



TRANSFORMING LIVES FOR GOOD

- TLG Ltd is a registered charity in England and Wales no. 1074114
- LEBC has entered into a Partnership Agreement with TLG in order to provide hot and healthy meals and activities to children with Free School Meal entitlement or equivalent need during the school holidays.
- The Partnership Agreement sets out the responsibilities and obligations of both TLG and LEBC to ensure each party has a clear understanding of what is required by them by working together.
- LEBC is responsible for selecting, vetting, supervising and supporting a number of volunteers to run the Make Lunch sessions. TLG provides resources and support to LEBC.

AIMS OF LEBC MAKE LUNCH

- ▶ To provide free, hot and healthy meals to children and families who would otherwise go hungry through the school holidays.
- ▶ To provide support to some of the most vulnerable children in our local community.
- ▶ To build relationships with families in need of the loving support of the LEBC compassionate church family.

STRUCTURE

LUNCH MAKER COORDINATOR - JEANETTE PIZZEY

LUNCH MAKERS - RUTH WILSON & CHRISTINE ADAMSON

KITCHEN LEADERS

JEANETTE/RUTH

Main Meal Prep

Dessert Prep

Washing up

Helpers

ACTIVITY LEADER

RUTH

Craft

Games

Helpers

PARENT SUPPORT LEAD

CHRISTINE

Registration

Welcome

Overseer

Helpers

SESSION TIMETABLE

- 11.30** **FAMILIES ARRIVE - RUN ACTIVITIES**
- 12.15** **CLEARING AWAY - CHILDREN WASH HANDS AND LAY TABLES**
- 12.30** **SERVE LUNCH. TEAM EAT WITH FAMILIES**
- 13.00** **TEAM GAME/STORY**
- 13.30** **FAMILIES LEAVE**

HOW DO I BECOME TEAM MEMBER?

All team members must complete an application form detailing their contact details, past experiences and qualifications. They will also require:

- ▶ A DBS check if not already undertaken by LEBC
- ▶ Two references of which one should be from outside LEBC
- ▶ To attend or have attended Child Protection Training and understood the LEBC safe guarding policy
- ▶ If in the kitchen team, to have a level 2 food safety training certificate
- ▶ If possible, but not essential, to have a first aid certificate

Training will be provided where required and a full briefing for all team members will be held before the first session takes place.

CAN I JUST BE A HELPER?

- ▶ We actively encourage anyone over the age of 16yrs to be a helper at any session. Helpers will be be under the supervision of a team member at all times.
- ▶ Helpers over 18yrs will be subject to a DBS check.
- ▶ Helpers will be required to attend an informal interview with the make lunch coordinator before they help at a session.

CAN I BE A PART OF MAKE LUNCH AND BRING MY OWN FAMILY ALONG?

It would be great to have as many of our Church Family involved in Make Lunch as possible.

Unfortunately team members are unable to bring along their own family to a Make Lunch session.

SO - just an idea

Is child sharing an option?

Why not link up with someone who could look after your children while you help out at Make Lunch?

What are the dates?

Make Lunch will be every Friday in the summer school holidays

- ▶ Friday 26 July 2019
- ▶ Friday 2 August 2019
- ▶ Friday 9 August 2019
- ▶ Friday 16 August 2019
- ▶ Friday 23 August 2019
- ▶ Friday 30 August 2019

HOW DO I SIGN UP?

Each Make Lunch Session requires a minimum of 6 people.

To ensure that we have every week covered we need a rota of people set up as soon as possible.

So please take action now

- ▶ Ask Jeanette for an application form
 - ▶ Confirm the dates you are able to do during the summer holidays when submitting your application form to Jeanette
- N.B** All applications are treated with the strictest confidence and are subject to GDPR regulations.
- ▶ If you have any questions then please speak with Jeanette no later than Friday 14 June 2019. A presentation will be made at the next church meeting but we need your commitment before then to ensure all preparations are in place .