

EARLY YEARS SERVICE

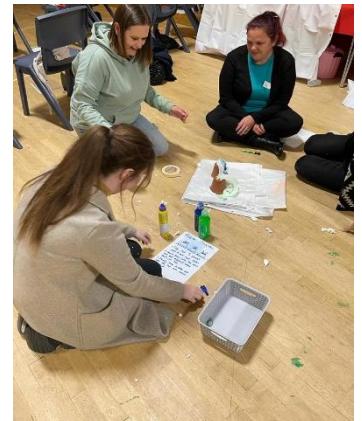
Continuous Professional Development Programme 2023-2024

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.



Booking information:

Early Years (for chargeable training) – early.years@brighterfuturesforchildren.org

SLA (for non-chargeable training) – <http://www.readingeducationalservices.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
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 	22 June 2023 8.30-9.30am	Council Chamber, Civic Offices	FREE
		20 February 2024 1-2pm	Teams	
0-2 Lead Network	Baby room leaders: <ul style="list-style-type: none"> CPD – termly topics Focus on best practice Network with others 	23 May 2023 1-2pm	Teams	FREE
		17 January 2024 8.30-9.30am	Council Chamber, Civic Offices	
2 year old Lead Network	Toddler room leaders: <ul style="list-style-type: none"> CPD – termly topics Focus on best practice Network with others 	3 May 2023 1.30-2.30pm	Teams	FREE
		24 January 2024 8.30-9.30am	Council Chamber, Civic Offices	
3 & 4 year old Lead Network	Pre-School room leaders: <ul style="list-style-type: none"> CPD – termly topics Focus on best practice Network with others 	18 April 2023 1-2pm	Teams	FREE
		8 February 2024 8.30-9.30am	Council Chamber, Civic Offices	
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 	22 November 2023 4.30-5.30pm 26 March 2024 4.30-5.30pm	Teams CR4a & 4b, Civic Offices	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 	22 June 2023 6.30-7.30pm	CR4b, Civic Offices	FREE
		20 February 2024 6.30-7.30pm	Teams	
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 	Focus: EYFSP Peer Discussion 7 June 2023 4-5pm	Council Chamber, Civic Offices	FREE
		30 January 2024 4-5.30pm	CR4a & 4b, Civic Offices	
Annual Providers Update	Practitioners, leaders and childminders: <ul style="list-style-type: none"> Local and national updates Networking 	9 November 2023 6.30-8pm	Council Chamber, Civic Offices	FREE
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 	20 April 2023 10-11.30am	Teams	FREE
		19 October 2023 10-11.30am	Teams	
		25 January 2024 10-11.30am	South Reading Community Hub	

Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Universal Safeguarding Children - EY Advisors	Essential training for all staff whose work brings them in to contact with children.	14 June 2023 1 November 2023 7 February 2024 6-9pm	CR4a & 4b, Civic Offices	FREE
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	17 May 2023 1.30-4.30pm	TBC (face to face)	FREE
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"> Local SG offer National updates Network with others 	10 October 2023 6.30-7.30pm 5 March 2024 9.30-10.30am	Teams Council Chamber, Civic Offices	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>New to the role</u> 8 June 2023 9.30am-12.30pm <u>Refresher training</u> 10 May 2023 4 July 2023 9.30am-12.30pm	TBC	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
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	5 May 2023 9.30-11am	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 beth.yeatman@brighterfuturesforchildren.org	24 April 2023 1-2pm	Teams	FREE
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
Little People, Big Feelings – Education Psychology Service	All staff can develop their knowledge of supporting pre-school children with their emotional wellbeing and regulation. Please email Wilma.Williams@brighterfuturesforchildren.org to express your interest in future sessions	19 April 2023 FULLY BOOKED	Teams	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 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 BFFC 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
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.	17 April 2023 9.30am-3pm or 22 April 2023 9.30am-3pm	Southcote Children’s Centre, Coronation Square, Southcote, Reading	£30pp CM Partnership Members - FREE
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.	Part 1 12 September 2023 6.30-8pm Part 2 19 September 2023 6.30-8pm	CR4a & 4b, Civic Offices Council Chamber, Civic Offices	£30pp CM Partnership Members - 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

<p>Interactive Storytelling - Cassandra Wye</p> <p>Further details coming soon!</p>	<p>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 5-week course.</p>	<p>5 June 2023 3 July 4 September 2 October 6 November 4 December 6-7.30pm</p>	<p>Teams</p>	<p>£54pp</p> <p>CM Partnership Members – 10% discount</p>
<p>Berkshire Maestros - Danielle Ballantine-Drake</p> <p>Further details coming soon!</p>	<p>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.</p>	<p>11 January 2024</p>	<p>TBC</p>	<p>£10pp</p> <p>CM Partnership Members – 10% discount</p>

Inclusion and SEND

Training delivered by the SEND Advisory team

Title	Description/Audience	Dates	Delivery/Venue	Cost
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.	<p>25 May 2023 3.30-5pm</p>	<p>Council Chamber, Civic Offices</p>	FREE
		<p>12 October 2023 2-3.30pm</p>	<p>Teams</p>	
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.	<p>23 May 2023 1.30–4pm</p>	<p>Council Chamber, Civic Offices</p>	£30pp
Practical SEND Workshop	Giving practitioners practical activity ideas to support a variety of learning needs, whilst supporting positive universal provision.	<p>11 July 2023 1-4pm</p>	<p>Council Chamber, Civic Offices</p>	£30pp
		<p>16 January 2024 9.30am-12.30pm</p>	<p>Council Chamber, Civic Offices</p>	
EHCP Workshop	An opportunity to explore when and how to apply for an EHCP with examples of EHCP applications.	<p>2 October 2023 10am-12noon</p>	<p>Teams</p>	FREE
		<p>15 February 2024 9.30am-12noon</p>	<p>Teams</p>	



Sensory Processing Workshop	This is a workshop to explore the different senses we have; how this impact 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.	5 September 2023 1-4pm	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.	18 April 2023 9.30-11:00am 10 October 2023 9.30-11.00am 6 February 2024 9.30-11.00am	South Reading Whitley Community Hall	£20pp
Making Sense of Autism	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.	19 October 2023 9.30am-12noon	Teams	£30pp
Good Autism Practice	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.	6 November 2023 10.00am-2pm	Council Chamber, Civic Offices	£60pp
Attention Autism – 2 day course	This 2-day course introduces to practitioners to the 4 Stage Attention Autism programme which is a recommended evidence based intervention for children with special educational needs. The training focuses on the practical aspects of intervention, working in a team and offering an irresistible invitation to learn.	17 & 18 May 2023 9.15am-4pm	South Reading Community Hub Hall	£150pp
Level 2 CACHE Award – Supporting Babies and Young Children with SEND	This CACHE accredited course developed by Liverpool School Improvement is aimed at Level 2 practitioners who are working with babies and young children with SEND. It offers a balance of theoretical and practical support to enable a practitioner to carry out their role in supporting young children with additional needs. It runs over 6 sessions over a 6 week period, with assignment time for the modules.	Starts September 2023 12, 19, 26 September 2023 3, 10, 17 October 2023	Teams	£115pp

Level 3 SEND Award	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.	Starts October 2023 Session dates: 2023 20 October 3, 17 November 1 December 2024 12, 26 January 9, 23 February 8, 22 March 19 April 3 May	Civic Offices	£500pp
Introduction to Intensive Interaction one day course	An introduction to using “Intensive Interaction”. This one day course will cover the theory and observe videos of coordinators using Intensive Interaction with children who have social communication needs. Please email Wilma.Williams@brighterfuturesforchildren.org to express your interest.	26 June 2023 9.30-3.30pm	Council Chamber, Civic Centre	£66pp
Intensive Interaction “Skilled Practitioners Course” N.B. Practitioners must 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.	25 September 2023 30 October 2023 27 November 2023	330 Northumberland Avenue	£350pp (includes three network meetings per year)

Business Readiness

Business support and inspection readiness for your setting

Title	Description /Audience	Dates	Delivery/Venue	Cost
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

Developing your 10 year plan	If you are looking to continually evolve in order to provide high quality and sustainable childcare which leads to better outcomes for children. This workshop will support you with your forward planning.	11 May 2023 10-11am	Teams	FREE
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.	17 October 2023 2-3pm	Teams	FREE
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

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)
Healthy Lifestyles	Explore how we can support children to develop healthy bodies and implement into your curriculum: <ul style="list-style-type: none"> • Health and wellbeing • Physical development • Healthy eating and food safety • Potty training • Oral health 	In your setting 1.5 hours	£100 (£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	£200 (£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	£300 (includes 1 Early Years practitioner on the next 2-day course)
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*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 	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 (earlyyearsdpdp.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 leadership	Please click on the following link for further information: Early years experts and mentors programme - GOV.UK (www.gov.uk)	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 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.

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 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

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 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.