



**Norfolk** County Council



**Early  
Childhood  
and Family  
Service**

# **How to guide:** **Setting up and running a Parent and Toddler Group**

## **Introduction**

This guide outlines the things you will need to consider if you want to set up a new group from scratch but will also serve as a useful guide with hints and tips if you already run a group for parents and carers of children aged 0-5 and want to know what else you can do to expand or improve what you already offer.

We know there is a lot of information in this booklet, but we can work through it with you. We are looking forward to helping you develop your plans- whatever stage you are at. The information provided is primarily geared to activities that will be set up as a community/voluntary group as it is likely that such groups may need more help and support and access to funding. Most of the guidance however will also apply to groups that are not set up this way.

Whatever you choose to call your group (e.g Stay and Play, Baby and Toddler Group or Parent and Toddler Group), they all provide valuable opportunities for children to socialise and parents to meet in a safe and friendly atmosphere.

This guide is full of ideas for suitable venues, ideas for activities, how to ensure safety, refreshments, what to charge and appropriate equipment. In certain circumstances funding may be available to help set up your group through Norfolk County Council.

### **First Steps**

Before you start planning a new group, you need to make sure there is a need for it. You will want to think about what other groups are available locally? Have you chatted to other families about your idea?

### **Choosing a venue**

Once you have identified there is for a need for your group you will need to decide on a suitable venue. Sessions usually run between 30 mins and 2 hours, so you need to enquire about availability of venues that you feel will be suitable.

A suitable venue will be easily accessible for families, ideally have some parking or be central for families to walk or use public transport. It will need toilets and changing facilities and enough space for families to use for children's activities and security. You may need use of a kitchen if you are looking to provide refreshments. You will also need to have somewhere to store your toys and equipment.

These can be venues such as church halls, community centres, libraries and scout huts etc. We will know lots of venues that exist in your local area if you don't have an idea of where to host your activities.

You will need to consider the cost for the time you need the venue, this will determine if the venue is affordable and help you decide how much you will charge families for the session. You will need to ensure that costs are covered even if attendance fluctuates.

Apart from the hire fee, costs will include refreshments, consumable items such as craft items, cleaning equipment and insurance, (some venues will have insurance such as Public Liability, but you will need to check if it covers all use).

It is also essential that you know the fire regulations and procedures of the venue and relay these to the families so that they know what to do in an emergency.

## Working as a team

Running a group is easier with help. Do you know other parents or individuals in the area who might also be interested in your group? Ideally you would need a “committee” of at least three people but preferably more.

You can then share out the tasks such as viewing and booking a venue, setting up the session, tidying up and cleaning equipment, attendance register, setting up a Facebook page for information sharing and promotion.

It is also a good idea to start setting some rules for the group. You may also want to use the model constitution for small charities on the Charity Commission website:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/586358/GD4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/586358/GD4.pdf)

Can we help you identify ways to get other parents involved in your ideas? Let us know.

## Finances

Unless you have secured long term funding from another source it is highly likely that you are going to have to charge for your group to cover costs, or at least seek a voluntary contribution from families.

### Finance Planning

It is important to know any costs associated with running your group before setting any charges. These include venue hire, equipment, consumables and snacks so that the group can plan to be self-sustaining. You also need to have a good idea of how many people are interested in attending your group to ensure you can cover costs.

You will also need to think about what appropriate volunteer costs are and record these to avoid any confusion about what can be claimed for and at what rates. For example - Will you pay mileage, telephone call costs?

### Breaking even

How many families will need to attend to breakeven? It is also important to remember that not everyone will be able to attend every session due to inevitable things happening for families such as sickness, holidays etc. It is probably better to work on a 70 - 80% attendance rate when considering your breakeven point, so that you don't suddenly face a deficit because less people attended than expected as the venue will still have to be paid for.

You may find it helpful to use our Parent and Toddler Budget planning tool which is available electronically on request. Or you could ask for our workers to support you with this.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Anytown Parent & Toddler														
2		Month	1	2	3	4	5	6	7	8	9	10	11	12	
3		Name	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
4	No. of weeks open in month		4	4	4	3	0	4	4	4	2	4	4	4	41
5	Charge per family per week	e.g. 10 x £2.00 = 4 weeks	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
6	No. of families	e.g. 3 x £3.00 = 4 weeks	10	12	13	14	17	20	20	20	20	20	20	20	20
7	Total Fee Income		80.00	96.00	104.00	84.00	0.00	160.00	160.00	80.00	80.00	160.00	160.00	160.00	1640.00
8	Community Funding		2252.00												2252.00
9	Other funding - e.g. fundraising		50.00							30.00					80.00
10	Total Income		2382.00	96.00	104.00	84.00	0.00	160.00	160.00	160.00	110.00	160.00	160.00	160.00	3972.00
11															
12															
13	Expenditure														
14	Snacks and Consumables		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
15	Toys & Resources		1232.00												1232.00
16	Venue Hire (2hrs) PER SESSION	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
17	Venue Hire (2hrs)		80.00	80.00	80.00	60.00	0.00	80.00	80.00	80.00	40.00	80.00	80.00	80.00	820.00
18	Insurance/Membership/Training		200.00												200.00
19	Staff Cost per session	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
20	Staff Cost		100.00	100.00	100.00	75.00	0.00	100.00	100.00	100.00	50.00	100.00	100.00	100.00	1025.00
21	Other														
22	Total Outgoing		1422.00	190.00	190.00	145.00	10.00	190.00	190.00	190.00	100.00	190.00	190.00	190.00	3197.00
23	Monthly Balance		960.00	-94.00	-86.00	-61.00	-10.00	-30.00	-30.00	-30.00	10.00	-30.00	-30.00	-30.00	775.00

## Community Fund

Norfolk County Council has launched a new 0-5's Community Fund worth £250,000 each year from October 2019 giving organisations and groups the chance to bid for up to £2,500 to support them to meet the needs of 0-5's and their parents. There is a transition arrangement in place between now and March 2020.

The Community Fund is part of the County Council's new approach to supporting local communities to enable families to build their own networks of support. This requires there to be a range of locally run community groups and activities for families with children aged 0-5.

### The 0-5's Community Fund will support activities that: -

- Involve parent and children aged 0-5 attending activities together which provide social and developmental opportunities
- Are run by members of the community or community organisations
- Are run from local community venues, close to where parents live; particularly in rural and isolated communities
- May be free or have a nominal charge
- Operate an open access / universal activity (i.e. not targeted or where individuals must be referred by a professional)

This funding is only for groups that operate for children aged 0-5 and their parent/carers. Funding will be awarded to groups that plan to become self sustaining or are for a fixed period or purpose.

### What it will fund

- Start-up of new groups or increasing capacity of an existing parent and toddler group (extra session or day to allow more families to attend)
- Access to training for volunteers who run the group/activity run through NSCB, Voluntary Norfolk, NCC (e.g. Safeguarding Children, Health and Safety, Food Hygiene)
- Membership of Norfolk Safer programme
- Resources appropriate for children aged 0-5 years to access in a group environment
- Initial set up costs i.e. equipment
- Public liability and employer's liability insurance as appropriate
- Marketing and promotional materials
- Venue hire up to a maximum of 6 months

### What it won't fund

- Long term venue costs
- Resources not appropriate for a group setting
- Staffing costs
- Capital works
- Resources or equipment for existing groups that are not increasing their capacity to allow more families to attend (We may be able to signpost existing groups to other sources of funding for this purpose.)
- an activity/group which solely promotes party political views or religious beliefs or philosophy or solely delivers services for religious purposes\*

\*Faith-based bodies and religious organisations are eligible to apply and we recognise they make a significant contribution to the well-being of society. We would expect any group we fund to be transparent to reassure us that the funds will not primarily be used to promote specific religious activities. Religious organisations providing public services are subject to the requirements of discrimination law in the same way as other organisations

For more information visit [www.norfolk.gov.uk/earlychildhoodfunding](http://www.norfolk.gov.uk/earlychildhoodfunding) or email [cs-0-5communityoffer@norfolk.gov.uk](mailto:cs-0-5communityoffer@norfolk.gov.uk)

### **Registering as a Charity**

If your income goes over £5000 and you want to fundraise, you would need to register as a charity. Please ask if you need support with this.

For more information <https://www.gov.uk/guidance/how-to-set-up-a-charity-cc21a>

You will need to open a bank account with at least 2 unrelated or cohabiting signatories to deposit money in and keep a record of finances. You may need more guidance on being a treasurer and signatory. You may not make a profit, but you need to be able to cover all costs. Our workers can help you with this.

[Information and advice about setting up a charity is available locally from Community Action Norfolk](#)

### **Promoting the group**

You can promote your service on the Norfolk Community Directory free of charge so that families looking for a service like yours will know it is available in the area. The Directory has information about a whole range of services available to families. This is also a requirement should you access financial support from our Community Fund.

Other ways you can promote yourself could be to provide a newsletter giving information on activities and themes, such as Easter and Christmas events. You could promote your group in local newspapers as well as in parish and village newsletters. You could also create posters for display in the community and local schools and Early Years providers including Childminders. Their details can be found on the Norfolk Community Directory You can also ask for your group to be promoted in local libraries/mobile libraries. You might also consider a Facebook/ social media presence.

Once you have information and publicity materials about your group, we can also share and circulate this email through our professional networks who may be working with families you are trying to attract.

## **Running the Group**

### **Managing expectations**

It is good practice to think about 'rules' for your group such as parents being responsible for their children. Also offering a waiting list if the group becomes too crowded.

If you are going to provide refreshments, consider what may be healthy and appropriate and remember that there may be children with allergies and intolerances, so families may want to bring their own snacks.

Will you offer hot drinks and if you do, how you will always ensure the safety of young children. e.g. does the venue enable hot drinks to be restricted to a specific area?

We would recommend that children have no access to the kitchen area, that the outside door is secure to prevent children exiting the building and that no hot drinks are near children. (You could use stairgates to block off areas).

Decide who will do what so that you work as a team. See Appendix 1 for an example "Risk Assessment Form" at the back of this guide. You could ask for our workers to support you with this.

## Welcoming environment

It is important to make your group welcoming and stimulating for families. It is good to have a range of activities for parents and children to do together such as a craft area, role play and games and provide a safe, separate area for babies, with a washable rug, cushions and baby toys. Perhaps the team and other parents can take turns in providing these?

Some groups also like to end the session with a story or songs, such as nursery rhymes to let everyone know it's the end of the session and calm the session down ready for going home. You can also encourage the children to help tidy up, encouraging togetherness and ownership of the group.

## Equipment and Resources

You will need to provide appropriate and safe equipment and toys, as well as cups, beakers, kettle (if not provided in the venue), first aid kit, attendance register (this could be a sheet), accident book, phone.

Toys could include books, jigsaws, rattles, musical toys, balls, bricks, baby walkers, push along toys, dressing up clothes, dolls, cars, paint brushes, homemade play dough, sand, cardboard boxes, sit and ride toys and sorting shapes. Please see Appendix 2 for more ideas.

## Accessibility

It is important you consider the accessibility of your group both from a practical and physical perspective but also regarding the activities you offer to parents / carers and their children. Parents of young children are likely to use pushchairs or carry seats to transport their children to the venue. Is there room to store / park these during the activity that does not obstruct exits or others of the building or in the community.

In addition, the activities you provide must be inclusive of children with a range of abilities and take into account any additional needs of the parents and carers who could attend. Our workers can provide you with lots of ideas, support and resources on this

## Training

We would recommend that those who are responsible for the running of the group should attend appropriate training if they have not already.

This includes: -

First Aid, Food Hygiene, Health and Safety and Safeguarding.

For those who receive funding from the Early Childhood Community Fund, we would expect group leaders to have attended "Safeguarding Children" and "Paediatric First Aid" as a minimum. You can also include a year's membership of "Safer" as part of an application to the fund.

## What is the Safer Programme?

The Safer Programme provides advice, information and training on all aspects around safeguarding children, child protection, policies and procedures, primarily to the voluntary and community sector, but also to the statutory and private sector.

## What do we get if we join?

For your £30 a year registration you receive:

- A comprehensive resource pack containing everything a group needs in respect of safeguarding children.
- Access to the Safer Programme Coordinator for tailored advice and information

- Two free training places at introduction level every three years and 20% off the cost of Core Programme and Safer Recruitment Training
- Updated information on legislation, guidance, policies and procedures
- A free check on your policies and procedures in order to gain a Safer Certificate annually
- More details can be found:- <https://www.norfolkscb.org/people-working-with-children/safer-programme/>

Further safeguarding courses can be found on <https://www.norfolkscb.org/people-working-with-children/nscb-training> or ask one of our workers to advise you if you think you need something specific.

Although these courses are not statutory it will ensure that you offer the best environment for families. It will also increase your confidence in your leadership abilities for the community.

The cost of attending relevant training can be included in a Community Fund application.

We are currently developing a bespoke Community Offer training programme for leaders of groups. If you would like more information, contact [cs-0-5communityoffer@norfolk.gov.uk](mailto:cs-0-5communityoffer@norfolk.gov.uk)

### Enhanced DBS checks

We would advise that group leaders have an Enhanced Disclosure and Barring Service (DBS) check.

Applicants do not pay for enhanced disclosure checks for volunteer positions. The checks however are processed in the same way as for a paid position. When applying for a standard or enhanced DBS check, you need to consider if the position is eligible for the check in accordance to the relevant legislation. This is the case for both paid and voluntary positions.

All standard and enhanced DBS certificates now show if a fee has been charged by DBS, so applicants can see if the certificate was issued for a paid role or a volunteer role.

Please note, an administration fee may be charged by the organisation that submits the application. This is not the same as the DBS check fee and will not appear on the certificate.

To qualify for a free-of-charge volunteer check, the applicant must not:

- benefit financially from the position for which the application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be in a trainee position or undertaking a course of study that will lead to a full-time role/qualification
- be a paid foster carer or a member of a foster care household

### How can I obtain an DBS check?

There are a number of organisations available who can process DBS checks for volunteers.

This includes Momentum (Part of Voluntary Norfolk) <https://www.momentumnorfolk.org.uk/what-we-do/dbs-checks/>

and  
 “The DBS Team” at Norfolk County Council. They can be contacted on 01603 223152 or via their group mailbox [dbs@norfolk.gov.uk](mailto:dbs@norfolk.gov.uk) Through a simple process they can set your organisation up as an umbrella company and then process checks on your behalf. If you choose to use Norfolk County Council’s DBS service, there is only an admin charge of £25 for volunteer checks.

The cost of Enhanced DBS checks for volunteers as appropriate can be included in a Community Fund application.

More information is available about DBS checks at:

<https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers/disclosure-application-process-for-volunteers>

### Do I need to register our group?

Community groups like parent and toddler groups do not need to register with Ofsted or any other statutory body but we can offer support for you to get off to the best start with your group and can continue to support you should things change, and you need more advice.

### Access to other support and help

Through running your group, you may identify families with additional challenges that need support and input that is not about safeguarding.

If a family is having issues or confides in you about a problem, knowing who to contact to get the family support could ensure the child is safe and secure at home.

Some families may already have a Family Support Plan (FSP) in place or an education, health and care plan (EHCP) that describes their needs and who is working with them to address them.

It is possible that individuals may discuss their concerns with you and seek further support and advice. This could be about their child's behaviour, housing, debt and welfare, wellbeing, loneliness and isolation, lifestyle etc

There is lots of advice and information available from staff in the local early help hubs. They can give you information and guidance on where you get services and support.

You may also want to undertake the Family Support training for your own understanding and professional development. Information on this can be found at:

<https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support/support-for-professionals/early-help-training>

## **Other information**

### Contact Details

Although parents will be attending with their children you might also wish to have a record of contact details just in case of emergency. As well as having an attendance register so that you know who is present at your session for health and safety purposes, it is also a good idea to ask families when they first join, to complete a very basic registration form. This will enable you to contact them in if you need to. e.g a session being cancelled at short notice

If you plan to take photos you will need to think about gaining consent for this and being explicit about what purpose they will be used for and especially if you are using them to promote your group on social media.

If you are providing snacks you would also want to ask about any allergies so that you can meet individual needs. For example you might want to keep wrappers of any snacks provided so you know the ingredients. You may also want to have a sign that asks families to speak to you if they/their child has an allergy. You may also want to ask about any health conditions that might impact on a family's attendance at the group.



You will need to ensure that you comply with GDPR regulations – a worker from the team can explain what this means including writing a Privacy Notice.

### **If you are worried about a family who attends**

You may become aware that one or more of your members is struggling to cope with the demands of everyday life and would really benefit from some extra support.

The Early Childhood and Family Service is here to help them. More information can be found:- <https://www.norfolk.gov.uk/children-and-families/early-childhood-and-family-service>

You can tell them about the service, so they can contact the service themselves or with their consent you may wish to make a referral. You can find details at the end of this pack.

If you have a safeguarding concern as a professional providing services to a child, you should contact the Children's Advice and Duty Service on 0344 800 8020

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- all the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.
- They will also need to know where the child is now and whether you have informed parents/carers of your concern.

**For more information you can visit <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>**

### **Keeping in touch**

We will of course be keen to hear about how you are supporting families to access your service.

As well as registering your group on Norfolk Community Directory it is important to keep the details on your group up to date and review them at least every six months.

We would also like to visit you on an annual basis to offer advice and support as appropriate, though we can offer support more frequently if you need it.

### **Advice and Support**

If you would like more advice and support you can download and complete the expression of interest form from our website [www.norfolk.gov.uk/earlychildhoodfunding](http://www.norfolk.gov.uk/earlychildhoodfunding) or email any questions you may have to [cs-0-5communityoffer@norfolk.gov.uk](mailto:cs-0-5communityoffer@norfolk.gov.uk)

### **What our workers can help with**

Our workers can help you to:-

- Set up a new group or expand an existing one
- Find venues in your area
- promote your group
- plan your budgets
- apply for Early Childhood Community Fund if appropriate
- look for other funding opportunities

## Setting up a new Parent and Toddler group Checklist

✓	<b>Have you</b>
	decided on a group name?
	found a suitable venue which is accessible to all?
	decided what will your sessions look like/include?
	decided how long your sessions will last?
	worked out all your expenditure and costs (venue /resources/ refreshments / insurance)
	decided how much are you going to charge families to attend?
	set up your bank account?
	registered your group on the Norfolk Community Directory?
	decided how you are going to promote the group?
	developed some rules to ensure the group runs smoothly?

### And finally

We're with you every step of the way and we want you to feel supported in your journey. Do not hesitate to get in touch with any questions you may have at [cs-0-5communityoffer@norfolk.gov.uk](mailto:cs-0-5communityoffer@norfolk.gov.uk)

## Useful Contacts

**Early Childhood and Family Service (Action for Children)** [Call 0344 800 8020](tel:03448008020) or email [ECFS-Families@actionforchildren.org.uk](mailto:ECFS-Families@actionforchildren.org.uk)

This is the targeted Tier 2 service to support families with children aged 0-5 years

**Early Years Achievement Service 0-5 Community Offer** - 01603 222300 (Option 3)

Visit [www.norfolk.gov.uk/earlychildhoodfunding](http://www.norfolk.gov.uk/earlychildhoodfunding) or email [cs-0-5communityoffer@norfolk.gov.uk](mailto:cs-0-5communityoffer@norfolk.gov.uk)

This team can offer advice on funding, training, support for setting up your activities from a community development worker

### Early Help Hubs

Breckland - 01362 654515

Broadland - 01603 217612

Great Yarmouth (East) - 01493 448188

North Norfolk - 01603 217612

Norwich - 01603 224101

South Norfolk - 01508 533933

West Norfolk and King's Lynn - 01553 669276

**Voluntary Norfolk** <https://www.voluntarynorfolk.org.uk/>

Advice services for community and voluntary groups

**Community Action Norfolk** <http://www.communityactionnorfolk.org.uk/sites/>

Community Action Norfolk helps voluntary and community groups with advice on funding, establishing a structure, day-to-day operations, and how best to engage with the people you're aiming to support.

**The Early Years Alliance** <https://www.eyalliance.org.uk/baby-and-toddler-group-membership>

**Norfolk Safeguarding Children Partnership** <https://www.norfolkscb.org/>

To make sure that all children and young people in Norfolk can expect to stay safe and that the appropriate action will be taken by relevant organisations, if children are in need of help.

**If you have asked for support from an Improvement and Development Worker (IDW) or a Community Focus Officer you can record their contact details here, so they are always at hand .**

Name	Email	Telephone

**Appendix 1**

Example - Parent and Toddler group – Risk Assessment Form	
<b>Risk Assessment No.</b>	<b>Date</b>
<b>Details of the task/situation/activity under consideration</b> (Venue, lifting climbing frame)	
<b>What are the hazards that could cause harm?</b> (e.g. kitchen access, hot drinks, lifting the climbing frame, bleach for toilet cleaning)	
<b>Who could be harmed?</b> (and is it reasonably likely that harm could occur?)	
<b>What is the nature of harm that could come to them?</b> (Is it sufficient severity to need consideration) e.g. back strain, poisoning, burns)	
<b>What precautions do you need to take to make the situation safe?</b> (What you may be doing already plus anything else you need to put in place)	
<b>Are you happy the situation is now sufficiently safe</b>	<b>YES/NO</b> (If no, you need to think again)
<b>Assessment carried out by</b>	
<b>Role</b>	

**Remember – you need to recheck before every session or if the situation/task changes**

## Appendix 2

### Thinking about toys and resources for a Parent and Toddler group

Firstly, you will want to make sure that any toys are appropriate for a group setting rather than the home as lots of children will be playing with them. You will also want to make sure they are safe.

#### Toy Safety

Check that toys:-

- are suitable for the age group intended. (Check packaging)
- carry the CE mark of safety as appropriate
- have well-sewn seams and that nose and eyes are securely fixed on soft toys
- don't fit into the mouth and especially for children under 3 years
- don't have sharp points and rough edges
- are not broken. If a toy can't be fixed safely, discard it
- can be stored safely. Children can be encouraged to help putting toys away safely
- are stored safely. Check toy boxes and shelves for safety regularly
- are clean Toys should be wash and cleaned regularly

#### Choosing Toys

A toy is something which encourages play, which in itself produces learning. You will need to consider: -

- is the toy safe? (see above)
- will the children like the toy?
- can the toy be used in a variety of ways?
- is the toy durable?
- is it appropriate to the age of the children who will attend?
- will the toy capture the children's interest?
- is it fun?
- having toys and equipment that enable a range of activities e.g. play dough, painting, sand, water, building blocks, jigsaw puzzles etc (see below).
- whether the toy involves children playing with others?
- whether it can be kept clean easily?

It is important when choosing toys, to be aware of toys that promote multi-cultural awareness and gender equity, which are essential in developing children's sense of respect and moral responsibility.

You will also need to ensure you have toys that are suitable for different age groups that may be attending your group.

You might want to consider the following:-

<b>For babies</b>	<b>Toddlers</b>	<b>Pre-schoolers</b>
Black and white toys/books Activity centres Stacking toys and rings Stuffed animals or dolls Music making toys Stacking toys and rings Push-pull toys Small soft toys for throwing Squeaky toys Soft mats Stuffed animals or dolls Music making toys Books with rhymes Telephone and mirror Natural materials & treasure baskets Boxes and cups Crib mobiles Pop-up toys Simple picture books Quiet area for reading Bubbles Treasure Baskets (baskets with all sorts of ordinary everyday items inside).	Push/pull toys Cars (big enough to ride) Balls Beanbags & Mats Outdoor activities like running, hopping, ballgames, slides, climbing etc. Mirrors Cash register & pretend foods Telephone Dress up clothes for dolls and children Musical instruments Puppets Big boxes Animal toys Blocks big & small Picture cards Floor & table top jigsaws, Peg- boards Shape-sorter Books with simple stories Quiet area for reading Tape recorder Paints, brushes & paper Crayons, chalk, junk material, cardboard boxes etc. Play dough Sand pit, water tray Bubbles	Push-pull toys Pedal Toys & Cars (big enough to ride) Balls & ball games Beanbags Dance Music & musical instruments Jumping sacks & skittles Climbing/bouncing equipment Skipping Encourage outdoor activities like hoops, balancing beams, seesaws etc. Dolls & Tea-sets Cash register & pretend food Telephone Dress-up clothes (include multi-cultural clothes) Puppets Big boxes Small model vehicles Cars, buses, fire engines, planes, garage, trains, train sets, boats and trucks Blocks (big & small) Books with simple stories (include multi-cultural books) Quiet area for reading Paints, brushes, sponges, paper, crayons, chalk, glue, junk materials, play dough Sand box and sand toys Water tray & water toys Small model figures – farm animals, insects & birds, dinosaurs and people toys

This is not an exhaustive list and you may think of other things you know children would love to play with at your group.

You don't need everything in place to be able to start your group. You can fundraise over time for items or ask for donations of safe and complete toys and games. Car boot sales and charity shops are often a good place to start but you must make sure they are safe as there is no comeback for second-hand goods as there would be for new ones.