

BFfC EARLY YEARS, SEND AND CHILDCARE SERVICE

Continuous Professional Development Programme Autumn 2024

The Early Years, Childcare and SEND teams work in parallel to focus advice, training and information for 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 with 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

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

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

Safeguarding

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|--|---|---|---|--------------|
| Universal Safeguarding Children - EY Advisors | Essential training for all staff whose work brings them into contact with children. | 3 October 9.30am-12.30pm 6.30-9.30pm | Committee Room 1, Civic Offices Committee Room 4b, Civic Offices | FREE |
| Designated Safeguarding Lead – BfC 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. Email Learning@brighterfuturesforchildren.org to book. | <u>Refresher</u> 25 September 1-4pm <u>New to the role</u> 14 November 9.30am-3.30pm | Council Chamber, Civic Offices Council Chamber, Civic Offices | £33pp |
| Universal Safeguarding Children – BfC Workforce Development team | Essential training for all staff whose work brings them into contact with children. Email Learning@brighterfuturesforchildren.org to book. | 15 November 9.30am-12.30pm | 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 |
| <u>Children Looked After</u> Designated Teacher and ePEP Training: EYFS – Virtual Schools | 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: The designated teacher for looked-after and previously looked-after children (publishing.service.gov.uk) Email Matt Bevan matt.bevan@brighterfuturesforchildren.org to book | 20 September 10-11.30am | Teams | FREE |

Safeguarding - continued

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|--|---|---|----------------|--------------------|
| <p><u>For Children with a Social Worker or in Kinship Care</u></p> <p>Extended duties training for designated safeguarding leads EYFS - <i>Virtual Schools</i></p> | <p>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: Promoting the education of looked-after children and previously looked-after children (publishing.service.gov.uk)</p> <p>Email Cathy McCarthy cathy.mccarthy@brighterfuturesforchildren.org to book.</p> | <p>23 October 1-2.30pm</p> | <p>Teams</p> | <p>FREE</p> |
| <p>Virtual School drop-in clinic for professionals supporting children with a social worker</p> | <p>Providing advice and guidance regarding education related queries.</p> <p>Email Cathy McCarthy cathy.mccarthy@brighterfuturesforchildren.org to book</p> | <p>Held fortnightly from 4 September</p> | <p>Teams</p> | <p>FREE</p> |
| <p><u>For Children Previously Looked After</u></p> <p>On-line consultations for designated teachers and supporting professionals</p> | <ul style="list-style-type: none"> • Information about and signposting to support services available to schools and families for free • Advice and Guidance around Pupil Premium Plus, Education Plans and Adoption and Special Guardianship Fund applications <p>Email Cathy McCarthy cathy.mccarthy@brighterfuturesforchildren.org to book on to these sessions</p> | <p>10 September 22 October 10 December</p> | <p>Teams</p> | <p>FREE</p> |

Note that the 22 October is a problem solving session with Dr Jordan Self, Educational Psychologist from The Anchor Team. Please ensure that cases brought are anonymous and you have permission of the parent before arranging an appointment.

Safeguarding - continued

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|--|--|---------------------------------|----------------|-------------|
| 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) to book on to these sessions. | 24 September 1-2.30pm | Teams | FREE |
| 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 future 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 future sessions please email: business.support@brighterfuturesforchildren.org | | | 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.

Leadership

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|--|--|--|---|---|
| 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 | 24 September 12.30-2.30pm 6.30-8.30pm | Teams Council Chamber, Civic Offices | FREE |
| 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. | 2 October 3-4.30pm | Southcote Community Hall, Coronation Square | FREE |
| Early Years Conference | ‘Understanding the unique child’ Join us in coming together with like-minded individuals who are passionate about inclusive education. This years conference focuses on diversity and inclusion with workshops covering: <ul style="list-style-type: none"> Neurodiversity-informed goal setting Inclusion in an early years setting Anti-racism in practice The importance of understanding sensory needs | 12 October 9am-4pm | Holiday Inn, Basingstoke Road, Reading | £80pp £60pp for childminder partnership members |
| Annual Provider Marketplace Event | Bringing all local early years and childcare professionals together in one place to share and gather information. | 24 October 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 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 6.30-8pm | 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 |

EYFS and Beyond

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|--|--|---|--------------------------------|--|
| 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 9.30am–3.30pm | Council Chamber, Civic Offices | £60pp |
| Introduction to Speech, Language and Communication | Suitable for all practitioners working with children in early years provision, community settings and early help. Navigating the speech and language pathway and an introduction to tools and good universal practice. | 24 October 10-11.30am | Teams | FREE |
| Portage Workshop | A Small Steps Approach to Learning for Children with Special Educational Needs and Disabilities (SEND) Suitable for practitioners working with early years and foundation stage children in early years settings and schools. | 7 & 8 November 9.00am–4.00pm Both dates must be attended Follow up day: 6 December 9.30-11:30am | Council Chamber, Civic Offices | £60pp |
| 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. | 12 November 26 November 10 December 6.30-9pm All dates must be attended | Council Chamber, Civic Offices | £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. | TBC | | £20pp CM Partnership Members - FREE |

EYFS and Beyond - continued

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|--------------------------------------|--|--|---------------------------------|--|
| Introductory Childminder Training | A course to provide you with the business and EYFS knowledge required to register as a childminder. | 13, 20 & 27 September 9.30am-1.30pm | Committee Room 1, Civic Offices | £150pp (£200 out of borough) |
| Communication Foundations | All those working with early years children, parents and carers. Develop strategies to support attention and communication skills. | Live Monthly Webinars Live Online Workshops Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/ | | FREE |
| Communication Building Blocks | All those working with early years children, parents and carers. Supporting early language developing including words and short phrases | Live Monthly Webinars Live Online Workshops Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/ | | FREE |
| Scaffolding Communication | All those working with early years children, parents and carers. An overview of using gestures, objects and pictures to support language development. | Live Monthly Webinars Live Online Workshops Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/ | | FREE |
| Helping Children with Unclear Speech | All those working with early years children, parents and carers. An overview of how speech sounds typically develop, the difficulties children can face, and how to help children develop clear speech sounds | Live Monthly Webinars Live Online Workshops Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/ | | FREE |
| Autism and Communication | All those working with early years children, parents and carers. An overview of the speech, language and communication differences which a child may experience, strategies which you can use to ensure children understand and can be understood as much as possible. | Live Monthly Webinars Live Online Workshops Book online: https://cypf.berkshirehealthcare.nhs.uk/our-services/children-and-young-peoples-integrated-therapies/early-language-development-workshops/ | | FREE |

EYFS and Beyond - continued

| Title | Description/Audience | Delivery/Venue | Cost |
|--|---|---|-------------|
| 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 |
| Under EHCP Process in Early Years Webinar | Coming soon! A pre-recorded webinar on the EHCP process including when and how to apply for one. | Online Webinar | FREE |
| Comic Relief Dingley's Promise Inclusion Training <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 | A series of training courses available free of charge for all those working with early years children in Reading. Each practitioner can create their own training portal to access the different modules and work on them at a pace to suit. | Online Workshops & Resources Register here: Comic Relief Early Years Inclusion Programme - Dingley's Promise | FREE |
| DfE Early Years Child Development Training | All those working with early years children can learn more about child development and supporting children. | Please click on the following link for further information and to register: Early years child development training : Home page (education.gov.uk) | FREE |
| The Berkshire Music Trust Network | The Berkshire Early Years Music Network is open to all those working with early years children in Berkshire and includes information on network events, CPD training and a Facebook group with ideas and resources. | Click here to join | FREE |

Mental Health and Wellbeing

| Title | Description/Audience | Dates | Delivery/Venue | Cost |
|---|---|---|--------------------------------------|--|
| 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. | 4 October 9.30am-2.30pm | Council Chamber, Civic Offices | FREE (limited to 1 place per school) |
| Therapeutic Thinking Principles in Early Years – <i>Philippa Garn</i> | An online session for childminders registered to care for early years children. 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. | 17 October 6.30-8.30pm | Teams | FREE |
| Trauma Virtual Reality Programme - <i>Virtual Schools Team</i> | All those working with early years and older children in Reading. 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. <i>Please note the films are not designed to be easy viewing & some may find difficult to watch.</i> | 8 November 10am-12pm | Committee rooms 2 & 3, Civic Offices | FREE |
| Little People, Big Feelings – <i>Education Psychology Service</i> | All those working with early years children can develop their knowledge of supporting them with their emotional wellbeing and regulation. Please email Wilma.Williams@brighterfuturesforchildren.org to book. | TBC | Teams | FREE |
| Trauma Informed Level 1 | All those working with early years and older children. 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 |

Mental Health and Wellbeing - continued

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|---|--|---|--------------------|
| <p>Trauma Skilled Level 2</p> | <p>After completing the Informed Level, the NES Transforming Psychological Trauma Programme is a skilled level interactive e-learning module suitable for all those working with early years and older children.</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> |
| <p>Trauma informed guided discussion only</p> | <p>Those 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.</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 |
|--|--|--|--------------------|-------------|
| 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 | 26 September 4-7pm 18 November 10am-1pm | Teams | FREE |
| 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 early years 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 |
| 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 | Fourth 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 |



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 inbox by the delegate or their manager. **No telephone cancellations will be accepted.**

Cancellation 5 working days or LESS 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. 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 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 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

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