

## EARLY YEARS SERVICE

### Continuous Professional Development Programme Spring term 2026

#### BfFC Early Years – Under 5s Service

An important part of our role is to provide support and advice to early years providers to deliver the Statutory Framework for the Early Years Foundation Stage which sets the standards of learning, care and development of children from birth to 5 years. Our SEND Advisors work with early years providers to support children with Special Educational Needs (SEN) in line with the SEND Code of Practice 2015.

#### Continued Professional Development

The Early Years Statutory Framework describes how children's daily experiences and the overall quality of the provision is dependent on practitioners having appropriate qualifications, training, skills and knowledge and that they must be supported to undertake appropriate professional development opportunities. Continued professional development opportunities will ensure that practitioners are able to share good practice, continue to learn, meet agreed targets and maximise their potential.



#### Booking information:

Early Years (for chargeable training) – [earlyyears@reading.gov.uk](mailto:earlyyears@reading.gov.uk)

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

Childminders – [childminding@reading.gov.uk](mailto:childminding@reading.gov.uk)

BfFC Workforce & Development Team - [learning@reading.gov.uk](mailto:learning@reading.gov.uk)

## Safeguarding

Title	Description	Date	Delivery/Venue	Cost
<b>Designated Safeguarding Lead – Refresher</b>	<p>Are you already in a DSL role, and looking to build your skills and knowledge in dealing with safeguarding and child protection concerns?</p> <p>This course will help you refresh your knowledge about:</p> <ul style="list-style-type: none"> <li>• Responding and dealing with safeguarding issues and local processes</li> <li>• Reflect on the experience and complexity of discharging the role of the DSL</li> <li>• The role of LADO, safeguarding culture and safer recruitment</li> <li>• Opportunity to interact with other DSLs and ask the lead trainer for direct support and guidance</li> </ul> <p>DSL training can be booked by emailing <a href="mailto:Learning@reading.gov.uk">Learning@reading.gov.uk</a></p>	<b>9 January 2026</b> 9.30am-12.30pm	Civic Offices	<b>£33pp</b>
<b>DASH &amp; MARAC Training – Level 2</b> (Childminder session) Reading Borough Council	<ul style="list-style-type: none"> <li>• Understanding the dynamics of domestic abuse</li> <li>• What is a DASH risk assessment</li> <li>• What should a good DASH look like?</li> <li>• What does high risk mean?</li> <li>• MARAC and referral processes</li> </ul> <p>Book on by emailing <a href="mailto:CSP@reading.gov.uk">CSP@reading.gov.uk</a></p>	<b>19 January 2026</b> <b>16 March 2026</b> 6-9pm	Teams	<b>FREE</b>
<b>Designated Safeguarding Lead – New to the role</b>	<p>Have you recently been appointed Designated Safeguarding Lead (DSL)?</p> <p>This course will help clarify your role and responsibilities and develop your confidence in protecting the children and young people.</p> <p>You will learn about:</p> <ul style="list-style-type: none"> <li>• Key responsibilities as a DSL in your organisation</li> <li>• Escalating concerns, referrals and the multi-agency process</li> <li>• The role of LADO and safer recruitment</li> <li>• Developing a safeguarding culture</li> </ul> <p>DSL training can be booked by emailing <a href="mailto:Learning@reading.gov.uk">Learning@reading.gov.uk</a></p>	<b>3 February 2026</b> 9.30am – 3.30pm	Civic Offices	<b>£33pp</b>

Title	Description	Date	Delivery/Venue	Cost
<b>Universal Safeguarding Children</b> EY Advisors	Essential training for all staff whose work brings them in to contact with children. Book via <a href="#">email</a> or the <a href="#">SLA</a>	<b>11 February 2026</b> 9.30am-12.30pm 6.30-9.30pm	Civic Offices	<b>FREE</b>
<b>Threshold of Need Bitesize Briefings</b> 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 please email <a href="mailto:OneReading@reading.gov.uk">OneReading@reading.gov.uk</a>	On demand	Online	<b>FREE</b>

## Leadership

Title	Description	Date	Delivery/Venue	Cost
<b>Level 3 SEND Award</b>	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 and a celebration event for all candidates later in the year.  Book via <a href="#">email</a>	<b>23 January, 6 February, 27 February, 13 March, 27 March, 17 April, 1 May, 15 May, 5 June, 19 June, 3 July, 17 July</b> All dates must be attended  <b>Celebration Event – date to be confirmed</b>	Civic Offices	<b>£600pp</b>
<b>Designated Safeguarding Leads &amp; Officer Network</b>	<ul style="list-style-type: none"> <li>Local Safeguarding offer</li> <li>National updates</li> <li>Network with others</li> </ul> Book via <a href="#">email</a> or the <a href="#">SLA</a>	<b>4 February 2026</b> 1-2.30pm	Teams	<b>FREE</b>
<b>All Childminder Network</b>	<ul style="list-style-type: none"> <li>Keep up to date with local information</li> <li>Focus on best practice</li> <li>Network with other childminders</li> </ul> Book via <a href="#">email</a> or the <a href="#">SLA</a>	<b>5 February 2026</b> 6.30-8pm	Civic Offices	<b>FREE</b>

## Mental Health and Wellbeing

Title	Description	Date	Delivery/Venue	Cost
<b>Virtual Reality Trauma Informed Training</b>  <b><u>**Fully booked**</u></b>	We are delighted to offer a limited, free Virtual Reality (VR) Training session to providers. This two-hour immersive experience uses video and reflection to deepen staff understanding of how adversity and trauma impact a child's behaviour and ability to engage.	<b>14 January 2026</b> 7-9pm	Civic Offices	<b>FREE</b>
<b>Mental Health First Aider Training</b>  <b><u>**Fully booked**</u></b>	With so much change and uncertainty in the world, the need to support everyone's mental health and wellbeing is greater than ever. That's why our early years and childcare community is so powerful. Mental Health First Aiders are crucial to helping boost and support wellbeing as we adjust to a changed workplace environment. Develop your skills to: <ul style="list-style-type: none"> <li>• Spot the signs of a person experiencing poor mental health</li> <li>• Have the confidence to start a conversation</li> <li>• Signpost to appropriate support</li> </ul> Once trained you are certified for three years and invited to become members of the MHFA Association.	<b>30 January 2026 &amp; 2 February 2026</b> 9am- 5pm	Civic Offices	<b>FREE</b>
<b>Therapeutic Thinking – Early Years Module</b> Philippa Garn	Philippa from <a href="#">Therapeutic Thinking</a> 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. Book via <a href="#">email</a> or the <a href="#">SLA</a> .	<b>2 February 2026</b> 9.30am-2.30pm	Teams	<b>FREE</b> £33 for non-attendance
<b>Trauma Virtual Reality Programme</b>	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. <b>Please note: the films are not designed to be easy viewing &amp; some may find difficult to watch.</b> Request via <a href="#">this form</a> .	Dates to be confirmed/on request	Civic Offices	<b>FREE</b>

Title	Description	Date	Delivery/Venue	Cost
<b>Mental Health Awareness</b>	<p>This half-day course is an introductory four-hour session to raise awareness of mental health. It is designed to give you:</p> <ul style="list-style-type: none"> <li>• An understanding of what mental health is and how to challenge stigma</li> <li>• A basic knowledge of some common mental health issues</li> <li>• An introduction to looking after your own mental health and maintaining wellbeing</li> <li>• Confidence to support someone in distress or who may be experiencing a mental health issue</li> </ul> <p>Everyone who completes the course gets:</p> <ul style="list-style-type: none"> <li>• A manual to refer to whenever you need it</li> <li>• A workbook including a helpful toolkit to support your own mental health</li> <li>• A certificate of attendance to say you are Mental Health Aware</li> </ul>	<b>20 March 2026</b> 9.30am-2.30pm	Civic Office	<b>FREE</b>
<b>Trauma Informed Level 1</b>	<p>All levels of staff and volunteers. Basic knowledge and skills to develop an awareness of trauma and impact. Access via the <a href="#">NHS Education for Scotland (NES)</a>.</p> <p>Flexible self-paced learning available on demand:</p> <ul style="list-style-type: none"> <li>• Approx 20 minutes</li> <li>• 2 short films</li> </ul> <p>Report on completion to <a href="mailto:earlyyears@reading.gov.uk">earlyyears@reading.gov.uk</a></p>	On demand	Online	<b>FREE</b>
<b>Trauma Informed Level 2</b>	<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"> <li>• Approx 2 hours</li> <li>• Final quiz</li> </ul> <p>First <a href="#">create an account</a>            Next <a href="#">access the workshop</a>            Report on completion to <a href="mailto:earlyyears@reading.gov.uk">earlyyears@reading.gov.uk</a></p>	On demand	Online	<b>FREE</b>

## EYFS and Beyond

Title	Description	Date	Delivery/Venue	Cost
<b>Monthly Group Discussions</b>	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. Reserve your place by completing the <a href="#">booking form</a> .	<u>Interactive Storytelling</u> <b>19 January 2026</b> 10-11am  <u>Can I Play now?</u> <b>10 February 2026</b> 2-3pm  <u>Leuven Scales of wellbeing and involvement</u> <b>11 March 2026</b> 10-11am	Teams	<b>FREE</b>
<b>Intensive Interactive 3 day course</b>	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. Book via <a href="#">email</a> .	<b>29 January 2026</b> <b>23 February 2026</b> <b>27 March 2026</b> 9.30am-3.30pm	Civic Offices	<b>£350pp</b>
<b>Sensory Processing &amp; Hand Massage Workshop</b>	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. Book via <a href="#">email</a>	<b>10 February 2026</b> 12.30-4pm	Civic Offices	<b>£30pp</b>

Title	Description	Date	Delivery/Venue	Cost
<p><b>Speech and Language Support for 3-5yrs and Lets Talk at Home</b></p> <p>For PVI's and Childminders</p>	<p>As part of our Speech and Language Champions program relaunch we have an exciting opportunity for 10 settings to identify a Speech and Language Champion who will up skill staff and develop support for children with Speech, Language and Communication Needs.</p> <p>10 settings will be awarded free training to gain a level 3 qualification in Elklan Speech and Language Support for 3-5yrs and then train to deliver 'Lets Talk at Home' to parents in their setting.</p> <p>To register interest please complete the attached declaration of interest: <a href="https://forms.office.com/e/y1TyhkQ9zM">https://forms.office.com/e/y1TyhkQ9zM</a></p>	<p><u>Initial Meet and Greet</u> <b>27 January 2026</b></p> <p><u>Sessions</u> <b>3 February 2026</b> <b>10 February 2026</b> <b>23 February 2026</b> <b>3 March 2026</b> <b>10 March 2026</b> <b>17 March 2026</b> <b>23 March 2026</b> <b>14 April 2026</b> <b>21 April 2026</b> <b>28 April 2026</b> 9.30-10.30am</p>	<p>Teams</p>	<p><b>FREE</b></p>
<p><b>Wraparound &amp; Holiday childcare online inclusion training</b></p>	<p>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 <a href="#">click here</a>, register for an account, and enter the code <b>534789</b> where requested.</p>	<p>On demand</p>	<p>Online</p>	<p><b>FREE</b></p>

Title	Description	Date	Delivery/Venue	Cost
<b>Portage Workshop</b>	<p>The two- and half-day course consists of 7 modules plus an opportunity for practitioners to reflect on their learning and consider the implementation of the Portage model into daily practice.</p> <ul style="list-style-type: none"> <li>• The Portage Model</li> <li>• Supporting the development of play</li> <li>• Helping Children Learn - Using Clear Language</li> <li>• Helping Children Learn – Planning for Success</li> <li>• Helping Children Learn – Planning, Recording and Sharing Children’s Goals</li> <li>• Helping Children Learn - Using a Small Steps Approach</li> <li>• Positive Approaches to Children’s Behaviour</li> </ul> <p>By the end of the training participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify the Portage partnership model of working with parents</li> <li>• Use good practice principles and approaches in their settings with young children in particular those children with Special Educational Needs and Disability</li> <li>• Plan for success using clear language.</li> <li>• Use a small steps approach in teaching children new skills through play.</li> <li>• Identify methods of working in partnership with parents and other professionals</li> </ul> <p>Book via <a href="#">email</a></p>	<p><b>2 &amp; 3 March 2026</b> 9am-4pm</p> <p>Follow up day <b>14 April 2026</b> 9.30-11am</p>	<p>Civic Offices</p> <p>Teams</p>	<p><b>£30pp</b> (Early Bird Offer)</p>
<b>SchemaPlay</b>	<p>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.</p> <p>Request via <a href="#">this form</a>.</p>	<p>On request</p>	<p>In your setting</p> <p>1 day or 2x 3hr twilight sessions</p>	<p><b>£325</b></p>

Title	Description	Date	Delivery/Venue	Cost
<b>Dingley's Promise Inclusion Training</b>  <u>Free access to this training ends in July 2026</u>	A series of <a href="#">training courses</a> 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. <ul style="list-style-type: none"> <li>• Introduction to Early Years Inclusive Practice</li> <li>• Early Years SEND Transitions Training Course</li> <li>• Having Difficult Conversations with parents</li> <li>• Behaviours that challenge</li> <li>• The Voice of the Child</li> <li>• Leadership &amp; management</li> </ul>	On demand	Online	<b>FREE</b>
<b>DfE Early Years child development training</b>	Overview of <a href="#">child development and practical advice</a>	On demand	Online	<b>FREE</b>
<b>Early language development workshops</b>	Monthly online workshops covering early language development. They are designed for parents and carers and those working within early years settings: <ul style="list-style-type: none"> <li>• Communication Foundations</li> <li>• Communication Building Blocks</li> <li>• Scaffolding Communication</li> <li>• Helping Children with Unclear Speech</li> <li>• Autism and Communication</li> </ul> Book online: <a href="#">Children's speech and language therapy workshops</a>	On demand	Online	<b>FREE</b>

## Specialist Advisory Support

Title	Description	Date	Delivery/Venue	Cost
<b>SEND Contact Day</b>	Tuesdays are SEND contact days when you can phone to speak with an advisor for advice and guidance about a child or SEND provision. Please complete this form to request a callback from an Advisor: <a href="#">Request for Early Years SEND Contact – Fill out form</a>	First to fourth Tuesday of the month	Telephone/ Teams	<b>FREE</b>
<b>SALT Surgery</b>	<a href="#">Book a slot</a> 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.	Third Thursday of the Month	Teams	<b>FREE</b>
<b>Educational Psychology Surgery</b>	<a href="#">Request a slot</a> to discuss a specific child (anonymously if required) and/or provision to support children with emotional wellbeing needs.	<b>9 March 2026</b> 12-2.30pm	Teams	<b>FREE</b> £90 non-attendance fee
<b>Early Years and Childcare Advisory Support</b>	Childminders, daycare, sessional and wraparound and holiday providers are invited to <a href="#">request time</a> with a member of the Early Years and Childcare team for advisory support between agreed partnership visits.	By appointment	Teams	<b>FREE</b>
<b>One Reading Partnership</b>	<a href="#">Bitesize briefings</a> for professionals and volunteers working with children.	On demand	Online	<b>FREE</b>

## 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 [earlyyears@reading.gov.uk](mailto:earlyyears@reading.gov.uk) 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 [earlyyears@reading.gov.uk](mailto:earlyyears@reading.gov.uk) inbox. A charge of **50%** of the training course per person per training day will be incurred unless there are exceptional circumstances.

### **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 [earlyyears@reading.gov.uk](mailto:earlyyears@reading.gov.uk) 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:**  
[earlyyears@reading.gov.uk](mailto:earlyyears@reading.gov.uk)

### **Substitutions**

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

### **Transferring to a later course**

Any delegate who wishes to transfer to a later course date and sends written notification to [earlyyears@reading.gov.uk](mailto:earlyyears@reading.gov.uk) less than 5 working days before the course will be charged 50% of the fee per person for the cancelled date.

### **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 days prior to the session taking place by email to the email address provided at the time of the booking.