

## EARLY YEARS SERVICE

### Continuous Professional Development Programme

#### Autumn Term 2023

### BFFC Early Years – Under 5s Service

An important part of our role is to provide support and advice to early years providers to deliver the Statutory Framework for the Early Years Foundation Stage which sets the standards of learning, care and development of children from birth to 5 years. Our SEND Advisors work with early years providers to support children with Special Educational Needs (SEN) in line with the SEND Code of Practice 2015.

### Continued Professional Development

The Early Years Statutory Framework describes how children's daily experiences and the overall quality of the provision is dependent on practitioners having appropriate qualifications, training, skills and knowledge and that they must be supported to undertake appropriate professional development opportunities. Continued professional development opportunities will ensure that practitioners are able to share good practice, continue to learn, meet agreed targets and maximise their potential.

### Autumn term training and network opportunities

The Early Years and SEND team have developed a training and networking schedule to ensure that providers have good access to a range of advice and development opportunities to enhance practice, improve outcomes for children and to support providers on their journey to achieve excellence and a positive Ofsted inspection outcome.



### Booking information:

Early Years (for chargeable training) – [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org)  
SLA (for non-chargeable training) – <http://www.readingeducationservices.co.uk/>  
Childminders – [childminding@brighterfuturesforchildren.org](mailto:childminding@brighterfuturesforchildren.org)  
BFFC Workforce & Development Team - [learning@brighterfuturesforchildren.org](mailto:learning@brighterfuturesforchildren.org)

## Leadership Networks

An opportunity to network with others in a similar role

Title	Description/Audience	Dates	Delivery/Venue	Cost
SLCN Champion Network	SLCN Champions are invited to attend these networks that are structured around the 3 main categories of the Speech, Language and Communication Framework and include: <ul style="list-style-type: none"> <li>• CPD</li> <li>• Local and national updates</li> <li>• SALT presentation and Q&amp;A</li> </ul>	<b>19 October 2023</b> 10-11.30am	Teams	<b>FREE</b>
Last date for booking:		<b>12 October 2023</b>		
Management Committee/ Directors Network	Committee members and directors of pre-school and daycare settings: <ul style="list-style-type: none"> <li>• Keep up to date with local information</li> <li>• Reflect on your role</li> <li>• Network with others in a similar position</li> </ul>	<b>22 November 2023</b> 4.30-5.30pm	Teams	<b>FREE</b>
Last date for booking:		<b>15 November 2023</b>		
Annual Providers Update	Practitioners, leaders and childminders: <ul style="list-style-type: none"> <li>• Local and national updates</li> <li>• Networking</li> </ul>	<b>9 November 2023</b> 6.30-8pm	Council Chamber, Civic Offices	<b>FREE</b>
Last date for booking:		<b>2 November 2023</b>		

## Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Designated Safeguarding Leads & Officer Network	Designated Safeguarding Leads and officers of pre-schools, day care, out of school provision and childminding settings: <ul style="list-style-type: none"> <li>• Local SG offer</li> <li>• National updates</li> <li>• Network with others</li> </ul>	<b>10 October 2023</b> 6.30-7.30pm	Teams	<b>FREE</b>
Last date for booking:		<b>3 October 2023</b>		
Universal Safeguarding Children <i>EY Advisors</i>	Essential training for all staff whose work brings them in to contact with children.	<b>1 November 2023</b> 6-9pm	CR4a & 4b, Civic Offices	<b>FREE</b>
Last date for booking:		<b>25 October 2023</b>		
Local Safeguarding Processes for DSL Training – <ul style="list-style-type: none"> <li>• New to the role</li> <li>• Refresher training</li> </ul> <i>BfFC Workforce Development Team</i>	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. To book a space please email <a href="mailto:Learning@brighterfuturesforchildren.org">Learning@brighterfuturesforchildren.org</a>	<b>5 October 2023</b> 9.30am-3.30pm (New to the role)  <b>28 September 2023</b> 9.30am-12.30pm (Refresher)	Council Chamber, Civic Offices  Council Chamber, Civic Offices	<b>£33</b>

## Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Safeguarding E-Learning	<ul style="list-style-type: none"> <li>Universal Safeguarding</li> <li>Female Genital Mutilation</li> <li>Safer Recruitment</li> <li>Prevent</li> <li>Channel Awareness</li> </ul>	Online safeguarding training is available through the Berkshire West Safeguarding Partnership on demand: <a href="#">Berkshire West Safeguarding Children Partnership - scp</a>		<b>FREE</b>
Threshold of Need Briefing  <i>One Reading Partnership</i>	The online briefing is available on demand and aimed at anyone who works with children, young people and families in Reading to refresh their knowledge and understanding of the Reading Threshold of Need.	Email to register and receive presentation on demand: <a href="mailto:OneReading@brighterfuturesforchildren.org">OneReading@brighterfuturesforchildren.org</a>		<b>FREE</b>
Extended Duties Training for Designated Safeguarding Leads EYFS (Children with a Social Worker)  <i>Virtual Schools</i>	<p>Training to cover the Virtual School extended duties for children with a social worker which will include:</p> <ul style="list-style-type: none"> <li>The extended duties guidance including the latest DfE updates</li> <li>Effective practice for Children with a Social Worker</li> <li>Virtual School developments and services</li> <li>DfE attendance and exclusion updates</li> </ul> <p>Please read the DfE statutory guidance prior to joining this training: <a href="#">Promoting the Education of Children with a Social Worker</a></p> <p>To book a space please email <a href="mailto:bianca.james@brighterfuturesforchildren.org">bianca.james@brighterfuturesforchildren.org</a></p>	<b>20 September 2023</b> 10-11.30am	Teams	<b>FREE</b>
Induction Training: Designated Teacher and ePEP (EYFS)  <i>Virtual Schools</i>	<p>Training for new Reading DTs covering the role of the DT, using ePEP, Pupil Premium Plus funding and attendance</p> <p>Please read the DfE Statutory Guidance prior to joining this training: <a href="#">The designated teacher for looked-after and previously looked-after children (publishing.service.gov.uk)</a></p> <p>To book a space please email <a href="mailto:matt.bevan@brighterfuturesforchildren.org">matt.bevan@brighterfuturesforchildren.org</a></p>	<b>12 September 2023</b> 3.15-5pm	Teams	<b>FREE</b>

## Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Attending Child Protection Conferences	A session for all who attend ICPCs/ RCPCs (Initial and Review Conferences). The session will cover threshold for harm, the process, planning, decision making and recommendations, including what happens after a Conference.		To express your interest please email <a href="mailto:business.support@brighterfuturesforchildren.org">business.support@brighterfuturesforchildren.org</a>	FREE
Allegations Against Staff and Volunteers Management Training	A session for all agencies, including faith and voluntary sector who employ or manage staff and volunteers providing work with children. The session will cover the criteria for making a LADO referral and the process and outcomes for an Allegations Management Meeting.		To express your interest please email <a href="mailto:business.support@brighterfuturesforchildren.org">business.support@brighterfuturesforchildren.org</a>	FREE

## Trauma Informed

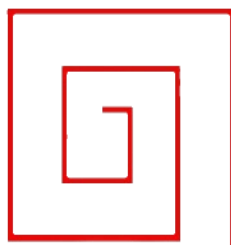
Title	Description/Audience	Dates	Delivery/Venue	Cost
Trauma Informed – Level 1	All levels of staff and volunteers. Basic knowledge and skills to develop an awareness of trauma and impact.		Flexible self-paced learning available on demand: <ul style="list-style-type: none"> <li>• Approx 20 minutes</li> <li>• 2 short films</li> </ul> Access via the <a href="#">NES</a> Report on completion to <a href="mailto:early.years@brighterfuturesforchildren.org">early.years@brighterfuturesforchildren.org</a>	FREE
Trauma Skilled – Level 2	After completing the Informed Level, the NES Transforming Psychological Trauma Programme is a skilled level interactive e-learning module suitable for all staff and volunteers.		Flexible self-paced learning available on demand: <ul style="list-style-type: none"> <li>• Approx 2 hours</li> <li>• Final quiz</li> </ul> First create an account <a href="#">here</a> Next access the workshop <a href="#">here</a> Report on completion to <a href="mailto:early.years@brighterfuturesforchildren.org">early.years@brighterfuturesforchildren.org</a>	FREE
Trauma informed guided discussion only	Staff and volunteers who have completed Trauma Levels 1 and 2 can attend guided discussions supported by BFFC practice leads and the EY team to reflect on and apply training.		To express your interest please email <a href="mailto:early.years@brighterfuturesforchildren.org">early.years@brighterfuturesforchildren.org</a> on completion of Level 1 and Level 2 Trauma Informed/Skilled Training	FREE

## Best Practice in Early Years

Title	Description/Audience	Dates	Delivery/Venue	Cost
Child at the Heart – A Trauma Informed Approach	A two-part session suitable for all levels of staff which will focus on the importance of nurturing relationships, an enabling environment and therapeutic approach.	<b>Part 1</b> <b>12 September 2023</b> 6.30-8pm  <b>Part 2</b> <b>19 September 2023</b> 6.30-8pm	CR4a & 4b, Civic Offices  Council Chamber, Civic Offices	<b>£30pp</b>  CM Partnership Members - FREE
Last date for booking:		<b>6 September 2023</b>		
Speech and Language UK - Early Talk	Practitioners will develop the ability to use a range of strategies that could help children, aged 0-3 years, to access the areas of learning and development in the EYFS curriculum. Delivered by Speech and Language UK trainers to your whole team.	To express your interest please email <a href="mailto:early.years@brighterfuturesforchildren.org">early.years@brighterfuturesforchildren.org</a>  Can be offered as a full day or four 1.5hr sessions		<b>£300</b>
Interactive Storytelling  <i>Cassandra Wye</i>	Cassandra has been travelling and telling tales around the Globe since 1991 and has a passion for bringing stories to life! These sessions will be playful, and practitioners will grow in confidence to engage all children through opportunistic and interactive storytelling sessions throughout the 4-week course.	<b>7, 14, 21, 28 November</b> 6.30-8pm	Zoom	<b>FREE</b>
<b>Places will be confirmed on 18 September 2023</b>				

### Exciting news!!

The whole team will soon be licensed SchemaPlay trainers!



**SchemaPlay**  
**Licensed Trainer**

Further details to follow...

## Inclusion and SEND

Training delivered by the SEND Advisory team

Title	Description/Audience	Dates	Delivery/Venue	Cost
<p>SENCO Network</p> <p><i>EY SEND Team</i></p>	<p>These networks are for Early Years SENCOs &amp; Practitioners who are leading on supporting children with SEND in their setting. It will cover updates from LA and specific SEND topics.</p> <p><i>Agenda: The Unintended Consequences of 1:1 support in early years.</i></p>	<p><b>12 October 2023</b> 2-3.30pm</p>	<p>Teams</p>	<p><b>FREE</b></p>
<p>Last date for booking:</p>		<p><b>6 October 2023</b></p>		
<p>EHCP Workshop</p> <p><i>Aimee Trimmer</i></p>	<p>An opportunity to explore when and how to apply for an EHCP with examples of EHCP applications.</p>	<p><b>2 October 2023</b> 10am-12noon</p>	<p>Teams</p>	<p><b>FREE</b></p>
<p>Last date for booking:</p>		<p><b>26 September 2023</b></p>		
<p>Sensory Processing Workshop</p> <p><i>Aimee Trimmer &amp; Angela Smith</i></p>	<p>This is a workshop to explore the different senses we have; how this impacts on our day to day life and supporting children with sensory processing needs in the Early Years. We will explore how you can adapt your environment and provide different activities to support children sensory processing needs.</p>	<p><b>28 September 2023</b> 1–4pm</p>	<p>South Reading Community Hall</p>	<p><b>£30pp</b></p>
<p>Last date for booking:</p>		<p><b>22 September 2023</b></p>		
<p>Hand Massage &amp; Sensory Circuit Workshop</p> <p><i>Sophie Webster</i></p>	<p>A workshop to demonstrate the use of hand massage &amp; sensory circuits to support children with their sensory regulation. This is delivered by our Sensory Integration and Massage Therapist; Sophie Webster.</p>	<p><b>10 October 2023</b> 9.30-11.00am</p>	<p>South Reading Community Hall</p>	<p><b>£20pp</b></p>
<p>Last date for booking:</p>		<p><b>4 October 2023</b></p>		
<p>Making Sense of Autism</p> <p><i>Aimee Trimmer</i></p>	<p>This is an introduction to making sense of Autism and aimed at new practitioners to enhance your understanding and awareness of autism and the three areas of difference that affect autistic children.</p>	<p><b>19 October 2023</b> 9.30am-12noon</p>	<p>Teams</p>	<p><b>£30pp</b></p>
<p>Last date for booking:</p>		<p><b>13 October 2023</b></p>		
<p>Good Autism Practice</p> <p><i>Aimee Trimmer</i></p>	<p>This continues from the Autism Making Sense module and is aimed at practitioners who have a basic understanding of Autism and wish to further their practice in knowing how to support autistic children.</p>	<p><b>6 November 2023</b> 10am-2pm</p>	<p>Council Chamber, Civic Offices</p>	<p><b>£60pp</b></p>
<p>Last date for booking:</p>		<p><b>31 October 2023</b></p>		

## Inclusion and SEND

Training delivered by the SEND Advisory team

Title	Description/Audience	Dates	Delivery/Venue	Cost
Level 3 SEND Award  <i>Deborah Wood &amp; Early Years SEND Team with Guest Speakers</i>	This training programme, developed by School Improvement Liverpool, is for Early Years SENCOs, or those due to take over the role, wanting to gain a qualification and recognition for their role as an Early Years SENCO. The course is accredited by NCFE CACHE, who are the leading Awarding Organisation for the care sector. Training days comprise of 12 guided learning sessions with time allowed for own research and writing of assignments.	<b>Starts 20 October</b>  <b>Session dates:</b> <u>2023</u> 20 October 3, 17 November 1 December  <u>2024</u> 12, 26 January 9, 23 February 8, 22 March 19 April 3 May	Civic Offices	<b>£500pp</b>
Last date for booking:		<b>11 October 2023</b>		
Intensive Interaction “Skilled Practitioners Course”  N.B. Practitioners <u>must</u> have attended the one-day course first.	A mentored course over three months, with three facilitated study days, to develop good Intensive Interaction practices using a combination of learning experiences, including: video evaluation; presentations; facilitated discussions and course reading. Email <a href="mailto:Wilma.Williams@brighterfuturesforchildren.org">Wilma.Williams@brighterfuturesforchildren.org</a> to book your place	<b>30 October 2023</b>  <b>27 November 2023</b>  <b>15 January 2024</b>  9:30am–3:30pm	CR1, Civic Offices	<b>£350pp</b> (includes three network meetings per year)

## Surgeries

Virtual surgeries to provide specific advice and support

Title	Description /Audience	Dates	Delivery/Venue	Cost
SEND Surgeries	Book a slot with the Early Years SEND team to discuss concerns or situations relation to SEND within your setting. <a href="https://www.office365.com">EYSEND (office365.com)</a>	First Monday of the month between 1-4pm	Teams	<b>FREE</b>
SALT Surgeries	Book a slot with Early Years team and a Speech & Language Therapist to discuss how children with Speech, Language and Communication Needs (SLCN) can be best supported within the Early Years setting. <a href="https://www.office365.com">EYSALTSurgery (office365.com)</a>	Third Thursday of the month between 1-3pm	Teams	<b>FREE</b>
Educational Psychology Surgeries	An opportunity to discuss support for children with an Educational Psychologist.	Coming soon!	Teams	<b>FREE</b>

## Business Readiness

Business support and inspection readiness for your setting

Title	Description /Audience	Dates	Delivery/Venue	Cost
Intergenerational care	This workshop will help you explore planned ongoing activities that purposefully bring together different generations in shared settings to share experiences that are mutually beneficial.	<b>17 October 2023</b> 2-3pm	Teams	<b>FREE</b>
Last date for booking:		<b>11 October 2023</b>		
Business Consultation (e.g. marketing, finance)	Have a consultation meeting with our two level 5 trained business consultants to enable you to positively plan for, embrace and implement change within your setting.	Bespoke	In your setting or via Teams	Initial consultation - <b>FREE</b>

## Bespoke Whole Setting Training\*

Training delivered by the Early Years and SEND Advisory teams in your setting

Title	Description/Audience	Delivery/Venue	Cost
Universal Safeguarding Children	It is an Ofsted expectation that all practitioners should complete face to face Universal Safeguarding training in the first instance.	In your setting 3 hours	<b>£150</b>
Curriculum, Pedagogy and Assessment	Suitable for all levels of practitioner. Join us to reflect on what children will learn in your setting, how you will help them and how assessment can be used to check what children have learnt. This is an opportunity to explore the EYFS reforms, engage in discussion points and share practice.	In your setting 1.5 hours	<b>£100</b> (£25 discount for training delivered between 9-5 Monday to Friday)
Healthy Lifestyles	Explore how we can support children to develop healthy bodies and implement into your curriculum: <ul style="list-style-type: none"> <li>• Health and wellbeing</li> <li>• Physical development</li> <li>• Healthy eating and food safety</li> <li>• Potty training</li> <li>• Oral health</li> </ul>	In your setting 1.5 hours	<b>£100</b> (£25 discount for training delivered between 9-5 Monday to Friday)
Early Years SEND Practical Workshop	Giving practitioners practical activity ideas to support a variety of learning needs, whilst supporting positive universal provision to develop inclusive practice.	In your setting 3 hours	<b>£200</b> (£50 discount for training delivered between 9-5 Monday to Friday)
Attention Autism – Introduction Workshop	A whole team introduction to Attention Autism Workshop.	In your setting 3 hours	<b>£300</b> (includes 1 Early Years practitioner on the next 2-day course)

\*When requesting bespoke sessions, please contact the team at least 6 weeks in advance to confirm availability of the date you are looking at to avoid disappointment. Bespoke sessions can be requested using this form:

<https://forms.office.com/r/YeL0Ut8P3P>



## Free National Training

Title	Description/Audience	Delivery	Cost
Dingley's Promise	The online training includes the following: <ul style="list-style-type: none"> <li>• Inclusion</li> <li>• Transition</li> <li>• Behaviours that challenge</li> <li>• Difficult conversations with families</li> </ul>	<a href="#">Early Years Inclusion Programme – Dingley's Promise</a>	FREE
Early Years Professional Development Programme (PDP)	The DfE funded early years professional development programme offers a free, high quality CPD programme to early years practitioners across England through online self-study and regular facilitated webinars.  Areas covered include: <ul style="list-style-type: none"> <li>• Early communication and language</li> <li>• Early mathematics</li> <li>• Personal, social and emotional development</li> </ul>	Please click on the following link for further information: <a href="#">About the Early Years Professional Development Programme – Early Years Professional Development Programme (earlyyearsdpd.com)</a>	FREE
Early Years Child Development Training	Overview of child development and practical advice	Please click on the following link for further information: <a href="#">Early years child development training: Home page (education.gov.uk)</a>	FREE
Experts and Mentors	In school leadership	Please click on the following link for further information: <a href="#">Early years experts and mentors programme - GOV.UK (www.gov.uk)</a>	FREE

Sessions will only run with a minimum of 8 people. Bookings will close 4 working days prior to the session taking place and the team will use their discretion to cancel sessions if the minimum number of attendees isn't met. If the session is to be cancelled/postponed, the team will notify the delegate on the email addresses given at the time of the booking.

## Early Years – Cancellation Policy



### **Cancellation 5 working days or MORE before the course date**

All cancellations must be made via the SLA or by email to the [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org) inbox by the delegate or their manager. No telephone cancellations will be accepted.

### **Cancellation LESS than 5 working days before the course date**

Notification must be made via the SLA or by email to the [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org) inbox. A charge of **50%** of the training course per person per training day will be incurred unless there are exceptional circumstances.

### **Unforeseen circumstances**

If you are unable to attend the course due to unforeseen circumstances, email notification from the delegate or manager must be sent to [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org) and consideration will be given to a waiver of the charge. This is at the discretion of the Early Years team.

### **Charges will be made where there is non-attendance due to:**

- Other work pressures
- Annual leave bookings
- Course booked in error
- Applicant forgot or went to wrong location

### **Charges are unlikely to be made where:**

- There is a personal or family emergency
- Compassionate leave has been given
- Staff has reported in sick using absence reporting policies and procedures

**It is the responsibility of the delegate or their line manager to report the absence to: [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org)**

### **Substitutions**

Substitutions are welcome, provided the team are notified in advance.

### **Transferring to a later course**

Any delegate who wishes to transfer to a later course date and sends written notification to [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org) less than 5 working days before the course will be charged 50% of the fee per person for the cancelled date.

### **Cancellation by the Early Years Team**

The Early Years team will use their discretion to cancel sessions if the minimum number of participants isn't met. Notification will be given 4 working days prior to the session taking place by email to the email address provided at the time of the booking.