



Integrated
Early Years' Service

Grow well
in Tower Hamlets



TOWER HAMLETS

Early Years Learning and Development Training Directory

Spring Term 2020

Contents

Welcome _____	3	Early Years Foundation Stage Coordinators' Forum _____	15
Early Years Foundation Stage (EYFS) documents _____	4	PVI Childcare Managers' Forum _____	16
Early Years Foundation Stage Profile (EYFSP) _____	5	The Leuven Scales of Wellbeing and Involvement _____	17
Training tailored to your needs _____	6	First Aid at Work _____	18
Training programme dates _____	7	Foundation Food Safety _____	19
Session Content		Paediatric First Aid _____	20
Introduction to Forest School _____	9	Introduction to Safeguarding _____	21
Level 2 Award in Forest School _____	10	Safeguarding Children Advanced – for Designated Safeguarding Lead _____	22
Level 3 Certificate Forest School Leaders _____	11	Safeguarding Children for Childminders _____	23
Bilingualism and Multilingualism: Valuing Children's Home Languages _____	12	Early Years Foundation Stage Profile (EYFSP) Moderation _____	24
Supporting Young Children's Mathematical Development _____	13	Course Attendance Fees _____	25
Inclusion Coordinators' Support Group _____	14	Booking Information _____	26
		Non-attendance and Cancellation Fees Policy _____	27

For the latest information, visit:

www.towerhamlets.gov.uk/earlyyearstraining

To book onto any of our courses, visit:

<http://tiny.cc/eybooking>

Contact us: Early Years Training, 5th Floor, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Email: eytraining@towerhamlets.gov.uk

Telephone: 020 7364 7947

Opening hours: Monday – Friday 9:00am – 5:00pm

Welcome

Dear Early Years Practitioners,

Welcome to the Spring Term 2020 training booklet for Early Years settings and practitioners.

This term we have added a new course of Level 2 Forest School training and this would allow a practitioner to become a Forest School assistant that is run by another practitioner who has completed a level 3 Forest School course. You can book onto the Level 3 Forest School course as well that is due to start in October.

Settings are advised to fill in the online skills and qualifications audit questionnaire. The questionnaire has now been amended to allow you to move on to other questions and made these non-mandatory to answer. In order to make sure we receive a reasonable number of responses from a cross section of settings, the deadline to fill in the questionnaire has now been extended to Friday 7th February 2020. Please click onto the below link to access the questionnaire;

https://forms.towerhamlets.gov.uk/service/IEYS_qualifications_and_skills_form

As part of our commitment in reducing the number of printouts, we will be emailing all attendees with certificates that you would be able to save electronically instead of printing and posting. This applies to all courses apart from the accredited courses where you will receive certificates from the awarding body.

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

Early Years Workforce Development Team

Integrated Early Years Service

Early Years Foundation Stage (EYFS) documents



Statutory framework for the early years foundation stage

Setting the standards for learning, development and care for children from birth to five

Published: 3 March 2017

Effective: 3 April 2017

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 and go to useful practitioners' resources.

Early Years Foundation Stage Profile (EYFSP)



Early years foundation stage profile

2019 handbook

November 2018

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 IEYS moderation events and assessment advice to schools are based on this document and Standards and Testing Agency requirements.

There will be a number of events 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 2019 Early Years Foundation Stage Profile Handbook visit www.towerhamlets.gov.uk/earlyyears and go to useful practitioners resources.

You can also find the most recent Tower Hamlets Moderation Plan there.

Training tailored to your needs

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 PVI 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:

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

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

Training programme dates

Session Title	Duration	Dates	Session times	Aimed at	Total attendance fee
Introduction to Forest School	1	26 th June 2020	9:00 - 16:00	All Early Years Practitioners	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Level 2 Award in Forest School	5	31st March, 1st, 2nd & 3rd April 2020 19th June 2020	9:00 - 16:00	All Early Years Practitioners	£550
Level 3 Certificate Forest School Leaders	9	7th, 8th & 9th October 2020 3rd, 4th & 5th February 2021 9th, 10th & 11th June 2021	9:00 - 16:00	All Early Years Practitioners	£890
Bilingualism and Multilingualism: Valuing Children's Home Languages and Supporting Children with English as an Additional Language	0.5	15/01/2020	9.15 - 12.30	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Supporting Young Children's Mathematical Development	Two half day sessions	14/02/2020 & 28/02/2020	9.15 - 12.15	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Inclusion Coordinator Support Group	1hr 30 mins	18/03/2020	13.00 - 14.30	Inclusion Coordinators	Free
Early Years Foundation Stage Coordinators' Forum	1	06/03/2020	9:15 - 15:30	Early Years Coordinators	Free
PVI Managers' Forum	1	06/03/2020	9:15 - 15:30	Childcare Managers	Free
The Leuven Scales of Wellbeing and Involvement	1	03/03/2020	9:15 - 16:45	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
First Aid at Work	3	11/03/2020 12/03/2020 13/03/2020	9:15 - 16:45	- Children's centres - Schools - Childcare settings	£225 - Children's Centres £225 - Schools £105 - Childcare settings
Foundation Food Safety	1	25/02/2020	9:15 - 16:45	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Paediatric First Aid	2	16/01/2020 & 23/01/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders

Paediatric First Aid	2	27/02/2020 & 28/02/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
Paediatric First Aid	2	26/03/2020 & 27/03/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
Paediatric First Aid (Saturday)	2	14/03/2020 & 21/03/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
Introduction to Safeguarding Children	1	12/02/2020	9:15 - 16:45	- Childcare settings - Children's Centres - Schools	Free to Childcare Settings £75 - Children's Centres £75 - Schools
Safeguarding Children Advanced - for Designated Safeguarding Lead	2	06/02/2020 & 07/02/2020 12/03/2020 & 13/03/2020	9:15 - 16:45	- Designated Safeguarding Lead	Free to childcare settings £150 - Children's Centres £150 - Schools
Safeguarding Children for Childminders (Saturday)	1	15/02/2020	9:15 - 16:45	- Childminders	Free
Moderation agreement trialling events	0.5	24/03/2020 22/04/2020 27/04/2020 30/04/2020	8:30 – 12:30 16:00 – 18:00 16:00 – 18:00 13:30 – 15:30	All Early Years Practitioners	Free
Early Years Foundation Stage Profile (EYFSP) moderation support session for PVI's	0.5	27/04/2020	13:00 – 15:30	PVI practitioners	Free

Introduction to Forest School

Session Title	Duration (No. of days)	Dates	Session times	Attendance fee
Introduction to Forest School	1	26 th June 2020	09:00 - 16:00	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

Course overview

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 allow 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.

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
✓	✓	✓	✓	✓	✓	✓	✓

Level 2 Award in Forest School

Session Title	Duration (No. of days)	Dates	Session times	Aimed at	Total attendance fee
Forest School Level 2 Award	5	31st March, 1st, 2nd & 3rd April 2020 19th June 2020	09:00 - 16:00	All Early Years Practitioners	£550

Course overview

This Laser accredited, 6 credits, Level 2 qualification is for people that would like to gain the knowledge and skills to support a forest school programme and become a qualified forest school assistant. Delegates will need to assist with 3 sessions run by a Level 3 Forest School Leader, write up their observations, and demonstrate the appropriate skills to achieve the qualification. This a 5 day course, which you will be required to complete a 4 day session and another 1 day separation session.

Once you have gained this qualification, it can be 'topped-up' to a Level 3 qualification at any time after completion of a short top-up course.

Aims & Objectives	Modules
<ul style="list-style-type: none"> To gain an understanding of the role of an Assistant at Forest School To develop an understanding of how Forest School supports learning & development To gain an understanding of sustainable woodland management at its importance at Forest School To understand the role of risk-benefit assessments at Forest School To develop the skills to carry out a range of practical activities at Forest School, including fire lighting, tool use, and knot use 	<ul style="list-style-type: none"> Skills for a Forest School Programme Assistant (3 credits) Supporting Learning & Development at Forest School Programme (3 credits)

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
✓	✓	✓	✓	✓	✓	✓	✓

Session Title	Duration (No. of days)	Dates	Session times	Aimed at	Total attendance fee
Forest School Leaders Level 3 certificate	9	7th, 8th & 9th October 2020 3rd, 4th & 5th February 2021 9th, 10th & 11th June 2021	09:00 - 16:00	All Early Years Practitioners	£890

Course overview

This Laser accredited, 18 credits, Level 3 qualification enables you to set up and run forest school sessions in your setting. The course involves eight training days with both a practical and theoretical element, and is assessed through a portfolio of evidence and the successful completion of a six-week forest school programme that is planned and delivered by the delegate.

Aims & Objectives	Modules
<ul style="list-style-type: none"> You will develop an understanding of the principles and ethos of Forest School You will develop an understanding of child learning and development theories and how they relate to forest schools You will develop the practical skills to be able to carry out all forest school activities, including lighting and cooking on fires, safe use of tools, etc. You will develop the knowledge and skills to sustainably manage your forest school site You will learn how to plan, deliver and evaluate a full Forest School programme 	<ul style="list-style-type: none"> Forest School Programme: Learning & Development (6 credits) Forest School Programme: Practical Skills (3 credits) Forest School Programme: Planning and Preparation (3 credits) Forest School Programme: The Woodland Environment (3 credits) Forest School Programme: Delivery (3 credits)

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
✓	✓	✓	✓	✓	✓	✓	✓

Session Title	Duration (No. of days)	Date 1	Date 2	Course times	Aimed at (practitioners in)	Attendance fee
Bilingualism and Multilingualism: Valuing Children's Home Languages and Supporting Children with English as an Additional Language	0.5	15/01/2020	-	9.15 - 12.30	<ul style="list-style-type: none"> - Childminders - Children's Centres - Schools - Childcare settings 	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

Introduction	Session Aims	Session Learning Outcomes
<p>An increasing number of Tower Hamlets children are growing up speaking two or more languages. This hands-on, practical workshop will consider how best to support the development of children's home languages and English. This course makes reference to Every Tower Hamlets Child a Talker (ETHCaT), and Sustained Shared Thinking (SST), and will support practitioner understanding and reflection on these skills.</p> <p>One of the key messages is valuing children's first languages and how we convey this to parents and children.</p> <p>This session is linked to the Early Years Foundation Stage Practice Guidance.</p>	<ul style="list-style-type: none"> • Explore relevant research and develop an understanding of key concepts about the process of language acquisition • Learn about current EYFS guidance and how Development Matters supports children and families with additional languages • Make links with ETHCaT and SST strategies • Consider the importance of language to identity and how to work with families with English as an additional language; making real connections for children and their families. • Offer practical tips and ideas on supporting the children in your setting, such as ways to introduce narrative, song and rhyme meaningfully. 	<p>Participants will:</p> <ul style="list-style-type: none"> • Have a better understanding of how multilingual children learn languages and the role of language in identity • Be able to reflect on and plan for the needs of children and families in their setting and be more confident about scaffolding a child's next steps • Enhance their 'toolkit' for supporting children's multilingual language development and working with families with diverse heritages.

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
✓	✓	✓	✓	✓	✓	✓	✓

Session Title	Duration (No. of days)	Date 1	Date 2	Course times	Aimed at (practitioners in)	Attendance fee
Supporting Young Children's Mathematical Development	Two half day sessions	14/02/2020	28/02/2020	9.15 – 12.15	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

Introduction	Session Aims	Session Learning Outcomes
<p>This training focuses on an area of the curriculum that supports narrowing the gap. We know that many practitioners do not feel confident with maths and maths talk, and sometimes find it difficult to support children's maths conversations. We know that building on young children's early number sense, and understanding the meaning of number is as important as learning the number sequence and counting on. Research also shows that learning disposition can have an enormous impact on children's mathematical development.</p> <p>We have developed a package of training which builds on the ETHCaT (Every Tower Hamlets Child a Talker) model and SSTEW (Sustained Shared Thinking and Emotional Well-being) statements so that practitioners will better understand how interactions, and building on previous experiences and activities and first-hand experience can foster problem-solving. It will explore what research tells us about children's early mathematical understanding, and how to harness this, including using routines, and how children need to make connections.</p> <p>The training will introduce the learning environment audit: Developing Indoor and Outdoor Learning Environments to support Mathematics.</p> <p>This training consists of two half day sessions: session two will build on the knowledge gained in session one, reflecting on a gap task.</p> <p>This is linked to the Statutory Framework for the Early Years Foundation Stage.</p>	<ul style="list-style-type: none"> Look at the research which underpins best practice for supporting children's mathematical development. Develop practitioner understanding of children's mathematical development. Increase practitioner confidence to support parents and families; Explore strategies adults can use when interacting with children to support open-ended mathematical investigation Consider how the environment may be set up to provide more opportunities for children's maths learning Consider how best to work with parents and carers to support them in helping their children to develop as confident mathematicians 	<p>Participants will:</p> <ul style="list-style-type: none"> Have an increased understanding of how children's mathematical understanding develops from birth to five. Have an increased understanding of the role of adults in supporting children and families Have completed a practical task to support them in making changes to their practice and Be better able develop a rich environment to support mathematical development Have expanded their 'toolkit' of sustained shared thinking strategies to support children's maths development. Be more confident to support parents and carers with ways to support children's maths understanding.

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
✓	✓	✓	✓	✓	✓	✓	✓

Session Title	Duration (No. of days)	Date 1	Course times	Aimed at (practitioners in)	Attendance fee
Inclusion Coordinators' Support Group	0.5	18/03/2020	13:00 – 14:30	<ul style="list-style-type: none"> - Childminders - Children's Centres - Schools - Childcare settings 	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

Introduction

Session Aims

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 issues 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'.

- To provide an opportunity to meet with other Inclusion coordinators
- Support professional development
- Share best practice and resources.

This course/session is aimed at:

Inclusion Coordinators in maintained, private, voluntary and independent (PVI) childcare settings.

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
Early Years Foundation Stage Coordinators' Forum	1	06/03/2020	09:15 - 15:30	Early Years Coordinators	Free

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>The agenda will be sent out closer to the event.</p>	<ul style="list-style-type: none"> To update coordinators in initiatives in early years nationally and locally. To hear about examples of good practice from other practitioners (presentations from practicing teachers). To have time for discussions, sharing and networking. To meet colleagues from the PVI sector and children's centres. 	<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
						✓	

PVI Childcare Managers' Forum

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
PVI Managers' Forum	1	06/03/2020	09:15 - 15:30	Childcare Managers	Free

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 morning 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"> To provide an opportunity to meet colleagues, make links, share and discuss common issues. To keep childcare providers up to date with local and national initiatives and opportunities. To aid managers in offering high quality care and learning for young children.

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
			✓				

The Leuven Scales of Wellbeing and Involvement

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
The Leuven Scales of Wellbeing and Involvement	1	03/03/2020	09:15 - 16:45	<ul style="list-style-type: none"> - Childminders - Children's Centres - Schools - Childcare settings 	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

Introduction	Session Aims
<p>Dr Ferre Laevers developed what he termed "a process-orientated child monitoring system" which focuses on "two variables which are highly indicative of quality in education; well-being and involvement."</p> <p>The Ferre Laevers approach looks at levels of well-being and involvement as indicators of children's emotional development and learning processes. From these practitioners can analyse children's developmental and learning needs more effectively to purposefully plan for their individual needs.</p> <p>This training day will outline the approach and how it can be integrated into an early years setting to support development and learning. It will support you in creating a meaningful environment where children feel and act like "Fish in Water".</p>	<ul style="list-style-type: none"> • Be familiar with the Leuven scales of 'Well-being and Involvement'; including how to use them • Gain some practical ideas to create an enabling environment which support high levels of well-being and involvement

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
✓	✓	✓	✓	✓	✓	✓	✓

First Aid at Work

Session Title	No. of days	Date 1	Date 2	Date 3	Course times	Aimed at (practitioners in)	Attendance fee
First Aid at Work	3	11/03/2020	12/03/2020	13/03/2020	09:15 - 16:45	- Children's centres - Schools - Childcare settings	£225 - Children's Centres £225 - Schools £105 - Childcare settings £75 - Childminders

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>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.</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"> • Render First Aid for life threatening and minor injuries • Decide whether an illness is serious and what appropriate action to take.

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
✓	✓	✓	✓	✓	✓	✓	✓

Foundation Food Safety

Session Title	No. of days	Date 1	Course times	Aimed at (practitioners in)	Attendance fee
Foundation Food Safety	1	25/02/2020	09:15 - 16:45	<ul style="list-style-type: none"> - Childminders - Children's Centres - Schools - Childcare settings 	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

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>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.</p>	<ul style="list-style-type: none"> • To identify the consequences and causes of food related illness • To identify the controls used to maintain standards for hygiene and food safety used in the work environment • To raise awareness of food safety issues. 	<p>By the end of this session you will have demonstrated an understanding of:</p> <ul style="list-style-type: none"> • Your legal and moral responsibility to provide a safe food product. • The consequences of poor standards of food safety. • The workplace routines to maintain standards for food safety.

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
✓	✓	✓	✓	✓	✓	✓	✓

Session Title	No. of days	Date 1	Date 2	Course times	Aimed at (practitioners in)	Attendance fee
Paediatric First Aid	2	16/01/2020	23/01/2020	09:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
		27/02/2020	28/02/2020			
		26/03/2020	27/03/2020			
Paediatric First Aid (Saturday)	2	14/03/2020	21/03/2020			

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>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.</p>	<ul style="list-style-type: none"> 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. 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. 	<p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> Plan for and manage the medical emergency involving children and babies Stock and maintain an appropriate first aid box for use in the early years setting Render effective first aid for life threatening conditions Render effective first aid for a range of non life threatening conditions Decide whether an illness is serious and what appropriate actions to take. Understand the requirements for Reporting and Recording incidents.

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
✓	✓	✓	✓	✓	✓	✓	✓

Introduction to Safeguarding

21

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	Course times	Aimed at (practitioners in)	Attendance fee
Introduction to Safeguarding Children	1	12/02/2020	09:15 - 16:45	<ul style="list-style-type: none"> - Childcare settings - Children's Centres - Schools 	Free to Childcare Settings £75 - Children's Centres £75 - Schools

Introduction	Session Aims	Session Learning Outcomes
<p>This session is suitable for staff who work regularly with children, families and carers and who have 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"> • Childcare workers • Play workers • Teachers • Teaching Assistants • Educational support staff • Early years practitioners <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.</p> <p>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 or neglect and/or promote their welfare in line with the London Child Protection procedures.</p> <p>It also aims to 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"> • Be able to identify child abuse • Have an overview of diversity and child protection • Be able to describe the categories of abuse and show an understanding of the components within the different categories • Have an overview of stress and risk factors • Feel more confident in assessing and making a sound professional judgement about a situation and how to respond • Have an awareness of legislation and guidance • 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.

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
	✓	✓	✓	✓	✓		✓

Session Title	Duration (No. of days)	Dates	Course times	Aimed at (practitioners in)	Attendance fee
Safeguarding Children Advanced - for Designated Safeguarding Lead	2	06/02/2020 & 07/02/2020 12/03/2020 & 13/03/2020	09:15 - 16:45	- Designated Safeguarding Person	Free to childcare settings £150 - Children's Centres £150 - Schools

Information

The content of this two day (12 learning hours) training course has been designed in accordance with Tower Hamlets safeguarding policies and procedures. It is delivered in line with 3.5 of the Statutory Framework for the Early Years Foundation Stage (EYFS):

The first day will follow the course content of Introduction to Safeguarding Children and the second day will focus on the roles and responsibilities of the Designated Safeguarding Lead.

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 London Safeguarding Children Board. 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 Lead'.

Safeguarding Children for Childminders

Session Title	Duration (No. of days)	Date 1	Course times	Aimed at (practitioners in)	Attendance fee
<u>Safeguarding Children for Childminders</u> (Saturday)	1	15/02/2020	09:15 - 16:45	- Childminders	Free

Introduction	Session Aims	Session Learning Outcomes
<p>This session is the same as the Introduction to Safeguarding Children. The session is suitable for registered childminders who work regularly with children, families and carers.</p> <p>The course 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"> • Be able to identify child abuse • Have an overview of diversity and child protection • Be able to describe the categories of abuse and show an understanding of the components within the different categories • Have an overview of stress and risk factors • Feel more confident in assessing and making a sound professional judgement about a situation and how to respond • Have an awareness of legislation and guidance • 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.

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
✓							

Introduction

Session Outcomes

The Early Years Foundation Stage Profile is statutory. Schools must continue to complete the EYFSP for their reception-year pupils in the summer term by 27 June 2020, and report the results to local authorities. 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.

There are a number of different events during the spring term to support practitioners with the EYFSP. Events are open to schools and settings that may have children for whom they will be completing a profile. Please refer to page 5 for more information. To download a copy of the 2020 Early Years Foundation Stage Profile Handbook visit www.towerhamlets.gov.uk/earlyyears and go to useful practitioners resources.

Schools are reminded that they must attend two events during the year, including one moderation agreement trialling event. 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. Further events will be announced for the spring and summer terms.

Moderation drop-ins – a great opportunity to look round other early years' settings. It's a drop-in, so there's no need to book. If you are coming in a large group let us know so that we can have an idea of numbers.

Next term's drop-in dates and venues (all take place after school, 4-5.15pm):

- Thursday 30th January: Old Church Nursery School
- Thursday 27th February: Manorfield Primary School
- Thursday 26th March: Rachel Keeling Nursery School
- Four moderation agreement trialling events to be held in March and April 2020 on the following dates; please book online: <http://tiny.cc/eybooking> or email eytraining@towerhamlets.gov.uk

Date	Times		Venue	
24/03/2020	9:00 – 12:00	Moderation agreement trialling events	PDC	All moderation training events are free
22/04/2020	16:00 – 18:00	Moderation agreement trialling events	PDC	
27/04/2020	16:00 – 18:00	Moderation agreement trialling events	PDC	
30/04/2020	13:30 – 15:30	Moderation agreement trialling events	PDC	
27/04/2020	13:30 – 15:30	Early Years Foundation Stage Profile (EYFSP) moderation support session for PVLs	PDC	

It is a statutory requirement that an EYFSP is completed on children who were born between September 1, 2013 and August 31, 2014.

The EYFSP 2020 handbook has yet to be released and once this has been received we shall be updating our website with the new publication.

By the end of these sessions:

- Participants will be clearer and more confident in making judgements for the EYFSP.

- Participants will be clear about the process for making judgements and submission to the Local Authority

- 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.

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 (PVI) registered childcare setting	I work in a: <ul style="list-style-type: none"> children's centre school 	<ul style="list-style-type: none"> I'm an assistant to a childminder I work for a non-registered childcare organisation.
Your fee is £25 per day	Your fee is £35 per day	Your fee is £75 per day	Your fee is £75 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 34**.

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 34**.

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.

Booking Information

How do I apply?

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

YES

Complete the online booking form : <http://tiny.cc/eybooking> (Select '**YES**' to the first question)

NO

Please complete a registration form: <http://tiny.cc/eybooking> (Select '**NO**' to the first question)

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 email.

What do I do if I have not received a confirmation email?

If you do not receive a confirmation email, 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 for the current term. If places become available we will contact you to book your place. When a new term starts, you will need to contact our team to be placed on the new term's courses/waiting lists.

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 participant/s disrupts a training course, 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.

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

For the latest information, visit: www.towerhamlets.gov.uk/earlyyearstraining



Integrated
Early Years' Service
Grow well
in Tower Hamlets



Up to 30 hours **FREE** childcare for **working** parents

Available
for 3 & 4
year olds



HMRC helpline
0300 123 4097

For more information, please visit
www.towerhamlets.gov.uk/earlylearning



Integrated
Early Years' Service
Grow well
in Tower Hamlets



15 hours free early learning for two year olds

Development for children

Learning through activities and play enables children to grow and develop, as well as improve their communication and social skills.

Opportunities for parents

Early education is also good for parents – it can allow them a bit more time to spend with their other children, pursue a hobby, get into education, start training or go back to work.

☎ 020 7364 1553

🖱 www.towerhamlets.gov.uk/earlylearning

