

## EARLY YEARS, SEND AND CHILDCARE SERVICE

### Continuous Professional Development Programme 2025-2026

The Early Years, Childcare and SEND teams work in parallel to focus advice, training and information to all providers to help develop high quality provision, reduce inequalities, and ensure the best possible childcare opportunities and outcomes for children in Reading.

The Early Years and SEND offer is well established in Reading and has recently expanded to include greater support for wraparound and childcare providers.

We have developed this network and training programme to respond to your requests, local and national initiatives and outcomes for children. The offer is designed to be responsive, accessible and good value for money with contributions from leading national and local experts.



#### Booking information

Early Years team: [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org)

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

Webpage: [Under 5s and early years services](#) | [Brighter Futures for Children](#)

## Training Programme 2025-2026

Title	Date/s	Suitable for										Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCo	EY School practitioners	Wraparound Providers	Playworkers	
Safeguarding												
Universal Safeguarding Children – EY advisors	8 May 2025 6.30-9.30pm 5 June 2025 1-4pm 14 October 2025 1.30-4.30pm 6.30-9.30pm 11 February 2026 9.30am – 12.30pm 6.30-9.30pm (Civic Offices)											FREE
Child Looked After Designated Teacher and ePEP Training: EYFS Virtual School	25 April 2025 10-11.30am (Teams)											FREE
Designated Safeguarding Lead – Refresher Training BfFC Workforce Development Team	28 April 2025 9.30am-12.30pm (Civic Offices)											£33pp
Designated Safeguarding Lead – New to the role BfFC Workforce Development Team	10 June 2025 9.30am-3.30pm (Civic Offices)											£33pp
Training for Designated Teachers and SENCOs – Virtual School	Dates TBC											FREE
Universal Safeguarding Children - BfFC Workforce Development Team	13 May 2025 9.30am-12.30pm (Civic Offices)											FREE

Title	Date/s	Suitable for										Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCo	EY School practitioners	Wraparound Providers	Playworkers	
Safeguarding - continued												
For Children with a Social Worker in Kinship Care Extended Duties Training for Designated Safeguarding Leads EYFS – Virtual Schools	9 May 2025 3.30-5pm (Teams)											FREE
Domestic Abuse Awareness – Level 1 Reading Borough Council	24 April 2025 19 June 2025 25 September 2025 27 November 2025 22 January 2026 26 March 2026 9.30am-12.30pm (Teams)											FREE
DASH & MARAC Training – Level 2 Reading Borough Council	7 May 2025 14 July 2025 24 September 2025 3 December 2025 1.30-4.30pm (Civic Offices)											FREE
Threshold of Need Bitesize Briefings - One Reading Partnership	Catch up on briefings via the link below											FREE
Leadership												
Level 3 SEND Award 2026	23/01, 06/02, 27/02, 13/03, 27/03, 17/04, 01/05, 15/05, 05/06, 19/06, 03/07, 17/07 All sessions must be attended (Civic Offices)											£600pp

Title	Date/s	Suitable for										Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCO	EY School practitioners	Wraparound Providers	Playworkers	
Leadership - continued												
SENCO Network	<b>6 May 2025</b> 3-4pm (Teams) <b>7 October 2025</b> 3-4.30pm (Civic Offices)											FREE
All Childminders Network	<b>26 June 2025</b> 6.30-8pm <b>5 February 2026</b> 6.30-8pm (Civic Offices/ Hybrid)											FREE
All Room Leaders Network	<b>19 June 2025</b> <b>10 March 2026</b> 6.30-8.30pm (Civic Offices)											FREE
Senior Leadership Network	<b>3 July 2025</b> 6.30-8pm <b>13 January 2026</b> 6.30-8.30pm (Civic Offices)											FREE
Designated Safeguarding Leads & Officer Network	<b>10 July 2025</b> 6.30-8.30pm <b>10 September 2025</b> 6.30-8.30pm <b>4 February 2026</b> 1-2.30pm (Teams)											FREE
Holiday and Wraparound Childcare Providers Network	<b>23 September 2025</b> 12.30-2.00pm 7-8.30pm <b>9 March 2026</b> 12.30-2.00pm 7-8.30pm (Teams)											FREE
Provider Market Place Event	<b>18 November 2025</b> 6.30-8pm (Civic Offices)											FREE

Title	Date/s	Suitable for									Cost
		Committee Members/ Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCO	EY School practitioners	Wraparound Providers	
Leadership - continued											
<b>Workshops on the Statutory Guidance</b> <ul style="list-style-type: none"><li><b>May</b> – Information for Families</li><li><b>June</b> – Meals &amp; Snacks, Other funding sources</li><li><b>July</b> – Admissions and invoices</li></ul>	<b>1 May 2025</b> 1-2pm										<b>FREE</b>
	<u>Meals and snacks</u> <b>3 June 2025</b> 12.30-1.30pm										
	<b>11 June 2025</b> 6.30-7.30pm										
	<u>Other funding sources</u> <b>3 June 2025</b> 6.30-7.30pm										
<b>10 June 2025</b> 2-3pm											
	<b>14 July 2025</b> 2-3pm										
	<b>17 July 2025</b> 6.30-7.30pm										
<b>Business Planning for Success Workshops (WAC) x3</b>	TBC (Teams)										<b>FREE</b>
Mental Health and Wellbeing											
<b>Therapeutic Thinking - Early Years Module</b> <i>Phillipa Garn</i>	<b>11 September 2025</b> 6.30-8.30pm <b>2 February 2026</b> 9.30am-2.30pm (Teams)										<b>FREE</b> £33pp for non-attendance
<b>Therapeutic Thinking - Wraparound Provider Module</b> <i>Phillipa Garn</i>	<b>1 July 2025</b> 9.30am-2.30pm <b>21 November 2025</b> 12.30-2.30pm <b>3 March 2026</b> 9.30am-2.30pm (Teams)										<b>FREE</b> £33pp for non-attendance
<b>Trauma Virtual Reality Programme</b> <i>Virtual School</i>	<b>13 May 2025</b> 6.30-8.30pm										<b>FREE</b>

Title	Date/s	Suitable for										Cost
		Committee Members/ Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCO	EY School practitioners	Wraparound Providers	Playworkers	
Mental Health and Wellbeing - continued												
Virtual Reality – Trauma Awareness <i>Virtual school</i>	Bespoke sessions on request											FREE
PACE CPD (Playfulness, Acceptance, Curiosity and Empathy) – <i>Dr Jordan Self</i>	1 October 2025 22 October 2025 6-8.30pm (Civic Offices)											FREE
Trauma Informed Level 1	On demand											FREE
Trauma Informed Level 2	On demand											FREE
EYFS and Beyond												
Childminder SchemaPlay Workshops	5 June 2025 18 June 2025 6.30-8.30pm (Civic Offices)											£20pp FREE to CM Partnership Members
Monthly Group Discussions <i>The topics for the sessions can be found below</i>	13 May 2025 12.30-1.30pm 17 June 2025 10-11am 16 July 2025 10.30-11.30am (Teams)											FREE
Wraparound & Holiday Activity Learning Workshop	14 May 2025 11am-1pm (Play Ranger Station)											FREE
Attention Autism – 2 day course	17 & 18 June 2025 9.15am-4pm (Civic Offices)											£150pp
A Holistic Approach to the EYFS	23 September 2025 6.30-9pm (Civic Offices)											FREE
Inclusive Practice in Early Years	21 October 2025 9.30am-4.00pm (Civic Offices)											FREE
Intensive Interaction – 3 Day Practitioner Training	Dates TBC											£350pp
Wraparound Childcare Online Inclusion Training <i>–Families First</i>	On demand											FREE

Title	Date	Suitable for										Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCo	EY School practitioners	Wraparound Providers	Playworkers	
EYFS and Beyond - continued												
Sensory Processing & Hand Massage Workshop	10 February 2026 12.30–4pm (Civic Offices)											£30pp
Dingley’s Promise Inclusion Training	On demand											FREE
Portage Workshop “A small steps approach to learning”	TBC											£60pp
Early language development workshops Live Monthly Webinars	Book on via the link below											FREE
DfE Early Years Child Development Training	On demand											FREE
Specialist Advisory Support												
SEND Contact Day	First four Tuesdays of the month											FREE
SALT Surgery	Third Thursday of the month											FREE
Educational Psychology Surgery	19 May 2025 9am-12noon											FREE
Early Years and Childcare Advisory Support	By appointment											FREE
One Reading Partnership Virtual School	By appointment											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.

# Safeguarding

## **Brighter Futures for Children**

### **Universal Safeguarding Training**

*It is an Ofsted expectation that all practitioners should complete face to face Universal Safeguarding training in the first instance.*

Offered 3 times a year to enable practitioners to attend as required. Universal Safeguarding training is also bookable through the Brighter Futures for Children Workforce Development team by e-mailing

[Learning@brighterfuturesforchildren.org](mailto:Learning@brighterfuturesforchildren.org)

- Universal Safeguarding
- Designated Lead Officer and Universal Safeguarding training
- Allegation management training

### **Safeguarding Processes for DSL Training- New to the role**

Have you recently been appointed Designated Safeguarding Lead (DSL)?

This course will help clarify your role and responsibilities and develop your confidence in protecting the children and young people.

You will learn about:

- Key responsibilities as a DSL in your organisation
- Escalating concerns, referrals and the multi-agency process
- The role of LADO and safer recruitment
- Developing a safeguarding culture

### **Safeguarding Processes for DSL Training- Refresher**

Are you already in a DSL role, and looking to build your skills and knowledge in dealing with safeguarding and child protection concerns?

DSL training can be booked by emailing [Learning@brighterfuturesforchildren.org](mailto:Learning@brighterfuturesforchildren.org).

This course will help you refresh your knowledge about:

- Responding and dealing with safeguarding issues and local processes
- Reflect on the experience and complexity of discharging the role of the DSL
- The role of LADO, safeguarding culture and safer recruitment
- Opportunity to interact with other DSLs and ask the lead trainer for direct support and guidance

### **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. To register and receive the presentation on demand please email

[OneReading@brighterfuturesforchildren.org](mailto:OneReading@brighterfuturesforchildren.org).

### **Online safeguarding training is available through the Berkshire West Safeguarding Partnership**

[Berkshire West Safeguarding Children Partnership - scp](#)

- Universal Safeguarding
- Female Genital Mutilation
- Safer Recruitment
- Prevent
- Channel Awareness



## **Virtual School**

### **Children Looked After- designated teacher and ePEP training: EYFS**

Training for Reading designated teachers covering the role of the designated teacher for Children Looked After, using ePEP, Pupil Premium Plus funding, attendance, raising attainment and aspiration.

Please read the [DfE Statutory Guidance](#) prior to joining this training.

Email Matt Bevan [matt.bevan@brighterfuturesforchildren.org](mailto:matt.bevan@brighterfuturesforchildren.org) to book.

### **For children with a social worker or in kinship care - extended duties training for designated safeguarding leads EYFS**

Training for Designated Safeguarding Leads, supporting Children with a Social Worker and Children in Kinship Care Arrangements.

Advice and guidance regarding the extended duties guidance including the latest DfE updates, including Effective practice for supporting children with a social worker, Virtual School developments and services, DfE attendance and exclusion updates. Please read the [DfE guidance](#) prior to joining this training.

Email Cathy McCarthy [cathy.mccarthy@brighterfuturesforchildren.org](mailto:cathy.mccarthy@brighterfuturesforchildren.org) to book.

### **Virtual School drop-in clinic for professionals supporting children with a social worker**

Providing advice and guidance regarding education related queries.

Email Cathy McCarthy [cathy.mccarthy@brighterfuturesforchildren.org](mailto:cathy.mccarthy@brighterfuturesforchildren.org) to book.

### **Training for designated teachers and SENCOs**

Supporting Children Previously Looked After in collaboration with The Anchor Team.

Online Sensory Integration and Trauma – practical tips for the classroom with Anna Mitchell specialist OT.

Email Cathy McCarthy [cathy.mccarthy@brighterfuturesforchildren.org](mailto:cathy.mccarthy@brighterfuturesforchildren.org) to book.

## **Reading Borough Council**

### **Domestic Abuse Awareness (Level 1) - Reading Borough Council**

- Definitions and prevalence of domestic abuse
- Stages of coercive control
- How might someone present who is experiencing abuse
- Domestic abuse during the pandemic, challenges and safely asking the question
- Overview of DASH (domestic abuse, stalking and harassment) and MARAC (multi agency risk assessment conference)

Applications can be made on the RBC website [www.reading.gov.uk/trainingform](http://www.reading.gov.uk/trainingform)

### **Domestic Abuse, Stalking and Harassment and Honour Based Violence (DASH) & multi-agency risk assessment conference (MARAC) training (Level 2)**

It is recommended to attend the DA Level 1 training before attending the DASH and MARAC training.

- Understanding the dynamics of domestic abuse
- What is a DASH risk assessment
- What should a good DASH look like?
- What does high risk mean?
- MARAC and referral processes

Applications can be made on the RBC website [www.reading.gov.uk/trainingform](http://www.reading.gov.uk/trainingform)

# Leadership

## SENCO Network

The 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.

## All Room Leaders Network

- CPD – termly topics
- Focus on best practice
- Network with others

## All Childminder Network

- Keep up to date with local information
- Focus on best practice
- Network with other childminders

## Senior Leadership Network

- Keep up to date with local information
- Focus on best practice
- Network with others

## Designated Safeguarding Leads & Officer Network

- Local SG offer
- National updates
- Network with others

## Holiday & Wraparound Childcare Providers Network

A network meeting for lead practitioners of out of school and holiday provision.

## Provider Marketplace Event

Bringing all local Early Years and Childcare professionals together in one place to share and gather information.

## Workshops on the Statutory Guidance

An opportunity to meet with the team to discuss the changes to the Statutory Guidance from 1 April 2025:

May – Information for Families

June – Other funding sources & Meals and Snacks

July – Admissions and invoices

Please complete the following form to book on and share your questions with the team ahead of the session.

Please complete the [booking form](#) to book on and share your questions with the team ahead of the session.

## 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.

## EYFS and Beyond

### Childminder SchemaPlay workshops

This two part training session is designed to help you develop child centred practice by becoming a curious observer, identifying the roots of learning, spotting scheme and schema and being secure in the knowledge that schematic play underpins quality provision.

Please email [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org) to secure your place.

### A holistic approach to the EYFS

This training session is designed to help all practitioners, managers & SENCo's working in Early Years to reflect on:

- What underpins the Early Years Foundation Stage framework and why?
- The connection between mind, body & spirit in each child's experience (including using the Characteristics of Effective Learning & the principles of the EYFS)
- To understand how child development features within the Prime & Specific areas of learning

### Wraparound & holiday activity learning workshops

This is an outside physical workshop to develop practitioners' confidence and knowledge of outside/inside group games. We aim by the end of the session that practitioners will leave with game instructions to develop a 'library' of group games to share and play with their setting.

### Monthly group discussions

**\*\*New\*\*** An opportunity for all Early Years and Wraparound providers to meet virtually to discuss different topics hosted by a member of the Early Years and Childcare team. Grab yourself a cup of coffee and join us in these informal discussions, sharing best practice and getting to know your peers within the Early Years and Childcare sector.

Topics that will be covered are:

**May 2025** – Transitions

**June 2025** – Quality Interactions

**July 2025** – Ofsted Toolkits

**September 2025** – Ofsted Toolkits

**October 2025** – Inclusion

**November 2025** – Supporting children's development through mealtimes

**December 2025** – Sharing ideas for promoting expressive arts

**January 2026** – Interactive Storytelling

**February 2026** – Can I play now?

**March 2026** – Leuven Scales of wellbeing and involvement

Please complete the [booking form](#) to book on and share your questions with the team ahead of the session.

### Sensory processing & hand massage workshop

This is a workshop to explore the different senses we have, how these 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 including hand massage to support children with sensory processing needs.

### 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.

### Inclusive practice in the early years

A day workshop giving practitioners the opportunity to explore what inclusive practice is in the early years. This workshop includes good autism practise, therapeutic approach to SEMH introduction and an introduction to sensory needs. Practitioners will take away a variety of ideas to support children and develop universal provision.

### Portage workshop “A small steps approach to learning”

This two-day workshop consists of 7 modules focusing on The Portage Model, Supporting the development of play, Helping Children Learn - Using Clear Language, Helping Children Learn – Planning for Success, Helping Children Learn – Planning, Recording and Sharing Children’s Goals, Helping Children Learn - Using a Small Steps Approach, Positive Approaches to Children’s Behaviour.

For those working with children 0-5 in Early years and Foundation stage who are interested in delivering inclusive learning and play activities. Beneficial for practitioners looking to further develop their SEND practice.

### Intensive Interaction – 3-day practitioner training

A mentored course over three months, with three in-person facilitated study days to develop good intensive interaction practices, using a combination of learning experiences, including: video evaluation, presentations, facilitated discussions and course reading.

The course is aimed at those providing day-to-day care, support and education for children and young people who require support to develop their social communication skills.

It is essential that participants have attended a one day ‘Introduction to Intensive Interaction’ session.

### DfE Early Years child development training

Overview of [child development and practical advice](#).

### Virtual wraparound childcare inclusion training

An interactive online course looking at the meaning of inclusion and how it feels to be excluded. This course is aimed at all those working in the wraparound sector including volunteers, apprentices, play workers, leaders and managers. We strongly recommend a whole setting approach to this inclusion course to impact across the whole setting. The course allows you to learn at your own pace once you sign up to the platform, it’s been designed so you can literally dip in and out. To access the training, simply [Click Here](#), register for an account, and enter the code **534789** where requested.

### Comic Relief Dingley’s Promise inclusion training

A series of [training courses](#) available free of charge for Reading practitioners.

Each practitioner can create their own training portal to access the different modules and work on them at a pace to suit.

- Introduction to Early Years Inclusive Practice
- Early Years SEND Transitions Training Course
- Having Difficult Conversations with parents
- Behaviours that challenge
- The Voice of the Child
- Leadership & management

### Early language development workshops

Monthly online workshops covering early language development. They are designed for parents and carers and those working within early years settings:

- Communication Foundations
- Communication Building Blocks
- Scaffolding Communication
- Helping Children with Unclear Speech
- Autism and Communication

Book online: [Children's speech and language therapy workshops](#)

### New to childminding

[Childminder briefings](#) include Ofsted information on becoming a childminder. They are delivered monthly and are free of charge.

[Childminder Introductory Training](#) explores the requirements from the Early Years Statutory Guidance as well as information on running a business.

## Mental Health and Wellbeing

### Therapeutic Thinking (EY and wraparound module)

Philippa from [Therapeutic Thinking](#) will deliver virtual training focused on a therapeutic approach to behaviours within both Early Years and Wraparound settings. The sessions will focus on relationships, trauma, planning for and supporting individual children's needs.

### PACE training

PACE stands for Playfulness, Acceptance, Curiosity and Empathy. Being PACEful enables you to have effective, empowering interactions with children who have experienced trauma and who, as a result, do not respond to you in the same way as other children you teach and/or support. It is a useful tool for all children, not just those who have had a difficult start to life. These sessions are designed to help you learn more about this approach, dipping into learning on developmental trauma and attachment theory, and to then practice using it over the course of the second workshop. The sessions will be delivered by Dr Jordan Self, a Specialist Educational Psychologist from the Adopt Thames Valley Anchor Team, a multi-disciplinary therapeutic service serving Berkshire and Swindon.

### Trauma Informed Level 1

All levels of staff and volunteers. Basic knowledge and skills to develop an awareness of trauma and impact. Access via the [NHS Education for Scotland](#) (NES).

Flexible self-paced learning available on demand:

- Approx 20 minutes
- 2 short films

Report on completion to [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org)

### 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:

- Approx 2 hours
- Final quiz

First [create an account](#)

Next [access the workshop](#)

Report on completion to [early.years@brighterfuturesforchildren.org](mailto:early.years@brighterfuturesforchildren.org)

### 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](mailto:early.years@brighterfuturesforchildren.org) to express your interest on completion of Level 1 and Level 2 Trauma Informed/Skilled Training.

### Trauma Virtual Reality Programme

The programme is designed to enable users to understand the impact of trauma, abuse and neglect through the eyes of the child from prebirth to adolescence to improve the care, support and guidance that children and young people are provided with. **Please note the films are not designed to be easy viewing & some may find difficult to watch.**

### Virtual Reality Trauma Awareness

Join Reading Virtual School in the Summer term for an immersive training experience using videos and reflection to understand how adversity and trauma can impact a child's development, presentation and ability to engage in learning. Explore how professional curiosity and building good relationships can support children to heal from trauma and achieve stronger outcomes. For more information and to book a session for your setting please email [cathy.mccarthy@brighterfuturesforchildren.org](mailto:cathy.mccarthy@brighterfuturesforchildren.org).

## Specialist Advisory Support

### SEND contact day

Speak with an advisor for advice and guidance about a child or SEND provision.

On the first and third Tuesday of each month (term time only) you can contact SEND Advisor Sam on: 07970 725 152.

On the second and fourth Tuesday of each month you can contact SEND Advisor Angela on: 0118 937 6726 or 07973 689 426.

### Early Years and Childcare Advisory Support

Childminders, daycare, sessional and wraparound and holiday providers are invited to [request time](#) with a member of the Early Years and Childcare team for advisory support between agreed partnership visits.

### SALT surgery

[Book a slot](#) with the Early Years team and a Speech & Language Therapist on the third Thursday of the month to discuss how children with Speech, Language and Communication Needs (SLCN) can be best supported within the Early Years setting.

### Educational psychology surgery

[Request a slot](#) to discuss a specific child (anonymously if required) and/or provision to support children with emotional wellbeing needs.

### One Reading Partnership bitesize briefings

[Bitesize briefings](#) for professionals and volunteers working with children.



## Early Years – Cancellation Policy

### **Cancellation five 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 five 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.

### **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.

### **Non-attendance of free training**

There will be a £20 non-attendance fee for any free training that is not attended and no prior notice is given. A session that is free and has been subsidised by the Early Years team will incur a charge of the full cost of the session for non-attendance.

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.

**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)

### **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.

### **Substitutions**

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

### **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 place by email to the email address provided at the time of the booking.