, and stored loosely and safely, secured with gaffer tape or cable ties wherever possible. • Cables to be checked regularly for heat. 		
Damaged or broken equipment	Injury	Damaged or broken equipment could cause injury to users, or increase risk of fire.	<ul style="list-style-type: none"> • Broken or damaged equipment must be isolated and removed as quickly as possible – alert Premises Manager. • Equipment will not be used until it has been repaired and is safe. • If repair is not possible, broken or damaged equipment should be disposed of appropriately. 		

EQUIPMENT IN USE

Activity/process/operation	Health and safety hazards	Risks posed and to whom	Control measures in place to reduce risk	Risk level achieved (High/Medium/Low)	Further action required
General safety	Various	Safety of equipment and venue is affected by regular use.	<ul style="list-style-type: none"> Venue and resources to be checked at the start of each day to ensure: <ul style="list-style-type: none"> electrical wiring is safe and taped down no water has been spilled no lighting or heat producing equipment is touching any fabrics All team members to take responsibility for health and safety in the venue at all times, and to take appropriate action if a hazard is discovered. 		

WORKING WITH CHILDREN

Activity/process/operation	Health and safety hazards	Risks posed and to whom	Control measures in place to reduce risk	Risk level achieved (High/Medium/Low)	Further action required
DBS	Safeguarding		<ul style="list-style-type: none"> The team leaders and most volunteers have up-to-date DBS checks. 		
Child protection	Safeguarding		<ul style="list-style-type: none"> One team member per shift to be point person responsible for safeguarding and child protection. All team members should have received and read a copy of the Safeguarding Policy. Any concerns should be reported to the person responsible. 		
Disclosure	Safeguarding & emotional wellbeing		<ul style="list-style-type: none"> Any disclosure should be reported to the team member responsible for safeguarding immediately, who should then take appropriate action. 		

Supervision and behaviour management	Injury & emotional wellbeing		<ul style="list-style-type: none"> Adults are requested to accompany small children so behaviour is the responsibility of the parents/carers/guardians. Any children behaving inappropriately will be warned and asked to leave if behaviour continues. 		
Children moving to and from the Grub Club venue	Injury		<ul style="list-style-type: none"> The Grub Club team are not responsible for children travelling to or from the venue. All children should be accompanied by an adult. 		
Hot weather	Injury	Burns, fainting, other health issues	<ul style="list-style-type: none"> Parents/carers advised that children need sun cream treatment before they arrive. Hats needed. Limit time in the sun Plenty of drinks 		
Children playing outside on/with equipment	Injury	Children hurt themselves or others	<ul style="list-style-type: none"> School maintains equipment 		
Arts & crafts	Injury	Children hurt themselves or others	<ul style="list-style-type: none"> Children are closely supervised Safety scissors are used Child-safety glue used Clear instructions given for play and use of resources Children follow a code of behaviour, displayed in the room 		

Documents available

Accident book

Registration book

Leader book

Signed

Name (print)