

My perfect club

a co-design toolkit



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Context

This toolkit supports inclusivity in wraparound childcare by inviting children and their families to actively participate in decisions about their care. It was designed with and for children with SEND, but it can be used with all children. Using this toolkit periodically as children grow, and acting on their input, will support you to offer wraparound childcare that responds to the needs of local children and provide an environment where they can thrive.

In order to manage expectations, you should be clear that you may not be able to accommodate all opinions, thoughts and preferences.



Co-design session with Kids charity group

What you need



What's included

Play icons

Children select icons and explain their choices when placing them on the template.

- Who is at the club
- Activities or food at the club
- Location or appearance of the club
- Feelings and sensory experiences

Club templates

Use as a base for their club. Children stick the icons on the template and describe why they chose each icon.

Questions sheet

- Contains questions for the facilitator to ask during the activity.
- Helps prompt the child to think about all aspects of their club.

Time

Approx. 30 minutes is suggested for the activity.

Be flexible

- Take regular breaks if needed
- If the child/family has provided enough information before the allotted time, you may end the session earlier. If time permits, you can allow the child to continue for longer.

Other materials

- **Pens** and pencils for creating their own icons
- **Glue** for sticking icons down
- **Scissors** for cutting out your icons

Instructions



Setting up your activity

Prepare icons in advance

- Cut them out before the session. You could do this with the child so they become familiar with the icons.
- Optional: Laminate or print icons on sticker paper to make them more durable.

Assign a staff member to each child

This ensures focused attention and active listening.

Choose a comfortable workspace

- The activity can be done at a table or on the floor.
- Ensure there's enough space to lay out the club template and all the icons.

During the Activity

Invite the child to design their perfect club

- Offer the pre-cut icons and talk about their meanings.
- Encourage the child to place icons on the template and discuss their choices.

Use the question sheet to guide conversation

Prompt the child to reflect on what they like, what could be improved, and any challenges they face.

Reflect on what they said

Note down any important insights, suggestions or concerns.

Arrange a time to speak to families

This could be during the session. Or send a text or email with a photograph of the child's perfect club and organise a time to call them to talk through.

Tips



Ways to adapt

- **A familiar and comfortable setting** can help the child better understand what you're asking them to imagine or design. For example, holding the session where the club usually takes place might provide more meaningful insights.
- **Work with someone they know well.** Where possible, have an adult present who knows the child well and can support them to include their likes and dislikes.
- **Be mindful a child's routine** and work with their trusted adult to agree an appropriate time for the session. Choose a moment when they're likely to be calm and receptive, this could be once they've settled after arriving.
- **Be thoughtful in how you phrase questions.** Some children may be literal thinkers, some may have demand-avoidant profiles, and others may need extra time or rephrasing due to processing needs. Adjust your language accordingly.
- **Give the child time and space** to express their ideas in their own way. Don't rush, meaningful feedback often comes slowly.
- **Encourage open-ended dialogue.** Go beyond yes/no questions. Let them explore ideas and talk about what they don't want. This can offer just as much insight as what they do want.
- **Adapt the activity to suit their interests**
 - Allow the child to draw or even create their own icons if something they want isn't represented.
 - Pair icons with Lego or blocks so they can build a 3D version of their dream club.
 - Turn the session into a scavenger hunt, ask them to find objects around them that represent things they'd like in their club.
 - If they have a specific idea, search for images together online, print them out, and add them to their design.
- **Review their input with an open mind.** Unrealistic ideas are often driven by a real world need that can be met in a club setting.

Questions



These questions are suggestions for guiding the conversation. They can be adapted to suit the child. The activity should be child-led so respond to them rather than sticking rigidly to the questions.

Where is the club, what does it look like?

- Is there anything you'd like to change to make it better? Sounds/smells/lights?

What activities do you like to do?

- What do you like about this activity?
- How do you feel when you do this activity?
- What's your least favourite activity? Why don't you enjoy this?

Who do you like to spend time with?/or don't?

- What do you do together?
- Why do you like spending time with this person?
- How do they make you feel?
- What are the other children like?

What are the rules of your club?

- What can or can't you do?

What happens when you arrive?

How do you feel when it's time to leave and go to school/go home?

- Do you wish you had more or less time there?

What do you eat at your club?

- What meals do you have at your club?
- What would make snack time better?
- Where do you eat? And who with?

How do you get there?

- Do you enjoy travelling there? Why/why not? (what does the journey look like?)
- Who travels with you? Do you like spending time with them while you're travelling?

What do you think about the club that you've designed?

- If you could go to this club tomorrow... how would it make you feel?

Use the **feelings icons** to say how they feel about different parts of their club

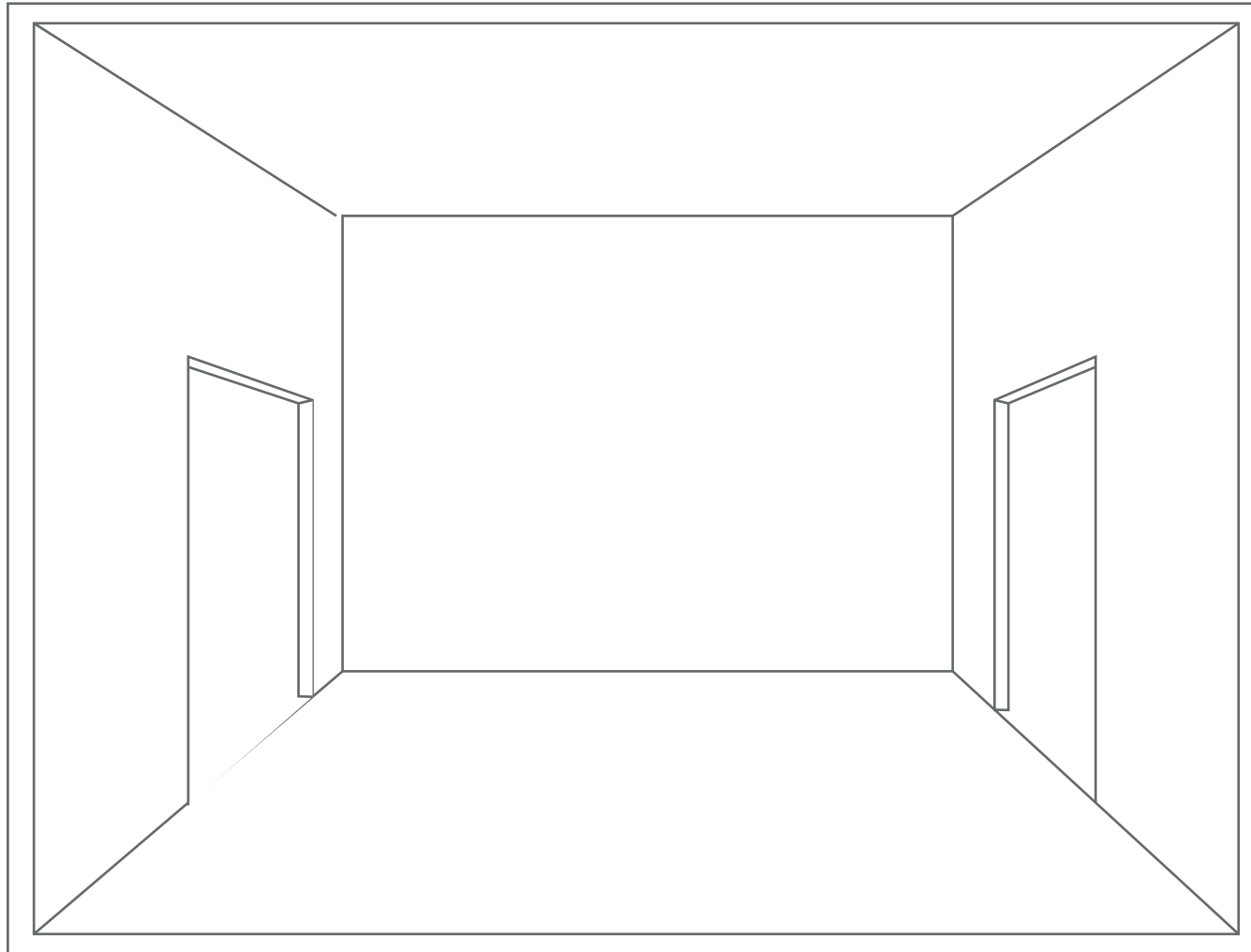


Club template 1



A large, empty template for a club meeting. The page is divided into several sections by black lines. At the top, there is a horizontal line. Below this, the page is divided into two main columns. The left column contains two large, rounded rectangular boxes, one above the other. The right column contains two large, rounded rectangular boxes, one above the other. In the bottom left corner, there is a smaller, rounded rectangular box nested within a larger one. The remaining space in the bottom right is also a large, rounded rectangular box. The lines are simple and black, creating a clean, minimalist layout.

Club template 2



Who / what?

Cut along the dotted line



Person standing



Person standing



Person standing



Person walking



Person walking



Person walking



Person with ball



Person with ball



Person sitting



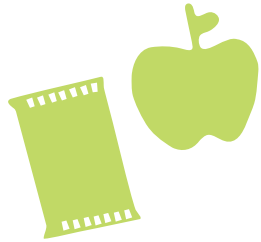
Person sitting



Person in a wheelchair



Person in a wheelchair



Snack



Warm drink



Medication



Drink



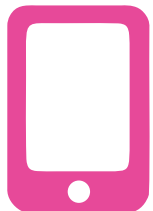
Meal



Speech bubble



Thinking bubble



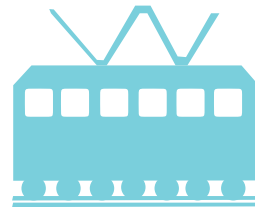
Tablet



Time



Car



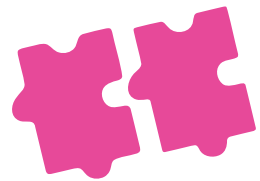
Train



Bus



Art and crafts



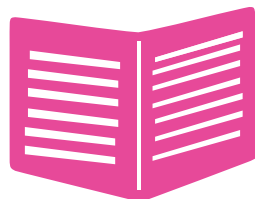
Puzzle



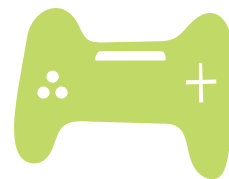
Music



Sensory light



Reading



Computer games



Singing



Football

Create your own

Where?

Cut along the dotted line



Playground



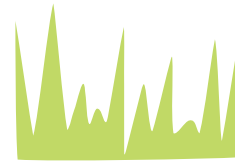
Steps



Bridge



Water



Grass



Tree



Tree



Chair



Chair



Disco light



Table



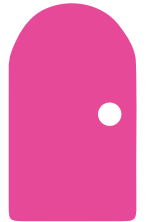
light



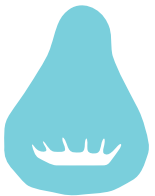
Bed



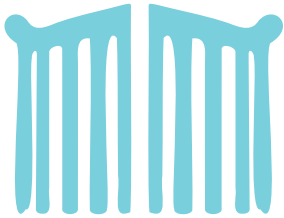
Window



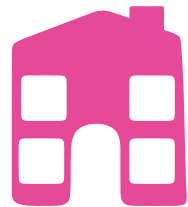
Door



Bean bag



Gate



House



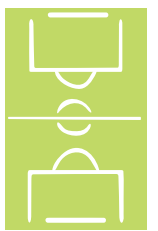
School



Bin



Traffic light



Football pitch



Create your own

Create your own

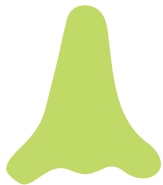
Create your own

Feelings / senses?

Cut along the dotted line



Taste



Smell



Touch



Touch



Hear



Hear



See



See



Tired



Love



Happy



Happy



Happy



Happy



Happy



Happy



Happy



Calm



Calm



Calm



Calm



Calm



Calm



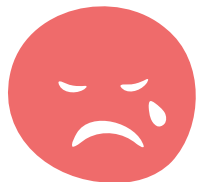
Calm



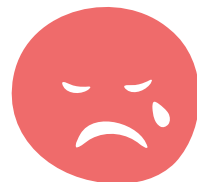
Sad



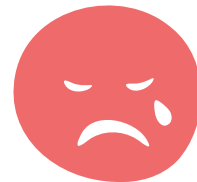
Sad



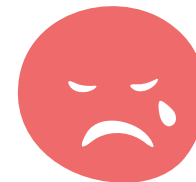
Sad



Sad



Sad



Sad



Sad