

EARLY YEARS SERVICE

Continuous Professional Development Programme 2024-2025

2024-2025 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.

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 mean practitioners are able to share good practice, continue to learn, meet agreed targets and maximise their potential.



Booking information

Early Years team: early.years@brighterfuturesforchildren.org

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

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

Safeguarding

Title	Description/Audience	Dates	Delivery/Venue	Cost
Universal Safeguarding Children – <i>BFFC Workforce Development Team</i>	Essential training for all staff whose work brings them into contact with children. Please email Learning@brighterfuturesforchildren.org to book.	10 May 2024 9.30am-12.30pm	Teams	FREE
Designated Safeguarding Lead – <i>BFFC Workforce Development Team</i> <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. Please email Learning@brighterfuturesforchildren.org to book.	<u>New to the role</u> 19 June 2024 9.30am-3.30pm Awaiting further dates	Council Chamber, Civic Offices	FREE
Universal Safeguarding Children - <i>EY Advisors</i>	Essential training for all staff whose work brings them into contact with children.	26 June 2024 6.30-9.30pm 3 October 2024 9.30am-12.30pm 6.30-9.30pm 5 February 2025 9.30am-12.30pm 6.30-9.30pm	Committee Room 4b, Civic Offices Committee Room 1 Committee Room 4b, Civic Offices Council Chamber Committee Room 4b, 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
Extended Duties Training for Designated Safeguarding Leads EYFS (Children with a Social Worker) - <i>Virtual Schools</i>	Training to cover the Virtual School extended duties for children with a social worker which will include: <ul style="list-style-type: none"> • The extended duties guidance including the latest DfE updates • Effective practice for supporting children with a social worker • Virtual School developments and services. • DfE attendance and exclusion updates. Please email: bianca.james@brighterfuturesforchildren.org to book.	26 April 2024 10-11.30am	Teams	FREE

Safeguarding - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
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: OneReading@brighterfuturesforchildren.org		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.	To express your interest in futures sessions please email: business.support@brighterfuturesforchildren.org		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 in futures sessions please email: business.support@brighterfuturesforchildren.org		FREE

Leadership

Title	Description/Audience	Dates	Delivery/Venue	Cost
SESCO 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.	1 May 2024 3.30-4.30pm 2 October 2024 3-4pm 4 February 2025 3-4pm	Southcote Community Hall Teams Teams	FREE
EYFS Leads Peer Discussion Session (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 	11 June 2024 4pm	Council Chamber, Civic Offices	FREE
All Room Leaders Network	All room leaders in Early Years settings: <ul style="list-style-type: none"> CPD – termly topics Focus on best practice Network with others 	19 June 2024 6.30-8pm 20 March 2025 6.30-8pm	Council Chamber, Civic Offices Council Chamber, Civic Offices	FREE
All Childminder Network – Hybrid	All childminders: <ul style="list-style-type: none"> Keep up to date with local information Focus on best practice Network with other childminders 	4 July 2024 7-8pm 13 February 2025 7-8pm	Committee Room 1, Civic Offices Committee Room 1, Civic Offices	FREE

Leadership - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
Managers Network	Managers of pre-schools and day care provision: <ul style="list-style-type: none"> • Keep up to date with local information • Focus on best practice • Network with others 	9 July 2024 6.30-8pm	Committee Room 1, Civic Offices	FREE
		3 April 2025 6.30-8pm	Council Chamber, Civic Offices	
Annual Provider Marketplace Event	Bringing local Early Years and Childcare professionals together in one place to share and gather information.	24 October 2024 6.30-8pm	Council Chamber, Civic Offices	FREE
Annual 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 	6 November 2024 1.30-2.30pm	Teams	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 	6 November 2024 6.30-8pm	Teams	FREE
		26 March 2025 6.30-8pm	Committee Rooms 4a & 4b, Civic Offices	
Sustainability – Break even and place planning	A short workshop to include planning for financial stability in response to the expanded early years childcare entitlements.	28 January 2025 10.30-11.30am	Teams	FREE
		29 January 2025 7-8pm	Teams	
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.	16 May 2024 10-11.30am	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	FREE
Holiday and Wraparound Childcare Providers Network	Lead practitioners of out of school and holiday provision: <ul style="list-style-type: none"> • Keep up to date with local information • Focus on best practice • Network with others 	Coming soon!		

Leadership - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
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.	12 Friday sessions 17/1, 31/1 14/2, 28/2 14/3, 28/3 25/4 9/5, 23/5 6/6, 20/6 4/7 All sessions must be attended	Committee Room 1, Civic Offices	£550pp

EYFS and Beyond

Title	Description/Audience	Dates	Delivery/Venue	Cost
A Holistic Approach to the EYFS	A session to consider the fundamentals of the EYFS. Suitable for practitioners at all levels.	Coming soon!		
SchemaPlay – Settings	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.	TBC Autumn term	TBC	£30pp CM Partnership Members - FREE
SchemaPlay – In the home	SchemaPlay™ training supports all adults working with young children to identify their ‘roots’ of learning – their operational schemes. The training will focus on helping childminders and parents 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.	10 September & 1 October 2024 7-8.30pm Both sessions must be attended	Council Chamber, Civic Offices	£20pp CM Partnership Members - 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.

EYFS and Beyond - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
Introduction to Speech, Language and Communication	Navigating the speech and language pathway and an introduction to tools and good universal practice.	24 October 2024 10-11.30am	Teams	FREE
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.	13 & 14 June 2024 9.15am-4pm Both sessions must be attended	South Reading Community Hub Hall	£150pp
Inclusive Practice in Early Years	A day workshop giving practitioners the opportunity to explore what inclusive practice is in the early years. This workshop includes: <ul style="list-style-type: none"> • Good Autism Practice • Therapeutic approach to SEMH introduction • Introduction to Sensory Needs. Practitioners will take away a variety of ideas to support children & develop universal provision.	17 September 2024 9.30am–3.30pm	Council Chamber, Civic Offices	£60pp
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.	26 March 2025 12.30-4pm	Council Chamber, Civic Offices	£30pp
Introductory Childminder Training	A course to provide you with the business and EYFS knowledge required to register as a childminder.	10, 17 & 24 May 2024 9.30am-12.30pm 13, 20 & 27 September 2024 9.30am-1.30pm	South Reading Community Hub Committee Room 1, Civic Offices	£150pp (£200 out of borough)

EYFS and Beyond - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
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 book.	24 June 2024 9.30am – 3pm	Committee Room 1, Civic Offices	£66pp
Communication Foundations	Strategies to support attention and communication skills.	Live Monthly Webinars Live Online Workshops		FREE
		Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/		
Communication Building Blocks	Supporting early language developing including words and short phrases	Live Monthly Webinars Live Online Workshops		FREE
		Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/		
Scaffolding Communication	An overview of using gestures, objects and pictures to support language development.	Live Monthly Webinars Live Online Workshops		FREE
		Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/		
Effective SEN Plans webinar	Coming soon! A Pre-recorded webinar on how to create a SMART & effective IEP/SEN Support Plan for children in your setting	Online Webinar		FREE
Early Years Inclusion Funding Webinar	Coming soon! A Pre-recorded webinar on how to apply for Early Years Inclusion Funding	Online Webinar		FREE

EYFS and Beyond - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
Under EHCP Process in Early Years Webinar	<p>Coming soon! A Pre-recorded webinar on the EHCP process including when and how to apply for one.</p>	Online Webinar		FREE
Intensive Interaction “Skilled Practitioners Course”	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.	Please email Wilma.Williams@brighterfuturesforchildren.org to enquire.	Practitioners must have attended the one day course first.	£350pp (includes three network meetings per year)
<p>Comic Relief Dingley’s Promise Inclusion Training</p> <ul style="list-style-type: none"> • 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 	<p>A series of training courses available free of charge for Reading practitioners.</p> <p>Each practitioner can create their own training portal to access the different modules and work on them at a pace to suit.</p>	Online Workshops & Resources	Register here: Comic Relief Early Years Inclusion Programme - Dingley's Promise	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
Musical activities to support language development in EYFS – Danielle Ballantine-Drake	Join Berkshire Music Trust to learn a range of fun musical activities that specifically promote the development of language in the early years. Learn how we organise sounds into recognisable patterns (words/sentences), and convey deeper meaning through musical elements such as tone and speed (e.g. emotion).	<p>2 May 2024 4-5.30pm</p> <p>Berkshire Music Trust Reading, Music Centre, Stoneham Court, 100 Cockney Hill. Reading, RG30 4EZ</p> <p>Click here to book.</p>		£12pp

EYFS and Beyond - continued

Title	Description/Audience	Dates	Delivery/Venue	Cost
The Berkshire Music Trust Network	The Berkshire Early Years Music Network is open to all those working with children aged 0 to 5 in Berkshire and includes information on network events, CPD training and a Facebook group with ideas and resources.	Click here to join		FREE
Anti-Racist Practice in Early Years Music – Dr Shaddai Tembo	This training session with Dr Shaddai Tembo offers a primer on anti-racist practice in the early years. It will offer consistency of understanding of key terms, look at how children develop their racial identities in play and reflect on sustainable scales of change.	9 May 2024 4-6pm Online For further information and to book your ticket please click here		From £25pp

Mental Health and Wellbeing

Title	Description/Audience	Dates	Delivery/Venue	Cost
Therapeutic Thinking Principles in Early Years - <i>Angela Wadham & Adam Hayes</i>	The time children spend within early years settings has the potential to support attachment and provide a stimulating environment that establishes children as learners. <ul style="list-style-type: none"> Explore how the principles of therapeutic thinking align with EYFS and development matters agendas. Look at how you identify children who need differentiated targeted support through a graduated approach and how to analyse and plan for individual children. 	10 May 2024 9.30am-4pm Further dates to be confirmed including a date suitable for childminders	Teams	FREE (limited to 2 places per setting)
MHFA Mental Health Skills for Managers – <i>Kate Moxley</i>	EYFS LEADS A practical course for EYFS leads working in schools to help put wellbeing at the heart of their approach.	21 June 2024 9.30am-2.30pm	Committee Room 1, Civic Offices	FREE (limited to 1 place per school)

Mental Health and Wellbeing - continued

Title	Description/Audience	Dates		Cost
Trauma Virtual Reality Programme - <i>Virtual Schools Team</i>	<p>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.</p> <p><i>Please note the films are not designed to be easy viewing & some may find difficult to watch.</i></p>	<p>25 June 2024 1-3pm 3.30-5.30pm 6.30-8.30pm</p>	<p>Committee Rooms 2 & 3, Civic Offices</p>	<p>FREE</p>
Little People, Big Feelings – <i>Education Psychology Service</i>	<p>All staff can develop their knowledge of supporting pre-school children with their emotional wellbeing and regulation. Please email Wilma.Williams@brighterfuturesforchildren.org to book.</p>	<p>8 July 2024 9.30-11am</p>	<p>Teams</p>	<p>FREE</p>
Trauma Informed Level 1	<p>All levels of staff and volunteers. Basic knowledge and skills to develop an awareness of trauma and impact.</p>	<p>Flexible self-paced learning available on demand:</p> <ul style="list-style-type: none"> • Approx 20 minutes • 2 short films <p>Access via the NES</p> <p>Report on completion to early.years@brighterfuturesforchildren.org</p>		<p>FREE</p>
Trauma Skilled Level 2	<p>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.</p>	<p>Flexible self-paced learning available on demand:</p> <ul style="list-style-type: none"> • Approx 2 hours • Final quiz <p>First create an account here Next access the workshop here</p> <p>Report on completion to early.years@brighterfuturesforchildren.org</p>		<p>FREE</p>
Trauma informed guided discussion only	<p>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.</p>	<p>Please email early.years@brighterfuturesforchildren.org to express your interest on completion of Level 1 and Level 2 Trauma Informed/Skilled Training</p>		<p>FREE</p>

Specialist Advisory Support

Virtual surgeries to provide specific advice and support

Title	Description /Audience	Dates	Delivery/Venue	Cost
SEND Contact Day	You can speak with an Early Years SEND Advisor on Tuesdays. Please see webpage for more information: https://brighterfuturesforchildren.org/professionals/under-5s-with-send/	First four Tuesdays of each month	Via telephone call	FREE
SALT Surgeries	Book a slot with the 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 1-3pm	Teams	FREE
Educational Psychology Surgeries	Request a slot to discuss a specific child (anonymously if required) and/or provision to support children with emotional wellbeing needs. Surgery dates will be shared by email when they are available.	Dates TBC Once per half term	Teams	FREE
Childcare Expansion Advisory Support	Significant changes to childcare were announced by the government last year in a bid to increase the quantity and affordability of childcare to help working parents and increase employment. Childminders, providers and teachers are invited to book a slot to meet virtually with the EY & Childcare team to discuss. Please complete the booking form	13 June 2024 4-7pm 15 July 2024 10am-1pm 26 September 2024 4-7pm 18 November 2024 10am-1pm 30 January 2025 4-7pm 24 March 2025 10am-1pm	Teams	FREE
Early Years & Childcare Advisory Virtual Support Session	An opportunity to book a session with the EY & Childcare team to discuss any general questions. Please detail within the booking form	4 th Wednesday of the month 10am-2pm	Teams	FREE
Virtual School One Reading Partnership	A drop-in Clinic for professionals supporting children with a social worker. Request by email cathy.mccarthy@brighterfuturesforchildren.org	By appointment	Teams	FREE
One Reading Partnership	A webinar for professionals and volunteers working with children. Join here	Tuesdays 1.30-2pm	Teams	FREE



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.