



EARLY YEARS SERVICE

Continuous Professional Development Programme Summer term 2026 - Childminders

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

Booking information:

Early Years (for chargeable training) – earlyyears@reading.gov.uk
SLA (for non-chargeable training) – <http://www.readingeducationsservices.co.uk/>
Childminders – childminding@reading.gov.uk
BFFC Workforce & Development Team - learning@reading.gov.uk



Safeguarding

Title	Description	Date	Delivery/Venue	Cost
Universal Safeguarding Children EY Advisors	Essential training for all staff whose work brings them in to contact with children. Book via email or the SLA	14 May 2026 6.30pm-9.30pm	Civic Offices	FREE
Local Safeguarding Processes for DSL Training - New to the role Reading Borough Council	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: <ul style="list-style-type: none"> • 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 DSL training can be booked by emailing learning@reading.gov.uk	20 May 2026 9.30am-3.30pm	Civic Offices	£33pp
Domestic Abuse Awareness Training – Level 1 Reading Borough Council	<ul style="list-style-type: none"> • 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) Book on via the application form	21 May 2026 14 July 2026 9.30am-12.30pm	Teams	FREE

Title	Description	Date	Delivery/Venue	Cost
DASH & MARAC Training – Level 2 Reading Borough Council	<ul style="list-style-type: none"> ● 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 <p>It is recommended to attend the DA Level 1 training before attending the DASH and MARAC training.</p> <p>Book on via the application form</p>	8 July 2026 1.30-4.30pm	Civic Offices	FREE
Safeguarding Workshop 1 – Whistleblowing and professional curiosity	<p>This is the first in a series of six safeguarding workshops designed to build on the knowledge gained in the Universal Safeguarding Training.</p> <p>An opportunity, through practical activities and discussion with your peers, to support an open and positive safeguarding culture that puts children’s interests first.</p> <p>Helping you to encourage a culture in which concerns can be communicated and all staff are fully aware of the setting’s whistle-blowing procedures, the actions that could take place as a result of reporting an incident and the safeguards in place for whistleblowers.</p> <p>Book via email or the SLA</p>	29 July 2026 6.30-8pm	Civic Offices	FREE
Threshold of Need Bitesize Briefings One Reading Partnership	<p>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.</p> <p>To register and receive the presentation please email OneReading@reading.gov.uk.</p>	On demand	Online	FREE

Leadership

Title	Description	Date	Delivery/Venue	Cost
Business Planning for Success: Training for Wraparound Providers	Don't miss out on our upcoming Business Planning for Success training, designed to help wraparound leaders strengthen sustainability, build financial resilience, and future-proof their provision. We encourage all leaders, managers and coordinators to attend and share with colleagues who may benefit. Register via Families First or through the SLA .	21 April 2026 9.30-11.30am 6 May 2026 9.30-11.30am (follow up reflective session)	Zoom	FREE
Designated Safeguarding Leads & Officer Network	<ul style="list-style-type: none"> Local Safeguarding offer National updates Network with others Book via email or the SLA	30 April 2026 6.30-8.30pm	Teams	FREE
Little Foundations Network (baby room project)	Currently limited to those involved in the project. If you would like to be included in future cohorts of the Little Foundations Project, please send expressions of interest to earlyyears@reading.gov.uk , stating if you are a group setting or childminder (including with assistants).	2 June 2026 9.30-11am	Teams	FREE

Title	Description	Date	Delivery/Venue	Cost
Wraparound and Holiday Activity Learning Workshop	<p>This workshop offers a range of valuable benefits for both Wraparound and Holiday Childcare practitioners:</p> <ul style="list-style-type: none"> • Develop hard skills: Strengthen your knowledge in key areas such as child development, safeguarding, and inclusive practice. • Build a robust activity toolkit: Leave with a set of game instructions and resources to help you create a ‘library’ of activities adaptable to different age groups and environments. • Improve quality: Explore best practices that directly enhance the quality of your wraparound and holiday provision. • Connect & collaborate: Enjoy a fantastic networking opportunity to meet fellow Wraparound & Holiday Childcare professionals, share ideas, and learn from each other’s experiences. • Feel empowered: Gain practical strategies and confidence to enrich the play and activity offer within your organisation. <p>By the end of the session, attendees will walk away with activities, ideas, and approaches that can be implemented immediately.</p> <p>Book via email or the SLA</p>	3 June 2026 9.30-11.30am	Ranger Station at Prospect Park	FREE
Childminder Activity Learning Workshop	<p>Join us for an immersive workshop designed to spark creativity and learning in a beautiful natural setting. Perfect for childminders and educators, this hands-on event offers a unique blend of nature-inspired activities and professional networking.</p> <p>Book via email</p>	10 June 2026 10.30am-12pm	Ranger Station at Prospect Park	FREE
EY Leadership and Governance Network (Workshop)	<p>The team would like to invite anyone in a strategic leadership role such as managers, owners and committee members to join them for an opportunity to network and discuss ways to enhance your settings effectiveness.</p> <p>Book via email or the SLA</p>	TBC	Civic Offices	FREE

Mental Health and Wellbeing

Title	Description	Date	Delivery/Venue	Cost
Trauma Virtual Reality Programme (All sessions are limited to 6 people)	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. Book via email	22 April 2026 7-9pm 16 June 2026 7-9pm 26 June 2026 10am-12pm 10 July 2026 10am-12pm	Civic Offices	FREE
How adversity shapes the brain – Dr Jordan Self, Educational Psychologist	There is an increasing understanding of the influence of early neglect and abuse on the developing brain, but what does this mean for us in our role as educational professionals? In this session, Dr Jordan Self (Educational Psychologist), draws on the latest research in this field to put these findings into context - meaning you do not need to be a neuroscientist to join the discussion! Book by emailing Virtual.school.dl@reading.gov.uk	17 June 2026 1-4pm	Civic Offices	FREE
Sensory Integration and Developmental Trauma - Children looked after, previously looked after, in kinship care or with a social worker Anna Mitchell, Occupational Therapist	Building sensory-smart classrooms to support children affected by trauma This course, delivered by Anna Michell, Occupational Therapist in the Anchor Team - Adopt Thames Valley's multi-disciplinary team, will focus on the impact of trauma on the development of our sensory systems. It will explore how trauma can affect a child's ability to successfully navigate their environment and participate in the daily activities of self-care, school, and leisure Join us to uncover more about our eight senses, and how our experiences can shape their development. Book by emailing Virtual.school.dl@reading.gov.uk	10 June 2026 10am-12pm	Civic Offices	FREE

Title	Description	Date	Delivery/Venue	Cost
Mental Health and Wellbeing Network	Currently limited to those involved in the project.	12 June 2026 9.30-11am	Teams	FREE
Trauma Informed Level 1	<p>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).</p> <p>Flexible self-paced learning available on demand:</p> <ul style="list-style-type: none"> • Approx 20 minutes • 2 short films <p>Report on completion to earlyyears@reading.gov.uk</p>	On demand	Online	FREE
Trauma Informed 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, Next access the workshop Report on completion to earlyyears@reading.gov.uk</p>	On demand	Online	FREE

EYFS and Beyond

Title	Description	Date	Delivery/Venue	Cost
Introduction to Intensive Interaction Workshops	<p>This two-part course is aimed at introduction to Intensive Interaction which is a recommended approach for supporting children with their fundamentals of communication skills with a focus on social communication.</p> <p>Book via email or the SLA</p>	22 April 2026 & 13 May 2026 3.30-5pm	Teams	FREE
Supporting vulnerable children through school transitions Dr Jordan Self, Educational Psychologist	<p>This session, delivered by Dr Jordan Self (Educational Psychologist), will focus on the impact of transitions on children looked after, previously looked after and those with a social worker. It will reflect on useful strategies schools can use to make transitions successful and explore and share best practice.</p> <p>Book by emailing Virtual.school.dl@reading.gov.uk</p>	6 May 2026 9.30am-12pm	Civic Offices	FREE
Sensory Processing 1 day course & Hand Massage Workshop	<p>This full day training explores 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.</p> <p>Book via email</p>	12 May 2026 9am-3.30pm	Civic Offices	£30pp
Berkshire Sensory Consortium Glue Ear Workshop Berkshire Sensory Consortium	<p>8/10 children will experience glue ear before the age of 10. This session will cover:</p> <ul style="list-style-type: none"> • The causes/prevalence and impact of glue ear • Strategies to support children with glue ear in the educational setting <p>Book via email or the SLA</p>	13 May 2026 6.30-7.30pm	Teams	FREE

Title	Description	Date	Delivery/Venue	Cost
Managing Worries and Anxiety in Early Years Transitions Kayleigh Henry, Educational Psychologist	This training explores how change affects children’s emotional wellbeing and behaviour, and equips practitioners with practical, nurturing strategies to make transitions calmer, safer, and more predictable. Book via email or the SLA	19 May 2026 1-3pm	Teams	FREE
Skilled Practitioner Network Sessions – Intensive Interaction	This is a network session for those who have previously completed the 3-day Skilled Practitioners course in Intensive Interaction. An opportunity for reflection and Intensive Interaction updates with our local coordinators. Book via email or the SLA	2 June 2026 9.30am-12.30pm	Civic Offices	FREE
ELKLAN Lets Talk at Home Tutor Workshop (Speech and Language Champions)	A training session delivered to those that have completed the level 3 qualification in Speech and Language Support for 3-5s to enable you to deliver ‘Let’s Talk at Home’ to parents and carers of children with speech and language needs in your setting. Following this training course, you’ll be qualified as a Let’s Talk Tutor, able to cascade the Let’s Talk course under licence in your setting.	4 June 2026 9am-4pm	Teams	FREE
Makaton 1 Day Course Makaton	Makaton is a highly effective communication programme that uses signs, symbols, and speech to support understanding and expression. This introductory training session gives practitioners the confidence to begin using Makaton as part of everyday interactions, routines, and play - helping to create a more inclusive environment where every child’s voice can be heard. Book via email or the SLA	22 June 2026 9am-4.30pm	Civic Offices	£60pp
Sensory Training – Food sensitivities Emma Patey, RISE team	Food sensitivities can significantly affect a child’s comfort, behaviour, learning, and overall wellbeing—particularly for children with SEND, who may experience heightened sensory responses or complex feeding needs. This training session provides practitioners with a practical, supportive introduction to recognising and responding to food sensitivities in Early Years settings. Book via email or the SLA	23 June 2026 9.30-11am	Civic Offices	FREE

Title	Description	Date	Delivery/Venue	Cost
Big Feelings, Little People Kayleigh Henry, Educational Psychologist	All staff can develop their knowledge of supporting pre-school children with their emotional wellbeing and regulation. Book via email or the SLA	30 June 2026 9.30am-12pm	Civic Offices	FREE
Wraparound & Holiday childcare online 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.	On demand	Online	FREE
Dingley's Promise Inclusion Training <u>Free access to this training ends in July 2026</u>	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. <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 ● Leadership & management 	On demand	Online	FREE
DfE Early Years child development training Department for Education	Overview of child development and practical advice .	On demand	Online	FREE

Title	Description	Date	Delivery/Venue	Cost
Early language development workshops NHS Berkshire Healthcare	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"> • Communication Foundations • Communication Building Blocks • Scaffolding Communication • Helping Children with Unclear Speech • Autism and Communication 	On demand	Online	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.

Early Years SEND Inclusive Practice – Bitesize Sessions (childminders only)

We have taken the one-day *Early Years SEND Inclusive Practice* training and broken it down into a series of engaging bitesize sessions—plus added some extra practical topics.

Book by 15 May to secure your place on all sessions*

Title & description	Date	Venue
<p>Bitesize Session 1 Introduction to the SEND advisory service and general inclusion discussions</p> <p>Understand the role of EY SEND advisory service and how they can support practitioners develop inclusive practice, know where to access information and relevant tools.</p>	<p>11 June 2026 6.30-8pm</p>	<p>Civic Offices</p>
<p>Bitesize Session 2 Signing in the Early Years</p> <p>Signing is a powerful tool for supporting communication, connection, and confidence in the Early Years. This introductory course explores how simple signs can help all children—particularly those with SEND, communication delays, or emerging language—express themselves, understand routines, and build positive relationships.</p>	<p>18 June 2026 6.30-8pm</p>	<p>Civic Offices</p>
<p>Bitesize Session 3 Focus on SEND paperwork and IEPs</p> <p>Navigating SEND paperwork in the Early Years can feel overwhelming, but it plays a vital role in ensuring children receive the right support at the right time. This course is designed to demystify the process, helping practitioners understand what each document is for, how to complete it confidently, and how to use paperwork as a meaningful tool.</p>	<p>25 June 2026 6.30-8pm</p>	<p>Civic Offices</p>
<p>Bitesize Session 4 Introduction to Visuals</p> <p>This course introduces practitioners to a range of visual strategies, from simple objects of reference and visual timetables to personalised communication tools that promote independence, reduce anxiety, and enhance engagement. Through practical examples and evidence-informed approaches, you'll discover how to embed visuals naturally into everyday practice to create truly inclusive, child-centred environments.</p>	<p>2 July 2026 6.30-8pm</p>	<p>Civic Offices</p>

Title & description	Date	Venue
<p>Bitesize Session 5 SEND Practical Sessions</p> <p>Participants will develop a deeper understanding of how children with SEND experience their environment—and what adults can do to remove barriers to learning. The session introduces simple, effective approaches that can be embedded immediately in everyday practice, including communication supports, environmental adaptations, sensory strategies.</p>	<p>9 July 2026 6.30-8pm</p>	<p>Civic Offices</p>
<p>Bitesize Session 6 Hand Massage</p> <p>This practical, calming course introduces practitioners to the principles of hand massage therapy and how it can be used as a gentle, effective strategy to support emotional regulation in children with SEND. Participants will explore the benefits of tactile input for soothing anxiety, promoting sensory balance, strengthening connection, and helping children feel grounded and secure. Through guided demonstrations, hands-on practice, and clear explanations of when and how to use hand massage safely and appropriately.</p>	<p>16 July 2026 6.30-8pm</p>	<p>Civic Offices</p>

*Book via [email](#) or the [SLA](#)

Specialist Advisory Support

Title	Description	Date	Delivery/Venue	Cost
Educational Psychology Surgery	Request a 40-minute slot to discuss a specific child (anonymously if required) and/or provision to support children with emotional wellbeing needs.	18 May 2026 1-3.30pm	Teams	FREE (£90 non-attendance fee applies)
SENCO Check-ins	Grab a coffee and join us on Teams for any general SEND queries you may have or just for a chat. Remember you are not alone being a SEND or inclusion lead practitioner. You don't have to be a SENCo but if you have any questions or need to chat with the group please come along. Join using this link .	Every Wednesday	Teams	FREE
SEND Advisory Support	A call back service that is flexible throughout the week. Please use this form to request an EY SEND advisory Surgery slot where a member of the team will contact you to arrange a phone/Teams call.	On demand	Telephone/ Teams	FREE
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.	Third Thursday of the Month	Teams	FREE
Early Years and Childcare Advisory Support	Book dedicated time with a member of our Early Years and Childcare team between your scheduled partnership visits. Providers are invited to request additional Partnership support from our advisors, specific to your needs, including business planning, leadership support, or advice on any area of your provision.	By appointment	Teams	FREE
One Reading Partnership	Bitesize briefings for professionals and volunteers working with children.	On demand	Online	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 earlyyears@reading.gov.uk 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 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.

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 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.

Cancellation of whole setting training

There will be a charge of the **full cost** of whole setting training if cancelled less than 2 weeks before the session is due to be held. A **50% charge** will be incurred if the session is cancelled more than 2 weeks before the training date. Consideration will be given to waiver the charge in exceptional circumstances at the Early years SEND Manager and/or Early Years and Childcare Managers discretion.

It is the responsibility of the delegate or their line manager to report the absence to: earlyyears@reading.gov.uk

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 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 sent via email 4 working days prior to the session taking place to the email address provided at the time of the booking.