



step by step
in moray

SCIO SCO42246

Welcome



Step by Step Group Guidelines

Step by Step provides safe friendly groups for parents and children aged up to 3 years. We encourage enjoyment through play, story time and singing to help build good relationships and help parents cope with the challenges of family life. Family Workers also give individual support if needed.

There are some things you can do to help us to do our best for families, and make sure we all have fun together.

Please help us to help you....

- We are a charity, and our services are **free**. Donations are welcome but not necessary
- Each family can attend **one group** each week, except by arrangement with our Family Workers
- Parents are responsible for their **own child** at all times
- Parents should **join in** all the activities we offer. Singing and storytelling is an important part of language development for young children
- We provide a healthy snack at our sessions and encourage families to share this social time together. Please tell the Family Worker if you or your child has a food allergy or intolerance so **we can provide** what you need
- Please do not bring **food or drinks** to our groups unless by arrangement
- We provide good quality age-appropriate toys, please **take care** of them to ensure they last and are available for future children too
- Please **respect** all parents and children by being considerate and understanding, and by **welcoming** new families who may feel anxious at first
- We celebrate each child's **birthday** at our groups with a card and a song
- Please bring a **change of clothes** for your child as sometimes play gets messy
- **Mobile phones** should be used for emergency calls **only**
- Please don't attend if your child is or has been ill to **prevent the spread of infection**
- We are equipped for children aged up to 3 years, so for **their safety** we don't allow older children to attend
- Our normal groups run during **school term times** with a reduced service in the holidays
- We use our **closed Facebook page** to keep in touch with families, please use this wisely and with consideration for others
- We take care to ensure all children are **safe and protected**, if you have **any concerns**, please report these to our 'designated person' – Carleen Broad (contact details enclosed)
- We sometimes have donated food, nappies, hand knitted baby clothes and other useful items available for all families – please **help yourself** to these.

Thank You!



Our mission

Step by Step in Moray is a befriending charity for families who feel isolated or vulnerable. We help them to develop friendships, confidence and skills which will enhance their lives and enable them to give their children the best start in life.

We will:

- Offer a warm welcome and a safe, friendly environment at Step by Step groups for families with children up to the age of 3
- Provide developmental play, story time and songs, helping parents to participate in and enjoy activities with their children
- Listen well and be responsive to the needs of families, helping parents to build relationships with their children, their families and others
- Offer learning and development through healthy eating and life skills training which will improve the health and wellbeing of families
- Support families to become more resilient so that they can better cope with the challenges of family life
- Provide a clear and easy way for parents, staff and volunteers to report to us any concerns, no matter how sensitive
- Engage in partnership working, sharing our knowledge and learning to improve what we offer to families

Step by Step in Moray promotes respect, equality and inclusion for parents, children, staff and volunteers, showing Christian love in action



Staff and Volunteers

Step by Step is a local charity which is run by a board of **volunteer** directors with 8 employed staff and about 35 volunteers who work together to provide a happy supportive environment for families who feel isolated or vulnerable. We aim to help parents to enjoy their children's early years, make friends and face the challenges of family life.

Our staff and **volunteers** offer friendship by listening and chatting to parents, playing with children, setting up toys and craft activities, joining in song and story time, preparing snacks and having FUN.

All our **volunteers** care deeply for young families and know the importance of a good start in life. Most are grandparents or parents with many years' experience of the ups and downs of family life.

Before working at Step by Step all staff and **volunteers** go through an application process, undertake training and are authorised to work with children by Disclosure Scotland.

If you know anyone who would like to volunteer with Step by Step, please contact us for more information.



Step by Step Staff Contacts

Step by Step Office:

Monday – Friday 9.30am-3pm

Tel: 01343 544628

Email: info@stepsmoray.org

Team Leader Margaret McInnes

Tel: 07583 835681

Email: margaret@stepsmoray.org

Family Worker Emma Dewar

Tel: 07426 983339

Email: Emma@stepsmoray.org

Family Worker Gillian Collie

Tel: 07426 993099

Email: gillian@stepsmoray.org

Family Worker Tracy Sinclair

Tel: 07460 565156

Email: tracy@stepsmoray.org

Project Manager Gareth Jenkins

Tel: 07925 180113

Email: gareth@stepsmoray.org

Designated Person for Child Protection Concerns

Carleen Broad

Tel: 07717 231013 or 01343 830250



Ensuring Safety for all at Step by Step in Moray

At Step by Step we provide a warm welcome and a safe environment for families who feel isolated or vulnerable.

The Step by Step Designated Person for Safeguarding and Child Protection is Carleen Broad, she is a volunteer at Step by Step and a Trustee of the Charity with expertise in Child Protection

Please speak with Carleen if you have any **concerns** about the safety of a child or anyone else at Step by Step



Carleen Broad



Step by Step in Moray – Closed Facebook Group

Step by Step uses Facebook to connect with our families and to encourage parents to contact one another and develop supportive friendships

Once you have been added to our group by a member of the Admin Team please be respectful of the following guidelines:

- This is a closed Facebook group and is for families and staff of Step by Step only. Anyone can find the group whilst searching/using Facebook but only members of the group can view the posts
- Facebook can also be used as a method of communication. For personal matters, please send private messages via Facebook Messenger
- Members of the group are reminded to stick to topics relevant to Step by Step families.
- All members should be polite and friendly to one other and to Admin
- Step by Step discourages the selling of products via our Facebook group. Please be careful when accepting requests from one another
- Please be vigilant when posting pictures of children in the Facebook group as some families have **not** given consent for pictures to be published. Whilst this is a closed group, we cannot guarantee its privacy



Healthy Eating at Step by Step

At Step by Step we promote healthy eating. Good nutrition in the early years is vital for life-long good health for the whole family. A varied healthy diet and positive messages about eating well and enjoying food supports healthy growth and shapes good eating habits.

At Step by Step groups we provide healthy snacks for children and parents to eat and drink together at a table which helps children to develop their social skills including table manners by sitting down with others.

Our snacks include a variety of fruit and vegetables to encourage children to try and enjoy different textures and tastes, whilst providing them with the essential minerals, vitamins, fibre and dairy needed for growth, development and energy. This also helps their bodies to develop strong bones and teeth - essential for an energetic childhood.

Our food is safely prepared into finger food size perfect for our weaning little ones, allowing them to explore taste, texture, colour and smell. We also provide support for breastfeeding mums.

We understand that some children have a food allergy or intolerance, therefore, we provide a sheet which details any allergens contained in our food. If for any reason, you need to bring your own food or drink please make prior arrangements with your Family Worker.

Play at Step by Step

Play is the best way for young children to learn, grow and develop and is an essential part of the bonding process. Children learn from everything they do and everything that's going on around them. As a parent, **you**, play a vital role in your child's learning.

Play is key to your child's development and can take many different forms. There's no right or wrong way to play, it can be with toys or safe household items. Through play children develop socially, physically, mentally, and emotionally.

At Step by Step the first part of our sessions take the form of free play. We provide a selection of age-appropriate toys for you and your child to play with. We also always have a craft and/or a sensory play experience. These encourage the development of imagination and creativity.

We always have a fun song and story time at each session, and we encourage everyone to join in with the singing and actions. This helps your child to develop their words and language. Don't worry if you think you can't sing remember to your child your voice is amazing and they will love you singing to them.