

EARLY YEARS, SEND AND CHILDCARE SERVICE

Continuous Professional Development Programme Spring Term 2025

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

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

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

Training Programme Spring Term 2025

Title	Date/s	Suitable for									Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCo	EY School practitioners	Wraparound Providers	
Safeguarding											
Child Looked After Designated Teacher and ePEP Training: EYFS <i>Virtual School</i>	10 January 10-11.30am (Teams)										FREE
Designated Safeguarding Lead – Refresher Training <i>BfFC Workforce Development Team</i>	29 January 9.30am-12.30pm (Civic Offices)										£33pp
Designated Safeguarding Lead – New to the role <i>BfFC Workforce Development Team</i>	4 February 9.30am–3.30pm (Civic Offices)										£33pp
Training for Designated Teachers and SENCOs – <i>Virtual School</i>	4 February 9.30am-12pm (Civic Offices)										FREE
Universal Safeguarding Children – EY advisors	5 February 9.30am-12.30pm & 6.30-9.30pm (Civic Offices)										FREE
Universal Safeguarding Children - BfFC <i>Workforce Development Team</i>	7 February 9.30am–12.30pm (Civic Offices)										FREE
For Children with a Social Worker of in Kinship Care Extended Duties Training for Designated Safeguarding Leads <i>EYFS – Virtual Schools</i>	11 February 10-11.30am (Teams)										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											
Level 3 SEND Award	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 (Civic Offices)										£550pp
Sustainability – Break even and place planning	28 January 10.30-11.30am 29 January 7-8pm (Teams)										FREE
SENCO Network	4 February 3-4pm (Teams)										FREE
All Childminder Network	13 February 7-8pm (Hybrid – In person & Teams)										FREE
Wraparound Network	25 February 12.30-2.30pm & 7-9pm (Teams)										FREE
All Room Leaders Network	20 March 6.30-8pm (Civic Offices)										FREE
Designated Safeguarding Leads & Officer Network	26 March 6.30-8pm (Civic Offices)										FREE
Managers Network	3 April 6.30-8pm (Civic Offices)										FREE

Title	Date	Suitable for									Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCo	EY School practitioners	Wraparound Providers	
Mental Health and Wellbeing											
Therapeutic Thinking Early Years Module - Phillipa Garn	6 March 6.30-8.30pm 7 March 9.30am-2.30pm (Teams)										FREE
Trauma Informed Level 1	On demand										FREE
Trauma Informed Level 2	On demand										FREE
EYFS and Beyond											
A Holistic Approach to the EYFS	16 January 6.30-8.30pm 30 January 2.30-4.30pm (Civic Offices)										FREE
Intensive Interaction – 3 Day Practitioner Training	27 January 24 February 24 March 9.30am-3.30pm										£350pp
Wraparound Online Inclusion Training	Available from 25 February (Online)										FREE
Sensory Processing & Hand Massage Workshop	26 March 12.30-4pm (Civic Offices)										FREE
Dingley' Promise Inclusion Training	On demand										FREE
Specialist Advisory Support											
SEND Contact Day	First four Tuesdays of each month										FREE
SALT Surgery	16 January 27 February 20 March 1-3pm										FREE
Educational Psychology Surgery	26 February 2-4pm										FREE

Title	Date	Suitable for										Cost
		Committee Members/Directors	Management	Room Leaders	Practitioners	Childminders	Designated Safeguarding Leads	SENCo	EY School practitioners	Wraparound Providers	Playworkers	
Specialist Advisory Support - continued												
Early Years and Childcare <i>Advisory Support</i>	By appointment											FREE
One Reading Partnership <i>Virtual School</i>	By appointment											FREE
One Reading Partnership	Tuesdays 1.30-2pm											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

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

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

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

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.

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.

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 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 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 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 to book.

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

Managers 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.

Sustainability – Break even and place planning

A short workshop to include planning for financial stability in response to the expanded early years childcare entitlements.

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

A Holistic Approach to the EYFS

This ***new*** 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

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.

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.

Early Years Child Development Training

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

Wraparound Inclusion Training

An interactive online course looking at the meaning of inclusion and how it feels to be excluded. We will unpack some of the legislation, explore a variety of needs, myth busting some common misunderstandings and provide practical ideas and resources for making changes across your whole setting for all children as opposed to thinking an additional need equals additional resource. The 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.

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

Live Monthly Webinars

- 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

Philippa from [Therapeutic Thinking](#) to deliver virtual training which will focus on using a therapeutic approach within an Early Years setting.

The sessions will focus on:

- Attachment
- Emotional vocabulary, literacy, and agency
- Feelings or emotions?
- Adverse childhood experiences
- Trauma
- The Development Matters agenda
- Analysis and planning for individual children
- Targeted support through a graduated approach

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

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

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.

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.

Virtual School - One Reading Partnership

A drop-in Clinic for professionals supporting children with a social worker. Request by email cathy.mccarthy@brighterfuturesforchildren.org.

One Reading Partnership

A [webinar](#) for professionals and volunteers working with children.



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 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 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.

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.