



**Summer Term 2018**

Dear Early Years Practitioners,

Welcome to the Summer Term 2018 training booklet for Early Years settings and practitioners.

We are planning new and exciting training around Forest School leadership which will be an accredited course that will be run throughout 2018 and 2019 – please see pages 8 & 9 for more information.

The new General Data Protection Regulation (GDPR) legislation comes into force from the 25<sup>th</sup> May 2018 and will replace the UK Data Protection Act 1998. This new legislation will bring new requirements to how we handle personal data.

As you may be aware, during the Spring Term, we held two training sessions on the GDPR which were in great demand and we will therefore be offering more dates in the Summer Term. Please see page 15 for more details and available dates.

Some settings have found it to be a more efficient and financially viable option to book our trainers for all their staff to be trained on at the same time. Please contact us if you would like us to come to your setting and provide training. Please note there will be a limit to the number of staff allowed on certain courses (e.g. First Aid – maximum 12 attendees).

We continue to have our normal round of training and forums running this term. Our focus remains in supporting you and your settings to deliver high quality early years provision in Tower Hamlets. The sessions available throughout this term's programme are designed to help you achieve this.

We look forward to working with you all and receiving your booking requests.

## **Early Years Workforce Development Team**

Integrated Early Years Service

<b>Welcome to the Summer Term 2018 Training Booklet.....</b>	<b>2</b>
<b>Early Years Foundation Stage (EYFS) documents .....</b>	<b>5</b>
<b>Early Years Foundation Stage Profile (EYFSP) .....</b>	<b>6</b>
<b>Training tailored to your needs .....</b>	<b>7</b>
<b>Forest School Programme .....</b>	<b>8</b>
<b>Forum Programmes.....</b>	<b>10</b>
<b>Moderation Trialling Events.....</b>	<b>11</b>
<b>Health &amp; Safety Programmes.....</b>	<b>12</b>
<b>Inclusion Support.....</b>	<b>13</b>
<b>Safeguarding Training Programmes .....</b>	<b>14</b>
<b>Data Protection Training Programme.....</b>	<b>15</b>
<b>Course Content:</b>	
Early Years Foundation Stage Coordinators’ Forum.....	16
Early Years Foundation Stage Profile (EYFSP) moderation events .....	17
First Aid at Work .....	18
Inclusion Coordinators’ Support Group .....	19
CIEH Level 2 Award in Food Safety in Catering.....	20
MPVI Childcare Managers’ Forum .....	21
Paediatric First Aid .....	22

Safeguarding Children Advanced - for Designated Safeguarding Person .....	23
Safeguarding Children Intermediate .....	24
Safeguarding Children Intermediate Plus - for Childminders.....	25
<b>Course Attendance Fees .....</b>	<b>27</b>
<b>Booking information .....</b>	<b>28</b>
<b>Non-attendance and cancellation fees policy .....</b>	<b>30</b>





## The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to five years old. All schools and Ofsted-registered Early Years providers, including childminders, pre-schools, nurseries and school reception classes must follow the EYFS.

The statutory framework for the EYFS supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the framework can reassure parents. Regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

To view a copy of the Revised Statutory Framework for the EYFS click on the image of the document. The revised version came into effect from April 2017 and all practitioners, settings and childminders must ensure they are implementing the changes that have been introduced. Should you require further information on the changes please contact your Early Years Advisor.

Alternatively visit [www.towerhamlets.gov.uk/earlyyears](http://www.towerhamlets.gov.uk/earlyyears) and go to useful practitioners' resources.



## Early years foundation stage profile

2018 handbook

December 2017

### The Early Years Foundation Stage Profile (EYFSP)

The Early Years Foundation Stage Profile is statutory. The Integrated Early Years Service (IEYS) offers schools a three point moderation programme. 25% of schools in Tower Hamlets are notified and moderated annually. The data return based on the early learning goals (ELGs) is statutory for every setting which takes eligible (5 year old) children; for schools this will be the end of the Reception Year. The Statutory return is completed every academic year during the Summer Term. Ofsted uses the 'Early Years Outcomes' to measure progress and attainment in early years and therefore all Moderation events and assessment advice to Schools run by the IEYS are based on this document and Standards and Testing Agency requirements.

There are two more events during the summer term to support practitioners with the EYFSP. All of the events are open to schools and settings that may have children for whom they will be completing a profile. To download a copy of the 2018 Early Years Foundation Stage Profile Handbook visit [www.towerhamlets.gov.uk/earlyyears](http://www.towerhamlets.gov.uk/earlyyears) and go to useful practitioners resources.

Full team training has been shown to strengthen the positive impact on children's outcomes; therefore we have developed several training courses which you can request to be delivered in your setting. See below for an outline of the courses. These are focused on narrowing the gap between the most disadvantaged children and their peers. The content can be discussed in more detail with the trainer and can be adapted to meet the needs of the learners.

## **Every Tower Hamlets Child a Talker**

- This training focusses on the importance of learning language and its fundamental relationship to learning. It identifies approaches and practical strategies for maximising children's opportunities to learn language.

## **Sustained Shared Thinking (SST) and Emotional Well-being**

- This training focusses on the vital role adults play in helping children to be emotionally and intellectually ready to think and learn. It identifies the skills and approaches that settings can focus on to develop in their practice.

## **Inclusion and Special Educational Needs**

- Specialist training in this area continues to be provided by Phoenix and Stephen Hawking schools – contact these schools directly if you wish to access their support. The six maintained nursery schools also have a wealth of experience in this area and are willing to share with Primary colleagues. Please contact the Workforce Development Team for further information.

## **Supporting Young Children's Mathematical Development**

- This training focuses on an area of the curriculum that supports narrowing the gap. We have developed a modular package of training which aims to increase children's understanding and attainment in mathematics; develop practitioner understanding of children's mathematical development; increase practitioner confidence to support parents and families; develop a toolkit of SST strategies that support open-ended mathematical investigation and to support practitioners to use the rich environment around them and enhance it with mathematical development in mind.

## **Packages**

Each training package consists of a total of 5 hours training. **Please call us to discuss your needs further.**

The costs will vary according to delivery requirements and whether a venue will need to be booked (if you are not using your own setting). Costs will be in the region of £550 for schools and £275 - £300 for MPVI settings.

Settings or schools may wish to work in partnership with each other to share the cost. The total number of participants in a group **should not exceed 15**. Larger groups will necessitate an additional trainer, and will be charged accordingly.

Please note it is the settings' responsibility to ensure that our tutors have adequate IT equipment available if the training is to be held at your designated venue. This includes the following:

- interactive whiteboard that will enable trainers to use Microsoft PowerPoint programme to present slideshows.
- access to the internet and access to a TV/DVD player
- the venue should be large enough to accommodate the number of participants

**Please contact the Workforce Development Team if you would like to discuss dates and packages**

## Introduction to Forest School

Forest School is an inspirational process which offers children and young people opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a local woodland environment. Children are encouraged to develop independence, improve their decision making and raise their self-esteem through small, achievable tasks.

Forest School sessions allows children to take risks and attempt new challenges they wouldn't face in a setting, while still developing skills in their prime areas of the EYFS including:

- Physical development – both fine and gross movement skills
- Social and emotional development – self-confidence, working within a team or building on independence.
- Communication development – building on new vocabulary.
- A brilliant way of introducing children to the outdoors

This introductory course may help towards undertaking the Forest Schools Practitioner or Assistant Practitioner Award, which will enable you to motivate and inspire groups and individuals to enjoy the outdoors; whilst providing a unique learning experience in a safe and nurturing environment.

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
Introduction to Forest School	1	27/06/2018	09:15 - 15:30	- Childminders - Children's Centres - Schools - Childcare settings	TBC





Forest School/Nature Nurseries have been an integral part of Early Years education in Scandinavia since the 1950's. Their philosophy of the Forest School/Nature Nurseries is based upon a desire to provide young children with an education which encouraged appreciation of the wide, natural world and which encourages responsibility for nature conservation in later life.

Teachers, Learning Support Staff and Child Care Workers involved with children who undertake Forest School report significant improvements in independence, self-esteem, social skills, concentration levels and an ability to work confidently within a team or independently.

Forest Schools, through its application of accelerated learning techniques, creates a unique learning vehicle which is used to encourage a range of community groups to utilise their local open space for interactive play, health, recreation and personal development.

Undertaking the Forest Schools Practitioner or Assistant Practitioner Award will enable you to motivate and inspire groups and individuals to enjoy the outdoors in a safe and nurturing environment whilst providing a unique learning experience.

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
Forest School Leaders	5 days training 5 days assessment (throughout the year)	To start in the Autumn term	TBC	<ul style="list-style-type: none"> <li>- Childminders</li> <li>- Children's Centres</li> <li>- Schools</li> <li>- Childcare settings</li> </ul>	TBC



This term we have a range of forums; for more information click on your required session title.

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
<a href="#"><u>Early Years Foundation Stage Coordinators' Forum</u></a>	1	27/04/2018	09:15 - 15:30	Early Years Coordinators	Free
<a href="#"><u>MPVI Managers' Forum</u></a>	1	27/04/2018	09:15 - 15:30	Childcare Managers	Free
<a href="#"><u>Early Years Foundation Stage Coordinators' Forum</u></a>	1	22/06/2018	09:15 - 15:30	Early Years Coordinators	Free
<a href="#"><u>MPVI Managers' Forum</u></a>	1	22/06/2018	09:15 - 15:30	Childcare Managers	Free

Contact the Workforce Development team to book your place.

An opportunity for schools and settings to moderate with other colleagues.

These sessions will be focused on Understanding the World, Expressive Art and Design and Physical Development.

When attending the Moderation Agreement Trialling events, it is advised that you bring the following items with you:

- Three learning journeys to cover a range of ability, one emerging, one expected and one exceeding
- STA exemplification materials

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
<a href="#">Moderation agreement trialling event</a>	0.5	19/04/2018	13:30 – 15:30	EYFS reception teachers	Free
<a href="#">Moderation agreement trialling event</a>	0.5	30/04/2018	13:30 – 15:30	EYFS reception teachers	Free

Contact the Workforce Development team to book your place.

This term we continue to offer health and safety related training sessions; for more information click on your required session title.

Session Title	No. of days	Date 1	Date 2	Date 3	Course times	Aimed at (practitioners in)	Attendance fee
<a href="#">Fire Warden/Fire Marshall Training</a>	0.5	04/07/2018	-	-	09:15 – 12:15	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
<a href="#">First Aid at Work</a>	3	18/06/2018	19/06/2018	20/06/2018	09:15 - 16:45	- Children's centres - Schools - Childcare settings	£225 - Children's Centres £225 - Schools £105 - Childcare settings
<a href="#">CIEH Level 2 Award in Food Safety in Catering</a>	1	25/05/2018	-	-	09:15 - 16:45	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
<a href="#">Paediatric First Aid</a>	2	21/05/2018	22/05/2018	-	09:15 - 16:45	- Children's Centres - Schools - Childcare settings	£150 - Children's Centres £150 - Schools £70 - Childcare settings
<a href="#">Paediatric First Aid</a>	2	04/06/2018	05/06/2018	-	09:15 - 16:45	- Children's Centres - Schools - Childcare settings	£150 - Children's Centres £150 - Schools £70 - Childcare settings
<a href="#">Paediatric First Aid</a>	2	11/06/2018	12/06/2018	-	09:15 - 16:45	- Children's Centres - Schools - Childcare settings	£150 - Children's Centres £150 - Schools £70 - Childcare settings
<a href="#">Paediatric First Aid (Saturday)</a>	2	23/06/2018	30/06/2018	-	09:15 - 16:45	- Childminders	£25 - Childminders
<a href="#">Paediatric First Aid</a>	2	02/07/2018	03/07/2018	-	09:15 - 16:45	- Children's Centres - Schools - Childcare settings	£150 - Children's Centres £150 - Schools £70 - Childcare settings
<a href="#">Emergency First Aid at Work</a>	1	06/06/2018	-	-	09:15 – 16:45	- Children's Centres - Schools - Childcare settings	£75 - Children's Centres £75 - Schools £35 - Childcare settings



The role of an Inclusion Coordinator is extensive and in order to support their professional development, four half day training sessions covering core areas of knowledge and skills are offered during this term. All new Inclusion Coordinators are expected to access the core training programme (sessions 1 - 4). Experienced Inclusion Coordinators and those who were unable to attend training during the previous academic year are advised to access sessions 1 and 2 and any of the other sessions to further update their knowledge and skills. Your Area Inclusion Coordinator will be happy to discuss these sessions with you in more detail.

To complement the core training programme we will also be facilitating the Inclusion Coordinators' Support Group again this term. The group provides opportunities for Inclusion Coordinators to share ideas and best practice, gain support from colleagues and keep up to date with local and national developments relating to inclusion.

Session Title	Duration (No. of days)	Date	Course times	Aimed at (practitioners in)	Attendance fee
<u><a href="#">Inclusion Coordinators' Support Group</a></u>	1.5 hours	23/05/2018	13:00 - 14:30	Inclusion Coordinators	<b>Free</b>

Contact the Workforce Development team to book your place.

We have organised safeguarding training into different levels of knowledge and skills. The level required will depend on the degree of contact you have with children and families and the role you play. It will allow those who work with, or take responsibility for, children and/or parents and carers at all levels to increase their knowledge and understanding of child protection and their ability to promote the safety and welfare needs of children.

Session Title	Duration (No. of days)	Date 1	Date 2	Course times	Aimed at (practitioners in)	Attendance fee in)
<u>Safeguarding Children Intermediate</u>	1	25/04/2018	-	09:15 - 16:45	- Childcare settings - Children's Centres - Schools	Free to Childcare Settings £75 - Children's Centres £75 - Schools
<u>Safeguarding Children Intermediate Plus - for Childminders</u> (Saturday)	1	12/05/2018	-	09:15 - 16:45	- Childminders	Free
<u>Safeguarding Children Intermediate</u>	1	20/06/2018	-	09:15 - 16:45	- Childcare settings - Children's Centres - Schools	Free to Childcare Settings £75 - Children's Centres £75 - Schools
<u>Safeguarding Children Intermediate Plus - for Childminders</u> (Saturday)	1	23/06/2018	-	09:15 - 16:45	- Childminders	Free
<u>Safeguarding Children Advanced - for Designated Safeguarding Person</u>	2	02/07/2018	03/07/2018	09:15 - 16:45	- Designated Safeguarding Person	Free to childcare settings £150 - Children's Centres £150 - Schools



## How ready are you for GDPR?

The General Data Protection Regulation (GDPR) will become law on 25th May 2018. Find out what impact this will have on your setting/school and what steps need to be taken to become compliant. Become equipped with the necessary knowledge to lead your setting/school into compliance and avoid any fines.

The GDPR training will include discussions on:

- What is new in the GDPR?
- The GDPR Principles
- The (new) GDPR rights of individuals
- Privacy Notices
- Consent
- The Data Protection Officer role
- Contracts and procurement
- Data breaches and fines
- Privacy Impact Assessments
- Data Audits

Session Title	Duration (No. of days)	Date	Course times	Aimed at (practitioners in)	Attendance fee
General Data Protection Training (GDPR)	3 hours	08/05/2018	17:30 - 20:00	- Childminders	£25 - Childminders
General Data Protection Training (GDPR)	3 hours	05/06/2018	09:30 - 12:30	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £35 - Childcare Settings £75 - Children's Centres £75 - Schools

Contact the Workforce Development team to book your place.

## Early Years Foundation Stage Coordinators' Forum

Introduction	Session Aims	Session Learning Outcomes
<p>The Early Years Foundation Stage Coordinators' forum is held termly. If coordinators are unable to attend please send another member of the early years' team.</p> <p><b>The agenda will be sent out closer to the event.</b></p>	<ul style="list-style-type: none"> <li>To update coordinators in initiatives in early years nationally and locally.</li> <li>To hear about examples of good practice from other practitioners (presentations from practicing teachers).</li> <li>To have time for discussions, sharing and networking.</li> <li>To meet colleagues from the MPVI sector and children's centres.</li> </ul>	<p>You will be up to date with initiatives in early years and will have a chance to network with colleagues across the authority.</p>

**This course/session is aimed at:**

Childminders	Children's Centre Family Support Staff	Children's Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
						✓	

<b>Dates and times</b>	<p><b>27/04/2018 09:15 – 15:30</b></p> <p><b>22/06/2018 09:15 – 15:30</b></p>
------------------------	---

Contact the Workforce Development team to book your place.



## Early Years Foundation Stage Profile (EYFSP) moderation events

Introduction	Session Outcomes
<p>The Early Years Foundation Stage Profile is statutory. Schools must continue to complete the EYFSP for their reception-year pupils in the summer term and report the results to local authorities in June 2018. The baseline introduced two years ago will not be used by the Department for Education (DfE) or Ofsted. The early learning goals (ELGs) remain statutory at the end of reception. Ofsted advises that they will therefore continue to use the 'Early Years Outcomes' to measure progress and attainment in early years.</p> <p>There are a number of different events during this term to support practitioners with the EYFSP. All events are open to schools and settings that may have children for whom they will be completing a profile. To download a copy of the 2018 Early Years Foundation Stage Profile Handbook visit <a href="http://www.towerhamlets.gov.uk/earlyyears">www.towerhamlets.gov.uk/earlyyears</a> and go to 'Useful Practitioners Resources'.</p> <p>Schools are reminded that they <b>must attend two events</b> during the year. Drop ins can only count for one of these events. This is a statutory requirement. Attending LA events is an important way to build shared understanding of the ELGs and the national exemplification of standards.</p> <p><b>1. Moderation agreement trialling events:</b> An opportunity for schools and settings to moderate with other colleagues. These sessions will be focused on Understanding the World, Expressive Art and Design and Physical Development. Places are limited, please ensure that you book as soon as possible</p> <ul style="list-style-type: none"> <li>- Thursday 19<sup>th</sup> April 2018      13:30 – 15:30 at John Scurr Primary School</li> <li>- Wednesday 30<sup>th</sup> April 2018    13:30 – 15:30 at Olga Primary School</li> </ul> <p><b>The window for submitting EYFSP data to the data team is the week of 11<sup>th</sup> – 18<sup>th</sup> June 2018</b></p> <p><b>It is a statutory requirement that an EYFSP is completed on children who were born between September 1, 2012 and August 31, 2013.</b></p>	<p>By the end of these sessions:</p> <ul style="list-style-type: none"> <li>- Participants will be clearer and more confident in making judgements for the EYFSP.</li> <li>- Participants will be clear about the process for making judgements and submission to the Local Authority</li> <li>- Participants will build a shared understanding of the exemplification materials, the importance of the CoEL, and a deeper capacity to reflect on what exceeding looks like.</li> </ul>

## First Aid at Work

Introduction	Session Aims	Session Learning Outcomes
<p>The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces including those with five or fewer employees and to the self-employed. In emergencies a first aider can act to prevent situations becoming major issues and can limit potential sick leave through prompt action.</p> <p>The same participant must attend all three days.</p> <p><b>Candidates are required to show an item of photographic ID to the trainer in order to take the exam. A passport or full driving licence with photo card is recommended.</b></p>	<p>To provide the First Aider with the knowledge, skills and confidence to act to summon help and give safe, prompt and effective emergency aid to a casualty in the workplace following an injury or illness.</p>	<p>By the end of the course, participants will:</p> <ul style="list-style-type: none"> <li>• Render First Aid for life threatening and minor injuries</li> <li>• Decide whether an illness is serious and what appropriate action to take.</li> </ul>

### This course/session is aimed at:

Childminders	Children's Centre Family Support Staff	Children's Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
✓	✓	✓	✓	✓	✓	✓	✓

<b>Dates and times</b>	<b>Day 1 – 18/06/2018</b>	<b>09:15 - 16:45</b>
	<b>Day 2 - 19/06/2018</b>	<b>09:15 - 16:45</b>
	<b>Day 3 - 20/06/2018</b>	<b>09:15 - 16:45</b>

## Inclusion Coordinators' Support Group

Introduction	Session Aims
<p>This support group provides opportunities for Inclusion Coordinators to share ideas and best practice, gain support from colleagues and keep up to date with local and national developments relating to inclusion. This is also an opportunity for Inclusion Coordinators to celebrate successful practice as well as discussing ways forward with any difficulties they are experiencing in planning for children's needs. The session also provides an opportunity to follow up any developments and queries relating to the 'Special educational needs and disability code of practice: 0 to 25 years'.</p>	<ul style="list-style-type: none"> <li>• To provide an opportunity to meet with other Inclusion coordinators</li> <li>• Support professional development</li> <li>• Share best practice and resources.</li> </ul>

This course/session is aimed at:
<p>Inclusion Coordinators in maintained, private, voluntary and independent (MPVI) childcare settings.</p>

Dates and times	<p>23/05/2018 13:00 – 14:30</p>
-----------------	---------------------------------

Contact the Workforce Development team to book your place.

## CIEH Level 2 Award in Food Safety in Catering

Introduction	Session Aims	Session Learning Outcomes
<p>It is often assumed that the practice of good food hygiene is just a matter of common sense however, statistics tell a different story. In reality, the level of food poisoning in the UK is still far too high. The young are particularly at risk and it is essential that those preparing food for children and babies understand the risks involved. Raising awareness of the responsibility of food handlers to produce safe food is critical.</p> <p>This links to the Statutory Framework for the Early Years Foundation Stage. Section 3 – Food and Drink 3.47 and 3.49.</p> <p><b>Candidates are required to show an item of photographic ID to the trainer in order to take the exam. A passport or full driving licence with photo card is recommended.</b></p>	<ul style="list-style-type: none"> <li>To identify the consequences and causes of food related illness</li> <li>To identify the controls used to maintain standards for hygiene and food safety used in the work environment</li> <li>To raise awareness of food safety issues.</li> </ul>	<p>By the end of this session you will have demonstrated an understanding of:</p> <ul style="list-style-type: none"> <li>Your legal and moral responsibility to provide a safe food product.</li> <li>The consequences of poor standards of food safety.</li> <li>The workplace routines to maintain standards for food safety.</li> </ul>

### This course/session is aimed at:

Childminders	Children’s Centre Family Support Staff	Children’s Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
✓	✓	✓	✓	✓	✓	✓	✓

<b>Dates and times</b>	25/05/2018 09:15 - 16:45
------------------------	--------------------------

## MPVI Childcare Managers' Forum

Introduction	Forum Aims
<p>The forum provides opportunities to promote and share best practice in supporting learning and development for young children.</p> <p>The afternoon of the day will bring together schools, settings and children's centres to network and promote joint working.</p> <p>A detailed agenda will be shared closer to the event.</p>	<ul style="list-style-type: none"> <li>• To provide an opportunity to meet colleagues, make links, share and discuss common issues.</li> <li>• To keep childcare providers up to date with local and national initiatives and opportunities.</li> <li>• To aid managers in offering high quality care and learning for young children.</li> </ul>

### This course/session is aimed at:

Childminders	Children's Centre Family Support Staff	Children's Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
			✓				

Dates and times	27/04/2018	09:15 - 15:30
	22/06/2018	09:15 - 15:30

Contact the Workforce Development team to book your place.

## Paediatric First Aid

Introduction	Session Aims	Session Learning Outcomes
<p>This session is delivered in line with the Statutory Framework for the Early Years Foundation Stage.</p> <p>The same person must attend both days</p> <p>Section 3 – Staff qualifications, training, support and skills 3.25 and 3.44.</p> <p><b>Candidates are required to show an item of photographic ID to the trainer in order to take the exam. A passport or full driving licence with photo card is recommended.</b></p>	<ul style="list-style-type: none"> <li>To provide you with the knowledge and skills to summon help, and/or give safe, prompt and effective emergency aid to a child casualty (both children and babies) within a childcare setting following an injury or illness.</li> <li>To qualify you as a First Aider for Early Years Care in accordance with the welfare requirements of the Early Years Foundation Stage Practice Guidance.</li> </ul>	<p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> <li>Plan for and manage the medical emergency involving children and babies</li> <li>Stock and maintain an appropriate first aid box for use in the early years setting</li> <li>Render effective first aid for life threatening conditions</li> <li>Render effective first aid for a range of non life threatening conditions</li> <li>Decide whether an illness is serious and what appropriate actions to take.</li> <li>Understand the requirements for Reporting and Recording incidents.</li> </ul>

### This course/session is aimed at:

Childminders	Children’s Centre Family Support Staff	Children’s Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
✓	✓	✓	✓	✓	✓	✓	✓

Dates and times	2 day training	21/05/2018 and 22/05/2018	09:15 - 16:45
	2 day training	04/06/2018 and 05/06/2018	09:15 - 16:45
	2 day training	11/06/2018 and 12/06/2018	09:15 - 16:45
	2 day training (Saturdays)	23/06/2018 and 30/06/2018	09:15 - 16:45
	2 day training	02/07/2018 and 03/07/2018	09:15 - 16:45

## Safeguarding Children Advanced - for Designated Safeguarding Person

### Information

The content of this two day (12 learning hours) training course has been designed in accordance with the Tower Hamlets Local Safeguarding Children Board (LSCB) requirements. It is delivered in line with 3.5 of the Statutory Framework for the Early Years Foundation Stage (EYFS):

Day one will follow the course content of [Safeguarding Children Intermediate](#), and day two will focus on the roles and responsibilities of the Designated Safeguarding Person.

On completion of the two day course, participants will be issued with an official Tower Hamlets Council Designated Safeguarding Person Certificate.

#### 3.5 of the Statutory Framework for the EYFS

'A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaising with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.6)'.

### This course/session is aimed at:

The named 'Designated Safeguarding Person'.

### Dates and times

2 day training      **02/07/2018** and **03/07/2018**      **09:15 – 16:45**

Contact the Workforce Development team to book your place.

## Safeguarding Children Intermediate

Introduction	Session Aims	Session Learning Outcomes
<p>This session is suitable for staff who work regularly with children, families and carers and who have considerable professional and organisational responsibility for safeguarding and promoting children’s and young people’s welfare.</p> <p>Who should attend?</p> <ul style="list-style-type: none"> <li>• Childcare workers</li> <li>• Teachers</li> <li>• Teaching Assistants</li> <li>• Educational support staff</li> <li>• Early years practitioners</li> </ul> <p>This session is linked to the Statutory Framework for the Early Years Foundation Stage, Section 3 - the safeguarding and welfare requirements.(3.4 to 3.13).</p>	<p>The course aims to raise awareness about safeguarding processes and procedures in Tower Hamlets. It will also develop your understanding of your roles and responsibilities as well as those of other agencies. It aims to increase your skills in identifying and responding effectively when a child and/or their family needs intervention, to protect the child from abuse and/or promote their welfare in line with the London Child Protection procedures. It will also identify and challenge your own personal attitudes and beliefs and the impact these may have on your practice.</p> <p>You will use case studies to apply your learning to realistic scenarios. Through discussions and exploration, you will gain confidence in assessing risk, making a sound professional judgement and acting on safeguarding/child protection issues, in line with national and local legislation and guidance.</p>	<p>By the end of this session you will:</p> <ul style="list-style-type: none"> <li>• Be able to identify child abuse</li> <li>• Have an overview of diversity and child protection</li> <li>• Be able to describe the categories of abuse and show an understanding of the components within the different categories</li> <li>• Have an overview of stress and risk factors</li> <li>• Feel more confident in assessing and making a sound professional judgement about a situation and how to respond</li> <li>• Have an awareness of legislation and guidance</li> <li>• Have the knowledge and skills to respond to concerns about the safety and welfare of a child, including recording, information sharing, who to contact, making a referral, what to expect after referral and where to access support.</li> </ul>

### This course/session is aimed at:

Childminders	Children’s Centre Family Support Staff	Children’s Centre Play & Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
	✓	✓	✓	✓	✓		

<b>Dates and times</b>	25/04/2018	09:15 – 16:45							
	20/06/2018	09:15 – 16:45							



## Safeguarding Children Intermediate Plus - for Childminders

Introduction	Session Aims	Session Learning Outcomes
<p>This session is the same as the Safeguarding Children Intermediate, with additional home reading and an assignment.</p> <p>This session is suitable for registered childminders who work regularly with children, families and carers.</p> <p>This session is linked to the Statutory Framework for the Early Years Foundation Stage, especially Section 3 - the safeguarding and welfare requirements (3.4 to 3.13).</p>	<p>The course aims to raise awareness about safeguarding processes and procedures in Tower Hamlets. It will also develop your understanding of your roles and responsibilities as well as those of other agencies. It aims to increase your skills in identifying and responding effectively when a child and/or their family needs intervention, to protect the child from abuse and/or promote their welfare in line with the London Child Protection procedures. It will also identify and challenge your own personal attitudes and beliefs and the impact these may have on your practice.</p> <p>You will use case studies to apply your learning to realistic scenarios. Through discussions and exploration, you will gain confidence in assessing risk, making a sound professional judgement and acting on safeguarding/child protection issues, in line with national and local legislation and guidance.</p>	<p>By the end of this session you will:</p> <ul style="list-style-type: none"> <li>• Be able to identify child abuse</li> <li>• Have an overview of diversity and child protection</li> <li>• Be able to describe the categories of abuse and show an understanding of the components within the different categories</li> <li>• Have an overview of stress and risk factors</li> <li>• Feel more confident in assessing and making a sound professional judgement about a situation and how to respond</li> <li>• Have an awareness of legislation and guidance</li> <li>• Have the knowledge and skills to respond to concerns about the safety and welfare of a child, including recording, information sharing, who to contact, making a referral, what to expect after referral and where to access support.</li> </ul>

### This course/session is aimed at:

Childminders	Children's Centre Family Support Staff	Children's Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
✓							


<b>Dates and times</b>	12/05/2018	09:15 – 16:45
	23/06/2018	09:15 – 16:45


UP TO **30** hours **FREE** childcare 


for working parents of 3 & 4 year olds



Up to 30 hours free childcare for working families

 Check if you're eligible at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

 Create a government gateway account to get your 11 digit eligibility code

 Take your code to your childcare provider/childminder

HMRC helpline  
0300 123 4097

If your child turns three between	They can take up their FREE place from
1 April to 31 August	1 September (Autumn term)
1 September to 31 December	1 January (Spring term)
1 January to 31 March	1 April (Summer term)

For more information, please visit [www.towerhamlets.gov.uk/childcare](http://www.towerhamlets.gov.uk/childcare)



**Learning 2**  
Free educational places for two year olds



Find out if your two year old is eligible for a free place.

They could be entitled to 15 hours a week if you are on a low income, if your child has additional needs or if your child is looked after by the council.

For more information, and to find out what childcare is available in the borough, call the Family Information Service on 020 7364 6495 or go to

[www.towerhamlets.gov.uk/Learning2](http://www.towerhamlets.gov.uk/Learning2)



## Some of our courses have a contribution fee. How much will it cost you to attend?

I am a registered childminder	I work in a maintained, private, voluntary or independent (MPVI) registered childcare setting	I work in a: <ul style="list-style-type: none"> <li>• children’s centre</li> <li>• school</li> </ul>	<ul style="list-style-type: none"> <li>• I’m an assistant to a childminder</li> <li>• I work for a non-registered childcare organisation.</li> </ul>
<b>Your fee is £25</b> per day	<b>Your fee is £35</b> per day	<b>Your fee is £75</b> per day	<b>Your fee is £75</b> per day

**Half-day sessions are charged at the per day fee above. Refer to the programme of sessions for details of specific course cost details.**

## Are fees refundable if I cannot attend?

A cancellation received four or more working days prior to the session start date will **not** be charged. Any cancellations made within the three working days leading up to the start date will incur in Early Years Training retaining the total course fee. This includes courses that run for a number of days. Alternatively you may send another member of staff to attend from the same setting. More information can be found on **page 30**.

A full refund will be given if the Early Years Training service cancels an event and you do not wish to attend a forthcoming session which we may offer.

## Are any sessions free?

Yes, there are various sessions in our programme that are free to attend. Refer to the programme at the beginning of this brochure for more details.

Please note our ‘free to attend’ sessions are subject to our non-attendance and cancellation policy. Please take time to read this. Details can be found on **page 30**.

## How do I make payment?

You are required to pay for your course place at the point of booking. Payment can be made over the phone using a debit or a credit card. If you do not have this facility, please let us know and we can arrange to invoice you or your employer.

## How do I apply?

Have you/the staff member attended a session provided by the Integrated Early Years Service before?

**YES**

Email the Workforce Development Team at [eytraining@towerhamlets.gov.uk](mailto:eytraining@towerhamlets.gov.uk) to request a place with the following information: Course date, Time, Full Name, Job Title, Full name of setting or workplace

**NO**

You will need to complete a New Staff Registration Form. **Please email us for a form.**

## How will I know I have been offered a place?

The Workforce Development Team will update you regarding the booking through a return email or, on the phone when you request the booking. You will also receive a course confirmation letter or email.

## What do I do if I have not received a confirmation email or letter?

If you do not receive a confirmation email or letter, it may mean you do not have a place on the session. Please contact the Workforce Development Team at least two days prior to the session start date to confirm if you have a place.

## What happens if I'm turned away from a course for arriving late?

Anyone arriving to a session more than 15 minutes after the start time may not be allowed to attend the training and this is at the discretion of the facilitator. Late arrivals cause great disruption to other course participants and the planned schedule. In such cases, the employer will still be expected to pay the attendance fee for the course booked. With regards to 'free to attend' sessions the employer will be charged a non-attendance fee.

## What happens if I turn up to a session without booking?

It is your responsibility to ensure that you have a place before you arrive at one of our training venues. Our training rooms hold a specific number of people and if they are overfilled we are in breach of Health and Safety Regulations. Therefore, people turning up on the day without prior booking will be turned away.

## Can I book more than two staff from my setting to attend training?

In order to cater for all our childcare settings, each course is normally limited to two early years' practitioners per setting/per venue however, additional practitioners can attend if places are available. Courses are booked on a first come first served basis, therefore book early to avoid disappointment.

## Waiting list

For all of our courses we have a waiting list. If places become available we will contact you to book your place.

## **Schools**

If the school admin is making the booking/s, please be aware that the confirmation will be sent to the email address they submit at time of booking. It is their responsibility to pass on the confirmation email to you.

## **Certificates**

Participants are expected to attend the full duration of the course/sessions. Certificates will only be issued after full attendance and clearance of payments. For accredited courses, certificates can only be released when assignments/assessments have been passed by the Awarding Body.

## **Respect for others**

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions. Inappropriate conduct at training events will be reported to setting managers and/or registered providers.

## **Refreshments**

Refreshments are not provided as part of our training courses but we try and make sure that the venues we use have a café on site or nearby.

## **Parking**

The venues we use do not have parking facilities but may have resident/pay-and-display on-street parking. Please plan well ahead when travelling to the venues.

## **Code of conduct**

We want the training to be enjoyable and beneficial for all participants attending and therefore set out the following:

Please note: if any participants disrupt a training courses, the trainer may ask the participant/s to leave the course.

- Ensure that you arrive on time for the course. It may be possible that if you arrive late you will not be able to stay for the session.
- Please return from all breaks on time to ensure training can restart in a timely fashion.
- Do not expect to be able to leave the course early without making prior arrangements.
- Ensure that all mobile phones are switched to silent/mute/switched off. If you need to take a call, please let the trainer/s know.
- Please do not use your mobile phone or tablet to play games, use social media sites, emails or internet, whilst the course is taking place.
- Respect confidentiality about issues raised in the training.
- Actively listen and respect other peoples' views (both trainer and other delegates).
- Engage and contribute to discussion, but ensure others are equally able to contribute.
- Respect the opinions and experience of others.
- Challenge discriminating attitudes and behaviour.

Please take the time to read our 'non-attendance and cancellation fee' policy. When booking a place on a session or course, the employer of the participant will be subject to our non-attendance and cancellation fee policy.

## Policy

A cancellation received four or more working days prior to the session start date will not be charged. Any cancellations made within the three working days leading up to the start date will incur in Early Years Training retaining the total course fee. This includes courses that run for a number of days. Alternatively you may send another member of staff from the same setting.

The day you make your cancellation is classified as working day one. We refer to working days as Monday to Friday.

Employers and childminders may also be charged if a course participant arrives more than 15 minutes late to a session and as a result is turned away by the facilitator.

Cancellation fees are based on the duration (number of days) of the session booked.

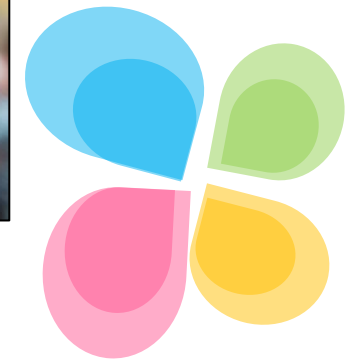
Non-attendance and cancellation fees will not be applied to courses where there is an upfront attendance fee.

## If we cancel

We reserve the right to cancel or postpone any course due to unforeseen operational difficulties or insufficient delegate numbers. If this happens, we will inform you as soon as possible using the contact details provided on the booking form. An alternative date will be offered if possible; otherwise a refund will be issued.

**Please find our cancellation fees listed below.**

MPVI childcare settings	Schools/Children Centres	Registered Childminders
<b>£100 per day of training</b> (Two day course = £200 etc.)  Half a day session charged at £75	<b>£100 per day of training</b> (Two day course = £200 etc.)  Half a day session charged at £75	<b>£50 per day of training</b> (Two day course = £100 etc.)  Half a day session charged at £25



**We look forward to working with you all and receiving your booking requests**