

EARLY YEARS SERVICE

Continuous Professional Development Programme Spring Term 2024

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

SLA (for non-chargeable training) – <http://www.readingeducationservices.co.uk/>

Childminders – childminding@brighterfuturesforchildren.org

BFFC Workforce & Development Team - 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"> • CPD • Local and national updates • SALT presentation and Q&A 	25 January 2024 10-11.30am	South Reading Community Hub	FREE
EYFS Leads Network (Schools)	All leads of EYFS in school settings: <ul style="list-style-type: none"> • Keep up to date with local information • Focus on best practice • Network with other leads 	30 January 2024 4-5.30pm	CR4a & 4b, Civic Offices	FREE
Managers Network	Managers of pre-schools, day care and out of school provision: <ul style="list-style-type: none"> • Keep up to date with local information • Focus on best practice • Network with others 	20 February 2024 1-2pm	Teams	FREE
All Childminder Network	All childminders: <ul style="list-style-type: none"> • Keep up to date with local information • Focus on best practice • Network with other childminders 	20 February 2024 6.30-7.30pm	Teams	FREE
All Room Leaders Network	For <u>all</u> room leaders <ul style="list-style-type: none"> • CPD – termly topics • Focus on best practice • Network with others 	21 March 2024 6.30-8pm	Council Chamber, Civic Offices	FREE
Management Committee/ Directors Network	Committee members and directors of pre-school and daycare settings: <ul style="list-style-type: none"> • Keep up to date with local information • Reflect on your role • Network with others in a similar position 	26 March 2024 4.30-5.30pm	CR4a & 4b, Civic Offices	FREE

Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Universal Safeguarding Children – BFFC Workforce Development Team	Essential training for all staff whose work brings them in to contact with children. To book a space please email Learning@brighterfuturesforchildren.org	23 January 2024 9.30am-12.30pm	Council Chamber, Civic Offices	FREE
Universal Safeguarding Children - EY Advisors	Essential training for all staff whose work brings them in to contact with children.	7 February 2024 6-9pm	CR4a & 4b, Civic Offices	FREE

Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Extended Duties Training for Designated Safeguarding Leads EYFS (Children with a Social Worker) - Virtual Schools	This training session is available for Designated Safeguarding Leads supporting Reading Children with a Social Worker, who have previously been or who are currently subject to Child in Need Plans or Child Protection Plans. To book a space please email bianca.james@brighterfuturesforchildren.org	9 January 2024 10-11.30am	Teams	FREE
Induction Training: Designated Teacher and ePEP (EYFS) - Virtual Schools	Training for new Reading DTs covering the role of the DT, using ePEP, Pupil Premium Plus funding and attendance Please read the DfE Statutory Guidance prior to joining this training: The Designated Teacher for Children Looked-After and Previously Looked-After To book a space please email matt.bevan@brighterfuturesforchildren.org	16 January 2024 3.15-5pm	Teams	FREE
Designated Safeguarding Lead – BfFC Workforce Development Team <ul style="list-style-type: none"> New to the role Refresher training 	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 Learning@brighterfuturesforchildren.org	<u>Refresher training</u> 11 January 2024 9.30am-12.30pm <u>New to the role</u> 27 February 2024 9.30am-3.30pm	Council Chamber, Civic Offices	FREE
Designated Safeguarding Leads & Officer Marketplace Event	Designated Safeguarding Leads and officers of pre-schools, day care, out of school provision and childminding settings: <ul style="list-style-type: none"> Find out more about local services Network with others Pick up your free DSL handbook 	5 March 2024 9.30-10.30am	Council Chamber, Civic Offices	FREE
Safeguarding E-Learning	<ul style="list-style-type: none"> Universal Safeguarding Female Genital Mutilation Safer Recruitment Prevent Channel Awareness 	Online safeguarding training is available through the Berkshire West Safeguarding Partnership on demand: Berkshire West Safeguarding Children Partnership - scp		FREE
Threshold of Need Briefing – One Reading Partnership	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: OneReading@brighterfuturesforchildren.org		FREE

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.	Please email business.support@brighterfuturesforchildren.org to express your interest in future sessions		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.	Please email business.support@brighterfuturesforchildren.org to express your interest in future sessions		FREE

Trauma Informed

Title	Description/Audience	Dates	Delivery/Venue	Cost
Trauma Virtual Reality Programme -Virtual Schools Team	The programme is designed to enable users to understand the impact of trauma, abuse and neglect through the eyes of the child from pre-birth to adolescence to improve the care, support and guidance that children and young people are provided with. <u>*Please note the films are not designed to be easy viewing & some may find difficult to watch.</u>	19 January 2024 9.30-11.30am 12.30-2.30pm 3.00-5.00pm	CR2 & CR3, Civic Offices	FREE
Little People, Big Feelings – Education Psychology Service	Workshop that helps early years’ practitioners know how to best respond to young children’s BIG feelings and the BIG behaviours that come with it. To book a place please email Wilma.Williams@brighterfuturesforchildren.org	26 March 2024 10-11.30am	CR1, Civic Offices	FREE
Little People, Big Feelings – Education Psychology Service	Workshop that helps parents/carers understand emotional wellbeing and emotional regulation in pre-school children. Please ask parents/carers to book a place by emailing Wilma.Williams@brighterfuturesforchildren.org	26 March 2024 1-2.30pm	CR1, Civic Offices	FREE
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"> • Approx 20 minutes • 2 short films Access via the NES Report on completion to early.years@brighterfuturesforchildren.org		FREE

Trauma Informed

Title	Description/Audience	Delivery	Cost
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"> • Approx 2 hours • Final quiz First create an account here Next access the workshop here Report on completion to early.years@brighterfuturesforchildren.org	FREE
Trauma informed guided discussion only	Staff and volunteers who have completed Trauma Levels 1 and 2 can attend guided discussions supported by BFC practice leads and the EY team to reflect on and apply training.	Please email early.years@brighterfuturesforchildren.org to express your interest 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
Berkshire Maestros – <i>Danielle Ballantine-Drake</i>	An interactive training session, presented by Danielle head of EY's at Berkshire Maestros. All practitioners will be able to enhance their skills to make the best of story, song and rhyme to promote fun and support the development of children's communication, language and physical skills.	11 January 2024 4-6pm Saturday 2 March 2024 9.30-11.30am	Berkshire Maestros, Cockney Hill Sure Start Whitley Day Nursery, Northumberland Avenue	FREE
MHFA Mental Health Awareness - <i>Kate Moxley</i>	Develop an understanding of what mental health is, common issues and how to challenge stigma. Reflect on how you can look after your own mental health and grow confidence to support others.	Saturday 20 January 2024 9.30am-1.30pm	Teams	FREE (Limited to 1 person per setting)
MHFA Mental Health Skills for Managers – <i>Kate Moxley</i>	A practical course for setting managers to help put wellbeing at the heart of their leadership. To ensure consistent approaches and to promote healthy performance throughout the whole organisation.	7 March 2024 9.30am-2.30pm	CR1, Civic Offices	FREE (Limited to 1 person per setting)

Best Practice in Early Years

Title	Description/Audience	Dates	Delivery/Venue	Cost
Schema	SchemaPlay™ training supports all adults working with young children to identify their 'roots' of learning – their operational schemes. The training will help practitioners to observe and nourish schemes that are happening every day, nurturing learning with young children, and <u>truly</u> following the unique child in their 'free flow' explorations.	Saturday 24 February 2024 9.30am-4pm 11 March 2024 9.30am-4pm	Chiltern Nursery, Peppard Road Blagdon Nursery School, Blagdon Road	FREE
Interactions	Research shows that good interactions between adults and children make a big difference to how well communication and language skills develop. In this course we focus on why interactions are important and share tools to improve practitioner knowledge and skills.	12 March 2024 6.30-8pm	CR4a & 4b, Civic Offices	£15pp CM Partnership Members - FREE
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.	Please email early.years@brighterfuturesforchildren.org to express your interest Can be offered as a full day or four 1.5hr sessions		£300

Inclusion and SEND

Training delivered by the SEND Advisory team

Title	Description/Audience	Dates	Delivery/Venue	Cost
IEP/SEN Support Plan Workshop for Early Years Practitioners	A workshop for Early Years Practitioners to have an opportunity to understand how an SEN support plan should be a working document; and how to write them effectively for their key children.	16 January 2024 9.30-11.00am	Council Chamber, Civic Offices	FREE
The role of the Early Years SENCO	A Workshop covering what the role of an Early Years SENCO is, and how to get started in your new role as an Early Years SENCO or a refresh for any SENCOS.	2 February 2024 9.30am-12noon	Council Chamber, Civic Offices	£30pp
Hand Massage & Sensory Circuit Workshop Sophie Webster	A workshop to demonstrate the use of hand massage & sensory circuits to support children with their sensory regulation. This is delivered by our Sensory Integration and Massage Therapist; Sophie Webster.	6 February 2024 9.30-11.00am	South Reading Whitley Community Hall	£20pp

Inclusion and SEND

Training delivered by the SEND Advisory team

Title	Description/Audience	Dates	Delivery/Venue	Cost
EHCP Workshop	An opportunity to explore when and how to apply for an EHCP with examples of EHCP applications.	8 February 2024 9.30-11am	Teams	FREE
Intensive Interaction One day course	A one-day course on the background, principles and techniques of Intensive Interaction, including the outcomes and benefits for children and those who care for them. Please email Wilma.Williams@brighterfuturesforchildren.org to express your interest.	4 March 2024 9.30am-3.30pm	Council Chamber, Civic Offices	£66pp
SENCO Network	These networks are for Early Years SENCOs & Practitioners who are leading on supporting children with SEND in their setting. It will cover updates from LA and specific SEND topics.	12 March 2024 3-4pm	Teams	FREE
Inclusive Practice in Early Years	A day workshop giving to explore inclusive practice in the early years; includes Good Autism practice & a therapeutic approach to supporting SEMH SEND needs. Practitioners will take away a variety of ideas to support children whilst developing positive universal provision.	14 March 2024 9:30am-4:00pm	South Reading Whitley Community Hall	£60pp

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. EYSEND (office365.com)	Second Tuesday of the month between 9.30-11.30am	Teams	FREE
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. EYSALTSurgery (office365.com)	Third Thursday of the month between 1-3pm	Teams	FREE

Business Readiness

Business support and inspection readiness for your setting

Title	Description /Audience	Dates	Delivery/Venue	Cost
Sustainability – Being Green	This workshop will support you with developing and embedding a focus on sustainability in the early years.	16 January 2024 2-3pm	Teams	FREE
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 - FREE

Bespoke Whole Setting Training*

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

Title	Description/Audience	Delivery	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	£150
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	£100 (£25 discount for training delivered between 9-5 Monday to Friday)
Inclusive Practice in Early Years	A full day workshop giving to explore inclusive practice in the early years; includes Good Autism practice & a therapeutic approach to supporting SEMH SEND needs. Practitioners will take away a variety of ideas to support children whilst developing positive universal provision.	In your setting 5 hours	£200 (£50 discount for training delivered between 9-5 Monday to Friday)
Child at the Heart – A Trauma Informed Approach	A session suitable for all levels of staff that will focus on the importance of nurturing relationships, an enabling environment and therapeutic approach.	In your setting 3 hours	£200 (£50 discount for training delivered between 9-5 Monday to Friday)

*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"> Inclusion Transition Behaviours that challenge Difficult conversations with families Voice of the child 	Early Years Inclusion Programme – Dingley's Promise	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"> Early communication and language Early mathematics Personal, social and emotional development 	Please click on the following link for further information: About the Early Years Professional Development Programme – Early Years Professional Development Programme (earlyyearsdpd.com)	FREE
Early Years Child Development Training	Overview of child development and practical advice	Please click on the following link for further information: Early years child development training : Home page (education.gov.uk)	FREE
Experts and Mentors	In school & setting leadership	Please click on the following link for further information: Early years experts and mentors programme - GOV.UK (www.gov.uk)	FREE

Sessions require a minimum of 8 people to go ahead. 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 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 inbox. A charge of **50%** of the training course per person per training day will be incurred unless there are exceptional circumstances.

Cancellation LESS than 24 hours and non-attendance

Non-attendance and cancellations that are made with less than 24 hours' notice will be charged the **full cost** of the training.

The **full cost** of a session will be made where there is non-attendance to a free session that has been subsidised by the Early Years team.

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 and consideration will be given to waiver the charge. This is at the discretion of the Early Years team.

It is the responsibility of the delegate or their line manager to report the absence to: early.years@brighterfuturesforchildren.org

Transferring to a later session

A delegate who wishes to transfer to a later session and sends written notification to early.years@brighterfuturesforchildren.org less than 48 hours before will be charged 50% of the fee for the cancelled date.

Substitutions

Substitutions are welcomed and no prior notification needs to be given.

Priority bookings

If two or more sessions are booked by your setting and not attended/cancelled by you or if there are any outstanding payments for training, you will not be given priority for future sessions until the issues have been resolved.

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 by email to the email address provided at the time of booking.