

SPELL

Spring & Summer
2024

Support for Play & Early Learning in Lanarkshire

NEWSLETTER

We hope you all had a lovely Spring break and Easter. The summer term is usually a very busy one with lots of groups arranging outings, graduations and parties. Lots of groups have booked our Play Tutors to come and deliver activities which we are really looking forward to. If you haven't yet booked your Play Activity, please contact Wendy on 01698 768944 as soon as possible as we only have limited availability left. Please note that the maximum number of children attending the activity is 20.



Committees

Baby and Toddler Group and Playgroup Committees, are often made up of parents and carers who bring their children along to the groups. With children starting nursery after the summer break, you may find that your existing committee will change. SPELL have created a helpful checklist to make sure all information is passed on to the new committee smoothly. For a copy of this, please contact your Support Worker (details overleaf) or the SPELL office at office@spell-lanarkshire.com



Baby & Toddler Group Insurance

When making the decision regarding opening your group during school holidays, please make sure you check your insurance policy. Some policies have been set-up for pre-5 groups and if there are older children attending you should check they are happy with this change on a temporary basis. SPELL regularly use the insurance broker Greenwood Moreland for baby and toddler group insurance. They will be able to offer advice to groups as well as look at different options for you. Please mention SPELL when contacting them as we have managed to secure a good rate with them for you. Contact details are: **David Winning**
Email david@greenwoodmoreland.co.uk
Tel 01698 456502; Mobile 07908782430

Accounts Check

SPELL offer a Baby & Toddler Group Account Checking Service where we do an independent examination of your group accounts for a fee of £25. Your Support Worker will collect your accounts from you and they will be returned to you with a statement signed by SPELL. It is worth bearing in mind that if you are applying for grants, you may be asked for a copy of your accounts that have been independently examined. For more information please contact your Support Worker.

A Few Reminders for Outings

Risk Assessments

Please make sure if you are planning any outings you carry out a risk assessment on the venue and the type of activities you will be doing. Make sure there are enough adults per child and that you have first aid kits, registers, permission slips (if applicable) and emergency contact details for parents, carers and children with you.

First Aid Kits

First Aid Kits should be checked regularly to ensure that they are fully stocked with correct and in-date contents. SPELL can provide you with a list of what your First Aid Kit should contain.

Registers

It is important that all children are signed in and out of sessions even if you are on outing. SPELL provide all new groups with a register. If you need a new register, please speak to your Support Worker or email the office at office@spell-lanarkshire.com

Photo and Video Policy

Please make sure that all your groups have a photography and video policy which is given to and signed by all members at the group. Parents / carers must not publish any material on social media sites and the internet that contain images of any children other than their own, as the group has no control over these images once they are in the public domain. This applies to groups when they are on outings too. SPELL are able to provide groups with a sample photograph and video policy.

Above all, have fun 😊

For any advice or further information on any of these reminders, please speak to your Support Worker or contact the SPELL office at office@spell-lanarkshire.com

Support Workers

Katie Campbell - Hamilton, Blantyre, Bothwell & Uddingston, Cambuslang & Rutherglen
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Lorna Henry - Clydesdale
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Michelle MacDonald - East Kilbride, Strathaven & Stonehouse and Larkhall
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Our SPELL Office can be contacted at office@spell-lanarkshire.com or 01698 768933 / 768944

Dolly Parton's Imagination Library

Dolly Parton's Imagination Library gifts a brand-new book every month to children from birth until their fifth birthday. Across South Lanarkshire they have already launched in Abington and surrounding villages, Blantyre, Cambuslang East (council ward), Coalburn, Forth, Kirkmuirhill & Blackwood. For more information, please visit www.imaginationlibrary.com/check-availability

If the programme is not available in your community but you'd like to find out more, The Dollywood Foundation can support you to launch your own Imagination Libraries. To find out more, please get in touch with Kirsty Hill, The Dollywood Foundation's Regional Director for Scotland at khill@imaginationlibrary.co.uk