Continued Professional Development (CPD) Opportunities
from the Workforce and Development Team, Early Years and Extended Services

Spring 2014
(Terms 3 and 4)

For practitioners working with children and families in Bath and North East Somerset
## CONTENTS

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the course to take you to further details</td>
<td></td>
</tr>
<tr>
<td><strong>Bookings and Cancellation Policy</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Other Training Providers in Children’s Services</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Business Training - Online</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>Diary of Events for Spring Events 2014</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Cluster Storymaking</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>Celebrating Difference</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>Child Protection Update Session</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Child Protection – Foundation Level</strong></td>
<td>21</td>
</tr>
<tr>
<td>2 courses available (choice of dates)</td>
<td></td>
</tr>
<tr>
<td><strong>Child Protection Training for the Designated Person for Child Protection</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>Child Protection Training – Saturday course equivalent to the Interagency Child Protection Course</strong></td>
<td>24</td>
</tr>
<tr>
<td>9.30am – 5pm</td>
<td></td>
</tr>
<tr>
<td>Queens Road Methodist Church, Keynsham</td>
<td></td>
</tr>
<tr>
<td><strong>Child Protection Training for Non-Childcare Staff</strong></td>
<td>26</td>
</tr>
<tr>
<td><strong>Childdminder Specific Training – General Information</strong></td>
<td>27</td>
</tr>
<tr>
<td><strong>Childminding Groups in Bath and North East Somerset</strong></td>
<td>29</td>
</tr>
<tr>
<td>Contents</td>
<td>Page No</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Childminding Training</strong> - <strong>Half Day Conference</strong></td>
<td>31</td>
</tr>
<tr>
<td><strong>EYFS Profile Moderator Cluster Meeting</strong> (<strong>AM or PM Session</strong>)</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Early Language Development Programme (ELDP) Training</strong> (<strong>Choice of dates</strong>)</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emotion Coaching</strong> (<strong>both sessions need to be attended</strong>)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Equalities Guidance</strong> Folder</td>
<td>37</td>
</tr>
<tr>
<td><strong>First Aid Training</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FA COURSE 5</strong></td>
<td>38</td>
</tr>
<tr>
<td><strong>FA COURSE 6</strong></td>
<td>38</td>
</tr>
<tr>
<td><strong>FA COURSE 7</strong></td>
<td>38</td>
</tr>
<tr>
<td><strong>Food Safety Training</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FS COURSE 1</strong></td>
<td>39</td>
</tr>
<tr>
<td><strong>Food Safety via Distance Learning</strong></td>
<td>40</td>
</tr>
<tr>
<td>Course</td>
<td>Page No</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>HENRY Healthy Start in Childcare</strong></td>
<td>41</td>
</tr>
<tr>
<td><strong>Makaton Training Stages 1&amp;2 (all sessions need to be attended)</strong></td>
<td>43</td>
</tr>
<tr>
<td><strong>Introduction to the EYFS Characteristics of Early Learning</strong></td>
<td>44</td>
</tr>
<tr>
<td><strong>Letters and Sounds (Phase 1)</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Leaders and Managers Network ‘On The Front Foot’</strong></td>
<td>46</td>
</tr>
<tr>
<td><strong>Observation Training: Tuning into Your Children</strong></td>
<td>47</td>
</tr>
<tr>
<td><strong>Physical Activity in Everything we do (choice of dates)</strong></td>
<td>48</td>
</tr>
<tr>
<td><strong>Playworkers Training</strong></td>
<td>49</td>
</tr>
<tr>
<td>Contents</td>
<td>Page No.</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Provider Information Events</strong> (choice of dates)</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safer Recruitment Training</strong></td>
<td>52</td>
</tr>
<tr>
<td><strong>SENCO Training</strong></td>
<td>53</td>
</tr>
<tr>
<td><strong>SENCO Training</strong> Term 3</td>
<td>53</td>
</tr>
<tr>
<td>2 sessions running in BATH</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>53</td>
</tr>
<tr>
<td><strong>Term 5</strong></td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>54</td>
</tr>
<tr>
<td><strong>Speech and Language Therapy Training</strong></td>
<td>56</td>
</tr>
<tr>
<td><strong>Speech Sounds</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Speech and Language Therapy Training</strong></td>
<td>57</td>
</tr>
<tr>
<td><strong>Language and Communication Difficulties</strong></td>
<td>58</td>
</tr>
<tr>
<td><strong>Speech and Language Therapy Training Working with Children with severe Communication Difficulties: Key Person</strong></td>
<td></td>
</tr>
<tr>
<td>Contents</td>
<td>Page No</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Click on the course to take You to further details</td>
<td></td>
</tr>
<tr>
<td><strong>Numbers Count! Supporting young children’s mathematical learning and development</strong></td>
<td>59</td>
</tr>
<tr>
<td><strong>SCHOOLS ONLY – Supporting children to reach expected outcomes in number by the end of the Early Years Foundation Stage</strong></td>
<td>60</td>
</tr>
<tr>
<td><strong>SCHOOLS ONLY - Calculation Counts</strong></td>
<td>61</td>
</tr>
<tr>
<td><strong>Training Opportunities for your Setting</strong></td>
<td>62</td>
</tr>
<tr>
<td><strong>Two Year Old Progress Check Training</strong> (choice of dates)</td>
<td>63</td>
</tr>
<tr>
<td><strong>Integrated Working Training Opportunities</strong></td>
<td>64</td>
</tr>
<tr>
<td><strong>Funding for Qualifications 2013/14</strong></td>
<td>67</td>
</tr>
<tr>
<td><strong>Early Years Educator</strong></td>
<td>68</td>
</tr>
<tr>
<td><strong>Early Years Teacher Status</strong></td>
<td>69</td>
</tr>
<tr>
<td><strong>What are Apprenticeships?</strong></td>
<td>71</td>
</tr>
<tr>
<td><strong>Booking Form</strong></td>
<td>74</td>
</tr>
<tr>
<td><strong>Venue Details</strong></td>
<td></td>
</tr>
</tbody>
</table>
Welcome to the Spring 2014 addition of the CPD booklet. We are pleased to be able to announce that the EYFS team will again be able to offer a full programme of CPD opportunities for Early Years practitioners from **April 2014 to March 2015**. We will continue to charge a small amount for courses and this charge will vary depending upon the nature and location of the event.

These costs will be detailed per course or cluster in the booklet and your setting will be invoiced monthly. Bath and North East Somerset Council have subsidised the costs of training to keep charges to a minimum and we intend to keep the costs to you as low as possible while we can.

Thank you for your continued engagement with the CPD programme. Evidence shows that qualifications and professional development are key factors in offering high quality Early Years provision and making a difference for children’s outcomes. Our monitoring of attendance indicates a high level of commitment from settings in the area.

We always welcome your feedback so please get in touch if you have any suggestions.

Best wishes

Julie Eden
Senior Early Years Consultant
Bookings and Cancellation Policy

Booking on to training indicates a commitment to attend the complete course or conference and agreement with the terms of this policy. This policy will apply at all times unless otherwise stated.

Payment

Before placing a booking please check all the information about the session including the cost so that you are aware of how much you are going to be invoiced. If you need further information please call the Training Team on 01225 394426. Please note all courses will be invoiced to the setting/childminder at the end of the month following your attendance at the training event. Any non-attendance fee will also be included on the invoice.

Out of Authority Booking and Payment

If you are not working within the Bath and North East Somerset Council area then an additional fee will apply to all courses. This is due to courses currently being subsidised by Bath and North East Somerset Council for practitioners working with children and families in Bath and North East Somerset. In order to book a place on a course detailed in this booklet please complete the booking form which can be found on page 74. Once we receive your booking form a provisional pace will be made for you and you will be sent an invoice for the cost of the course. A place will only be reserved for you once we have received your booking form and payment. If you need further information please call the Training Team on 01225 394426.

If we cancel a course

We will endeavour to only cancel a course if it is unavoidable (eg tutor absence, adverse weather conditions) or if the numbers applying are so small as to make the event unworkable. Please book a place in good time to avoid courses being cancelled. You will be notified as early as possible. If we are over booked for any sessions you will receive a phone call telling you that you have not got a place and have been placed on a waiting list if there is one.
If you have to cancel

No fee will be charged for cancellations in writing received at least two weeks prior to the course dates. It is possible to transfer a delegate’s place to a colleague if they are unable to attend, provided that the Early Years Foundation Stage Team is informed of the substitution before the day of the course. For all cancellations received with less than two weeks notice the full cost of the course will be charged if there is one. If the course is being run as a ‘free’ course the charge will be £10.

No shows

If a delegate does not turn up on the day without prior notification to Early Years Foundation Stage Team the full delegate fee will be charged if there is one. If the course is being run as a ‘free’ course the charge will be £10.

Non payment of invoices

We occasionally have settings who fail to pay invoices for training. Once we are notified by the Finance department that a setting has failed to pay for training the setting concerned will not be able to book on to any training until the invoice has been paid.

Who should attend training?

When booking can you please check all the information about the session including the target group so that you are aware of the content and who should be attending. If you need further information please call the Training Team on 01225 394426. Please be aware that anyone who attends a session that they are not booked on to may be turned away.

To make a cancellation please email:
donna_biddlecombe@bathnes.gov.uk

Or write to:
Donna Biddlecombe
Early Years and Extended Services
Bath and North East Somerset Council
Riverside Offices,
North Block,
Temple Street,
Keynsham,
Bristol, BS31 1LA
Other Training Providers in Children’s Services

The Children’s Service and all services working with children, young people and families in Bath and North East Somerset need to ensure that high quality training for their staff is available. This is a key priority within Bath and North East Somerset’s Children and Young People’s Plan. The aim is that training and learning for staff will be fundamentally multi-disciplinary and multi-agency and will contribute to breaking down barriers between professional groups.

Staff working with children, young people and families can access training from a wide range of Services. Each of the links below will allow you to explore the opportunities offered by different services. To book on to a course please use the contact details given. Please check the cost of the course with the training provider as there may be a different pricing structure if the course you wish to attend is being offered by a Service other than Early Years and Extended Services.

Bath Area Play Project
www.bapp.org.uk/play_training.htm

Bath Area Drugs Advisory Services
www.newhighway.org.uk

Council for Voluntary Service (CVS)
http://www.ncvo-vol.org.uk/training-events

Learning Support Team – Training for Schools
http://www.bathnes.gov.uk/services/schools-colleges-and-learning/governors-teaching-professionals/learning-support-service

Local Safeguarding Children Board – Inter-agency Safeguarding Children Training Programme

School Improvement Team
http://www.bathnes.gov.uk/services/schools-colleges-and-learning/governors-teaching-professionals/school-improvement-achieveme
Sexual Health Training for those working with Young People in Bath and North East Somerset

Support and Training Against Racism (STAR)
www.star4diversity.org.uk

Training Programme for Independent Providers of Social Care (including Foster Carers Training Planner)
Business Training (On-line)
National Day Nurseries Association (NDNA)

To support the development of the sector NDNA has introduced a range of brand new cost-effective online training courses. For £25 - £40. NDNA’s online e-CPD childcare training courses can be an flexible, affordable and effective way of providing training to the children workforce. The range of new courses includes:

- Beginners’ guide to small business finance
- Marketing and sales for childcare businesses
- Performance Management
- Time Management

To find out more about the full range of e-learning courses visit the NDNA website. Discounts are available for bulk purchases. For more information, please contact Glenn Rothwell on 01484 40 76 04, or email glenn.rothwell@ndna.org.uk
Diary of Events for Spring Term 2014

<table>
<thead>
<tr>
<th>January 2014</th>
<th>February 2014</th>
<th>February 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>26 Two Yr Old progress check</td>
</tr>
<tr>
<td>Sch Hols</td>
<td></td>
<td>27</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>28</td>
</tr>
<tr>
<td>Sch Hols</td>
<td>Child Protection – Foundation Level</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Makaton Stages 1&amp;2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session 2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Provider Information Events</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Letters and Sounds Phase 1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>First Aid Course 5 (Session 3)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>ELDP Training (Session 1)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Makaton Stages 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Session 3</td>
<td></td>
</tr>
<tr>
<td>20 Observation Training</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Physical Activity in Everything we Do</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Provider Information Events</td>
<td></td>
</tr>
<tr>
<td>23 First Aid Course 5 (Session 1)</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Introduction to the EY: Characteristics of Early Learning</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>HENRY Healthy Start in Childcare</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>First Aid Course 5 (Session 4)</td>
<td></td>
</tr>
<tr>
<td>27 SENO NR</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Numbers Count!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>ELPD Training (Session 2)</td>
<td></td>
</tr>
<tr>
<td>29 Makaton Stages 1&amp;2 (Session 1)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>30 SENO BATH (1)</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>First Aid Course 5 (Session 2)</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>31 SENO BATH (2)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>SENO KEYN/CV</td>
<td>19 Sch Hols</td>
<td></td>
</tr>
<tr>
<td>Schools Maths session</td>
<td>20 Sch Hols</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>21 Sch Hols</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>22 Sch Hols</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>23 Sch Hols</td>
<td></td>
</tr>
</tbody>
</table>

16
# Diary of Events for Spring Term 2014 Cont.

## March 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Playworkers – Conference ‘The Spinning World’&lt;br&gt;First Aid Course 6 (Session 1)</td>
</tr>
<tr>
<td>2</td>
<td>Food Safety 1 (Session 1)</td>
</tr>
<tr>
<td>3</td>
<td>First Aid Course 6 (Session 2)</td>
</tr>
<tr>
<td>4</td>
<td>Food Safety 1 (Session 2)</td>
</tr>
<tr>
<td>5</td>
<td>Introduction the revised and updated EY Equalities Leaders Guidance Folder</td>
</tr>
<tr>
<td>6</td>
<td>Leaders &amp; Managers On the Front Foot – leading your setting through inspection</td>
</tr>
<tr>
<td>7</td>
<td>First Aid Course 7 (Session 1)</td>
</tr>
<tr>
<td>8</td>
<td>Child Protection – Foundation Level&lt;br&gt;Speech &amp; Language – Speech Sounds</td>
</tr>
<tr>
<td>9</td>
<td>Physical Activity in Everything we Do</td>
</tr>
<tr>
<td>10</td>
<td>First Aid Course 7 (Session 2)</td>
</tr>
<tr>
<td>11</td>
<td>Childminding Training – Half Day Conference</td>
</tr>
</tbody>
</table>

## April 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Speech and Language – Language and Communication</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
Cluster Storymaking

If your setting has been part of a previous story making project cohort over the past 7 years then please come along to these twilight clusters to refresh and share stories. All practitioners are welcome from Schools and Preschools/Nurseries and Childminders.

You will leave with new ideas and/or be revitalised in using this successful, fun approach to engaging all children in story making, mark making and communication and language.

If you are actively story making please bring a story to share.

Trainers: Lin Oakley and Julie Read, Bishop Sutton Pre-School & Forest Club

Tuesday 13th May 2014

Target Group: Schools, Childminders and Pre-Schools/Nurseries

Numbers are limited to 30 people. We will initially take 2 bookings from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
B&NES DIRECTOR of PUBLIC HEALTH AWARD

Celebrating Difference

How does your setting ensure it promotes a culture where all families and the wide diversity within our communities are celebrated so that all children are better supported to live in 21st century Britain?

| Thursday 27th March | 6.30pm – 8.30pm (reg. 6.15pm) | St Martins Garden Primary School Bath |

trainer: Lucy Rae, Director of Public Health Award Coordinator Early Years

This training is universal and open to all Early Years practitioners.

The government estimates that 6% of the population is lesbian, gay or bisexual. Children within your setting will have gay family members or family friends and some children will realise they are gay when they are older.

The training will support you to:
- Consider this topic in an age appropriate way.
- Reflect the lives of all children and families in the wider community.
- Ensure all policy, practice and use of ‘everyday’ language is inclusive of all families.
- Ensure all children can see themselves and their families reflected in the setting’s ethos, resources and environment.
- Access resources to support the promotion of the diverse nature of families.
- Reflect on gender stereotyping. Often boys who don’t act like ‘typical boys’ and girls who don’t act like ‘typical girls’ are subject to homophobic bullying when they are older and are not able to be themselves for fear or prejudice.
- Respond to any challenge or use homophobic language you may encounter.
- Create an environment of respect which supports the prevention of homophobic bullying which is an issue in primary schools.

Cost: **No cost** to setting as this course is funded by Public Health

Numbers are limited to 25 people only, we will initially take 1 booking from each setting, further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
Child Protection Update Session

This is the final session for those who were not able to attend one of the previous 3 sessions.

In light of recent changes and the revised Ofsted inspection framework we have updated the Child Protection Guidance Folder which was provided to you by B&NES.

This is will be the last opportunity to attend a Child Protection update session, where you can drop in and collect your updated information for your child protection folder to replace the out-dated information. We anticipate this taking approximately 20-30 minutes.

As part of this session we will be talking through the new information and collecting the out of date material to ensure it is not kept.

If the Designated Person for Child Protection is unable to attend, please ensure that an alternative practitioner comes in their place.

You will need to bring your Child Protection Guidance file with you in order to receive your need updates.

Date: Tuesday 21\textsuperscript{st} January 2014

Time: 6pm – 8pm

Venue: St Martin’s Garden Primary School, Bath

Cost: No cost to setting as this course is subsidised by B&NES Early Years Team

Target Group: Designated Person for Child Protection
Child Protection Training – Foundation Level

Foundation Child Protection is for all those working with children, young people and adults/carers. Applicants should have completed induction via their organisation prior to attending this (for childminders this means completing the Introduction to Childminding Practice course).

By the end of the session participants will:
- Be clear about key roles and responsibilities in and for childcare settings
- Understand the safeguarding agenda for childcare settings and where child protection fits into it
- Be aware of different types of abuse and possible signs and symptoms
- Be clear about what to do if they are concerned about a child
- Be clear about how to respond to a child who tells them about possible abuse.

Please note – the LSCB advises that the Designated Person for Child Protection in each setting should complete the following two courses (details found on the pages that follow):

**Interagency Child Protection** (one day) – an equivalent course is now available on Saturdays. See page 24 for details.

**Advanced Interagency Child Protection** (two days)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 4th February</td>
<td>6.30pm – 9pm (reg. 6.15pm)</td>
<td>Bath and North East Somerset Council Chamber, Riverside Offices, Keynsham</td>
</tr>
<tr>
<td>Tuesday 18th March</td>
<td>6.30pm – 9pm (reg. 6.15pm)</td>
<td>St Martins Garden Primary School, Bath (Jnr Hall)</td>
</tr>
</tbody>
</table>

Cost: **No cost** to setting as this course is subsidised by B&NES Early Years Team

Target Group: All early years, childcare and play practitioners

Numbers are limited to 20/25 people. We will initially take 1 person from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone
Child Protection Training for the Designated Person for Child Protection in Group Based Settings

The Designated Person for Child Protection should attend the following courses:

Inter-agency Child Protection
A one day course focusing on a multi-agency approach and response to child protection issues.

We have had feedback that settings have found this course difficult to attend as it previously only been run on weekdays. This course is now being made available on some Saturdays each year to allow access to all. Please see page 22 for further details of the Saturday training sessions.

Aims and Objectives:
To increase knowledge of the evidence base in relation to Child Abuse
To encourage participants to work across agencies in managing child protection concerns
To increase participants knowledge of indicators of child protection concerns
To raise awareness of local and government policies and guidance in child protection.

Advanced Inter-agency Child Protection
Applicants must complete the Inter-agency Child Protection one day course before booking on to the Advanced Course.

Two days 9.30am – 4.30pm (Free to all member agencies, £200 for other non paying agencies).

For those who have particular responsibilities for child protection and who are likely to be involved in s47 enquiries, strategy discussions/meetings and child protection conferences or for those who work with complex cases.

Additional Training that the Designated Person may also attend:
Further Specialist courses are available via the Inter-agency Safeguarding Children Training programme.
Please note – If your agency is not a paying member of the LSCB then there is a charge for courses. You must have completed the Advanced Inter-agency Child Protection two day course to be eligible to apply for the specialist courses. All courses require your manager's agreement and a booking form must be completed. People will be charged a £50 non-attendance charge once short listing has taken place if they fail to attend and do not provide sufficient notice of non-attendance.

A copy of the Inter-agency Safeguarding Children Training Programme is available online which gives full details of the current courses which are available: (please note costs for each individual course will be included in the brochure)


For all enquiries and bookings about Safeguarding (Child Protection) training contact:

Bath and North East Somerset Council, Children’s Services, PO Box 3343, BATH BA1 2ZH

Email: Interagency_Safeguardingchildren@bathnes.gov.uk
Tel: 01225 394210
Child Protection Training – Saturday course equivalent to the Interagency Child Protection Course

This course is equivalent to the Inter-agency One Day Course for those who are the Designated Person for Child Protection (DPCP). On completion, the DPCP can go on and attend the two day Advanced Inter-agency Child Protection course.

The opportunity to attend this training on a Saturday has been given in response to feedback from many early years and play organisations who found it difficult to attend the Inter-agency Child Protection course on a week day. We need to ensure that these Saturday courses are well attended if they are to continue!

Aims:
- To increase knowledge of the evidence base in relation to Child Abuse.
- To encourage participants to work across agencies in managing child protection concerns.
- To increase participants knowledge of indicators of child protection concerns.
- To raise awareness of local and government policies and guidance in child protection.

Learning Outcomes:
- Be aware of the definitions and types of abuse and their impact on children.
- Be able to recognise and respond to safeguarding and child protection concerns.
- Be aware of the child protection processes and how key agencies work together to identify and meet the needs of children where there are safeguarding concerns.
- Be aware of the impact that domestic abuse, substance misuse and parental mental health can have on parenting capacity have begun to consider issues of specific compliance and the importance of family history and functioning.

Refreshments will be provided but please ensure that you bring lunch.
Saturday 17th May | 9.30am – 5pm (reg. 9.15am) | The Somer Centre, Midsomer Norton

Cost: **No cost** to setting as this course is subsidised by B&NES Children’s Workforce Team

Target Group: The Designated Person for Child Protection

Numbers are limited to 25 people. We will initially take 1 person from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone
Child Protection Training for Non-Childcare Staff

This training is a ‘basic awareness raising’ programme only for people who do not work directly with Children, Young People and Parents/Carers eg. Admin Support Staff, Governors, Caretakers, Cleaners etc.

Written in partnership with the NSPCC, this programme is designed to teach everybody about their roles and responsibilities in protecting children. The programme explains the need to know facts about what abuse is and the damaging effects it can have on a child’s life. It aims to help you identify when a child might be at risk by highlighting possible signs and indicators. It also has a step-by-step action plan to follow should there be concerns about a child’s welfare.

If you would like to book on to this training please contact Donna Biddlecombe on 01225 394426 or Donna_Biddlecombe@bathnes.gov.uk
Childminder Specific Training
General Information

This section covers training that is specific to childminders. Childminders can access other training within this booklet in addition to the training outlined here.

How do I become a Childminder?
Are you interested in becoming a childminder in Bath and North East Somerset? If you are you will need to book on to one of our Briefing Sessions to find out more. At the Briefing Session you will be given information about how to register as a childminder, as well as an opportunity to meet with the Childminding Team from Early Years and Extended Services who will be available to answer questions at the end of the session. After attending a briefing session you may then book on to an Introduction to Childminding Practice (ICP) course which you will need to complete before you can register as a childminder.

For more details about Briefing Sessions please contact Richard Hill on:

Tel: 01225 394042  
Email: Richard_hill@bathnes.gov.uk  
Address: Richard Hill, Early Years and Extended Services, Riverside Offices, North Block, Temple Street, Keynsham, Bristol, BS31 1LA

Childminding Groups in Bath & North East Somerset
Childminding groups offer childminders a place where they can access a wide range of resources and activities for the children in their care. The Childminding Co-ordinators are available to offer support and advice with any business and training needs as well as supporting the childminders with their children’s learning and development. Childminders are encouraged to attend their local Children’s Centre group and can only attend up to two of these groups at any time.

We have listed the Childminding Groups and where and when each group takes place on page 29.
Childminder – Half Day Conference

There will be outside speakers discussing the following topics:

Autistic Spectrum Disorder
‘Potty’ Training
Updates on the SEND reform
2yr funded Childcare Places
Any changes from Ofsted

See page 31 for further details.

Contact Details for the Childminding Team:

Childminding Co-ordinators
Carole Allen-Smith 07980 998907
Sarah Allum 07530 263002
Wendy Marsh 07530 263233

Lead Childminding Officer
Lucy Farmer 07980 998908
Childminding Groups in Bath & North East Somerset

Keynsham Children’s Centre Childminding Group,
Keynsham Children’s Centre, 65 Westview Road, Keynsham
Sessions are held 1st and 3rd Tuesday each month 9.30 – 11.30am

Midsomer Norton Children's Centre Childminding Group,
Midsomer Norton Children’s Centre, Pow’s Orchard, Midsomer Norton.
Sessions are held alternate Wednesdays 9.30 – 11.30am

St Martin’s Children’s Centre Childminding Group,
St Martin’s Garden Children’s Centre, Frome Road, Bath
Sessions are held every Mondays 9.30 - 11.30am

Twerton First Steps Children’s Centre Childminding Group,
First Steps Children's Centre, Dominion Road, Bath
Sessions are held every week Thursdays 9.30 – 11.30am (term time only)

Weston Children’s Centre Childminding Group,
Weston Children’s Centre, Penn Hill Road, Weston, Bath
Sessions are held alternate Wednesdays 9.30 -11.30am

Parkside Children’s Centre Childminding Group,
Charlotte Street, Bath
Sessions are held alternate Tuesdays 9.30 - 11.30am

Flutterbys Childminding Group,
Wesley Methodist Church Hall, Paulton.
Sessions are held every Thursday 10.00am -2.00pm (term time only).

St. Saviour's Childminding Group,
Small Hall, St. Saviour’s Infant School, Larkhall, Bath.
Sessions are held alternate Thursdays 9.30 - 11.30am (term time only).

Twerton Childminding Group & Toy Library, Temporarily postponed
Alternative sessions held at St Martins Garden Children’s Centre,
Frome Road, Bath Mondays 9.30 - 11.30am (term time only)
**Keynsham Childminding Group, (evening without children)**
Queens Road Methodist Church, Keynsham
Sessions are held second Tuesday of the month (except in August)
7.30 – 9.30pm. Contact Jan Glossop on 0117 9863572 for details.

**Evening Childminding Support Groups,**
Three times a year during term time to be held in Keynsham, Bath and Midsomer Norton – see CPD booklet for details.

Please contact the Childminding Team on 01225 394042 for further details
Childminder Training
Half Day Conference
Saturday 22\textsuperscript{nd} March 2014

This morning has been planned to support our practice and will include sessions from outside speakers on the following topics:

- Autistic Spectrum Disorder
- ‘Potty’ Training

There will also be updates on the SEND reform, changes to 2year funded childcare places and any changes from Ofsted.

Date: Saturday 22\textsuperscript{nd} March 2014

Time: 9am registration and breakfast pastries
Start: 9.20am – 1.30pm

Venue: Fry’s Conference Centre, Keynsham

Cost: £10.00 per person

Target Group: Childminders

Numbers are limited to 40 people. Further places will be allocated if available. You will receive confirmation of your booking by letter, email or telephone.
**EYFS Profile Moderation Cluster**

All Reception teachers not receiving a moderation visit in 2014 will be required to attend one of these Moderation Clusters. (Details of schools receiving a visit will be sent out in March)

The format of peer moderation will be similar to previous years. Teachers are required to bring up to date, internally moderated judgements recorded on formats which will be sent into schools prior to the session. An example of this format is in the 2014 LA EYFS Moderation handbook which is available The HUB.

Please bring any evidence of children’s progress to support your judgements, your recorded judgements, your Profile Handbook and Exemplification Materials.

Y1 teachers are welcome to join this session if space is available

Trainers: Early Years Consultant/Moderation Team

Please attend either morning or afternoon session:

<table>
<thead>
<tr>
<th><strong>AM session</strong></th>
<th>9.15am – 11.45 (reg. 9am)</th>
<th>Frys Conference Centre, Keynsham (Carter Room)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 8th May</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PM session</strong></th>
<th>1pm – 3.30pm (reg. 12.45)</th>
<th>Frys Conference Centre, Keynsham (Carter Room)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 8th May</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Target Group: YR practitioners, Y1 Teachers, SMT, Assessment Coordinators, Head Teachers

You will receive confirmation of your booking by letter, email or telephone.
Early Language Development Programme (ELDP) – Support Children to become good Communicators in Life

This is an accredited 2 part training course developed from I Can materials, which supports practice around speech, language and communication in early year’s settings. It is focussed on under 3’s but is useful across all ages in the EYFS particularly if you have children with language/communication difficulties. The course uses film clips, practical activities and research led discussions to learn more about early communication and language from birth and beyond.

**Session 1:**
**Speech, Language and Communication Development 0-3yrs**
- How does communication begin?
- Building blocks and skills needed to communicate
- Communicating in home languages
- Stages of communication development
- Factors affecting communication development/risk factors
- Bilingualism
- Role of practitioners/parents/when to seek support and how to refer on

**Session 2:**
**Positive approaches to supporting communication development**
- Language play and cognition-the relationship between play, language learning and the development of play
- Creating a communication supportive environment
- Routines and activities
- Using activities to support communication and language development
- Adult interaction
- Combining factors to support communication and development

Please be aware that it is a requirement to attend both sessions.

Trainers: Joanne Goode, Early Years Advisory Teacher
          Amanda Bachrach, Early Years Advisory Teacher
Please attend both sessions:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 7th February &amp; Friday 14th February 2014</td>
<td>1pm – 3.30pm (reg. 12.45)</td>
</tr>
<tr>
<td>Monday 26th April &amp; Tuesday 6th May 2014</td>
<td>6.30pm – 9pm (reg. 6.15pm)</td>
</tr>
</tbody>
</table>

Cost: **No Cost** to setting to comply with conditions of ICAN training

Target Group: All early year’s practitioners, but particularly those who work with children under 3 years

Numbers are limited to each session to 25 people. We will initially take 1 person from each setting. Further places will be allocated if available. You will receive confirmation of your booking by letter, email or telephone.
Emotion Coaching
A Different Approach to Managing Behaviour

What is Emotion Coaching?
“Emotion Coaching is about helping children and young people to understand the different emotions they experience, why they occur and how to handle them”

Emotion coaching was first introduced by John Gottman and his colleagues in the USA. Emotion coaching is about helping children to become more aware of their emotions and to manage their own feelings particularly during instances of misbehaviour. It entails validating children’s emotions, setting limits where appropriate and problem-solving with the child to develop more effective behavioural strategies. In effect, emotion coaching techniques instil the tools that will aid children’s ability to self-regulate their emotions and behaviour. It enables practitioners to create an ethos of positive learning behaviour and to have the confidence to de-escalate situations when behaviour is challenging. Emotion coaching provides a value-added dimension to behaviour management strategies and creates opportunities for longer-term solutions to children’s well-being and resilience.

Why do Emotion Coaching?
“Much of today’s popular advice about children’s behavior ignores the world of emotions. Instead, it relies on child-rearing theories that address the children’s behavior, but disregard the feelings that underlie that behavior”

Emotion coaching:
✓ Helps children to regulate, improve and take ownership of their behavior
✓ Helps children to calm down and better understand their emotions
✓ Helps practitioners to be more sensitive to children’s needs
✓ Helps create more consistent responses to children’s behavior
✓ Helps practitioners to feel more ‘in control’ during incidents
✓ Helps promote positive relationships.
What participants say about Emotion Coaching

“It makes the children feel more secure and gives them a vocabulary to talk about how they are feeling instead of just acting out. This helps them to be more positive and happier.” (Practitioner)

“I used it when two boys were getting really hyper… They completely calmed down… We’re so used to the Supernanny stuff and the naughty step but this gives you a different tool to use.” (Practitioner)

“He’s a different child from what he was like before and the other children pick up on what he’s like and will play with him now.” (Practitioner)

Trainer: Janet Rose, Senior Lecturer, Early Years Award Leader, Bath Spa University

Both sessions need to be attended:

| Thursday 15\textsuperscript{th} May | 6.30pm – 8.30pm (reg. 6.15pm) | Bath and North East Somerset Council Chamber, Riverside Offices, Keynsham |
| Thursday 22\textsuperscript{nd} May | 6.30pm – 8.30pm (reg. 6.15pm) | Bath and North East Somerset Council Chamber, Riverside Offices, Keynsham |

Target Group: Practitioners who lead on Supporting Children with Emotional and Behavioural Needs

Cost: £25.00 per person B&NES
     £45.00 Outside of the Authority

Numbers are limited on these sessions to 40 people. We will initially take 2 bookings from each setting. Further places will be allocated if available. You will receive confirmation of your booking by letter, email or telephone.
Introducing the revised and updated
Early Years Equalities Leaders Guidance Folder

This will be the last opportunity to attend this training.

We would like to welcome any Equalities Leader who has not yet attended a launch session last term to come to this event, where you will receive a free copy of the revised Equalities Leader Guidance Folder.

The guidance folder has been updated into a practical reference tool to support your work on equality, diversity and inclusion. The session will be an opportunity to become familiar with the contents of the new folder and share and discuss effective practice around some aspects of equalities, including the Serious Equality Incident Report Form (SEIRF).

As part of your role as Equality Leader, OfSTED may require you to demonstrate the effective equalities practice in your setting. We highly recommend you book on to this training so you can access the folder and introductory activities.

**NB: Folders will only be free to those settings that attend the training**

Trainers: Tracey Curzons, Early Years Advisory Teacher
Carole Allen-Smith, Childminder Coordinator
Louise Murphy, Equalities and Diversity Officer

<table>
<thead>
<tr>
<th>Tuesday 11th March</th>
<th>7pm – 9pm (reg. 6.45pm)</th>
<th>St Martins Garden Primary School, Bath</th>
</tr>
</thead>
</table>

Cost: £10.00 per person including a FREE Equalities Leader Guidance folder

Target Group: Setting Equality Leader

Numbers are limited on this session to 30 people. We will initially take 1 booking from each setting and further places will be allocated if available. You will receive confirmation of your booking by letter, email or telephone.
First Aid Training

Early Years and Extended Services will be running 12 Hour Paediatric First Aid for early years practitioners (*except those working in schools – see note below) through the academic year. Courses will be run over 2 Saturdays and 4 evenings. The certificate that you will gain upon successful completion of the course is valid for 3 years.

We are changing the system for booking on to these courses and you can now book on through this booklet. The dates that we have available are set out below. Please use the form at the end of the booklet to book on to these courses. We advise that you book on to a course **at least 6 months** before your first aid certificate is up for renewal. We can offer up to two places for each setting on each course.

**All places on First Aid courses are now charged at £80 for each place.** Places are invoiced once the course has taken place. If you wish to cancel the place you must give at least 21 days notice or you will be charged the full amount.

*If you work in a school and would like to book onto First Aid Training, please contact the Health and Safety Team on 01225 395115 or email: health_safety@bathnes.gov.uk for details of their courses.*

Early Years and Extended Services offer courses throughout the year. **You must attend all the course sessions in order to receive your certificate.** The following courses are currently available:

**FA Course 5**
Thurs 23rd Jan 2014  St Martins Garden Primary School, Bath
Thurs 30th Jan 2014  6.30pm – 9.30pm (reg. 6.15pm)
Thurs 6th Feb 2014
Thurs 13th Feb 2014

**FA Course 6**
Sat 1st March 2014  The Somer Centre, Midsomer Norton
Sat 8th March 2014  9am – 4pm (reg. 8.45am) (Small Hall)

**FA Course 7**
Sat 15th March 2014  Queens Road Methodist Church,
Sat 22nd March 2014  Keynsham  9am – 4pm (reg. 8.45am)
Food Safety Training

All staff responsible for food preparation and handling should receive appropriate training that includes storing, preparation, cooking and serving food safely and hygienically. The recommended course is now the Level 2 Award in Food Safety.

Bath and North East Somerset will be running a limited number of the Level 2 Award in Food Safety over each academic year. Courses will either run over 2 evenings or on a Saturday. The certificate that you will gain upon successful completion is valid for 3 years.

We are changing the system for booking on to these courses and you can now book on through this booklet. The dates that we have available are set out below. Please use the form at the end of the booklet to book on to these courses. We advise that you book on to a course at least 6 months before your certificate is up for renewal. We can offer up to two places for each setting on each course.

All places on Food Safety courses are now charged at £60 for each place. Places are invoiced once the course has taken place. If you wish to cancel the place you must give at least 21 days notice or you will be charged the full amount.

When attending this training can you please bring photographic ID eg Passport or Driving Licence when attending this course.

FS Course 1
Monday 3rd March &
Monday 10th March 2014  St Martins Garden Primary School, Bath
6.30pm – 9.30pm (reg. 6.15pm)

Other Food Safety Training Providers
The following local organisations may also provide the Level 2 Food Safety course. Please contact them directly to obtain further information.

City of Bath College  01225 312191
City of Bristol College  0117 312 5000
Norton Radstock College  01761 433161
Wiltshire College  01249 465363
**Food Safety via Distance Learning**

The National Day Nurseries Association (NDNA) and The Safer Food Group are working in partnership to offer an online Basic Food Hygiene Certificate for nurseries for only £9.99 +VAT. This is a Level 2 Award in Food Safety.

This certificate is fully accredited by Qualifi and nationally recognised by OFQUAL, the official regulator. The syllabus is approved by UK Environmental Health Officers.

The food hygiene training course is split into a variety of chapters with a short video on each chapter and a quick test so you can check your progress. Each chapter focuses on a different area of food hygiene, topics covered include:

- Food poisoning
- Personal hygiene
- Cleaning & disinfection

This training course is suitable for anyone who is handling or preparing food in a childcare setting.

Prices for the Food Hygiene online training course are currently:
- **£9.99 +VAT** for NDNA members
- **£11.99 +VAT** for non-members

More details can be found here: [www.ndna.org.uk/quality-training-careers/training/food-hygiene](http://www.ndna.org.uk/quality-training-careers/training/food-hygiene) Or by calling: 01484 40 70 77
HENRY training is underpinned by the latest research into complex factors that protects against, or leads to, obesity. This course recognised that childcare settings play a vital role in providing a healthy start for young children.

Trainer: Lucy Rae, Director of Public Health Award Coordinator Early Years

This training is universal and open to all practitioners but it is also designed to support settings working towards the Healthy Early Years Certificate or Healthy Outcomes Certificate for Early Years as part of the Director of Public Health Award.

This course will provide practical information about nutrition, activity for young children and the tools to manage behaviour for physical and emotional well-being.

This training will enable staff to:

- Adopt a consistent approach and model a healthy lifestyle to young children in their care.
- Develop their knowledge about health meals, snacks and portion sizes for young children.
- Understand the value of active play.
- Manage behaviour and build self-esteem.
| Thursday 13\textsuperscript{th} February | 9.15am – 4.30pm (reg. 9am) | Snapdragons, Keynsham |

Please note for the day session lunch will be provided, can you please let me know if you have any dietary needs.

Cost: **No cost** to setting as this course is funded by Public Health

Numbers are limited on these sessions to 20 people. We will initially take 1 bookings from each setting. Further places will be allocated if available.
Makaton Training
Stages 1 and 2

Introduction to Makaton – these sessions introduces signs and symbols from Stages 1 and 2, and the additional vocabulary (approximately 150 concepts), as well as information about the programme.

You will need to attend all 3 evening sessions.

Trainer: Speech and Language Therapist

Dates: 1. Tuesday 28th January 2014
2. Tuesday 4th February 2014
3. Tuesday 11th February 2014
   (all 3 sessions need to be attended)

Time: 6.30pm – 8.30pm (reg. 6.15pm)

Venue: St Martins Garden Primary School, Bath (Jnr Hall)

Cost: £80.00 per person

Numbers are limited on these sessions to 12 people. We will initially take 1 booking from each setting. Further places will be allocated if available.

You will receive confirmation by letter, email or telephone.

You will be charged the full cost rate of £80 for non-attendance.
This is an introductory course for all Teachers, Childminders and Early Year’s Practitioners who are new to the Early Years Foundation Stage:

We will explore:
- The underpinning themes and principles of the Early Years Foundation Stage
- The Characteristics of effective early learning
- How we can support and develop these in our practice

Trainers: Jane Southwell, Early Years Consultant
          Amanda Bachrach, Early Years Advisory Teacher

Date: Wednesday 12th February 2014

Time: 6.45pm – 8.45pm (reg. 6.30pm)

Venue: St Martins Garden Primary School, Bath

Target Group: Teachers, Childminders and Early Years Practitioners

Cost: £10.00 per person

Numbers are limited at this session to 30 people. We will initially take 2 bookings from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
Playing with Sounds: Having fun with Letters and Sounds Phase 1

This session aims to support practitioners working with children in their pre-school year to develop children’s listening and attention skills and their ability to tune into different sounds. It will explore practical ways to use some of the Letters and Sounds Phase 1 materials to develop children’s phonological awareness and skills in early language and literacy.

Trainers:
Jane Southwell, Early Years Consultant
Joanne Goode, Early Years Advisory Teacher

Wednesday 5th February
6.30pm – 8.30pm (reg. 6.15pm)
Bath and North East Somerset Council
Chamber, Riverside Offices, Keynsham

Cost: £10.00 per person

Target Group: Early Years Practitioners

Numbers are limited at this session to 30 people. We will initially take 2 bookings from each setting. Further places will be allocated if available.

You will receive confirmation by letter, email or telephone.
In this session Elspeth Davies OBE, HMI, and Early Years Specialist will join us to support you in preparing for the Ofsted process.

- The focus of the session will be on the new Ofsted Inspection framework for early years and the role of the leader/manager in preparing and leading their setting through the process. We will also consider the issues for staying ‘Good’ and reaching ‘Outstanding’.

- The key purpose of this session will be to empower leaders and managers and support their confidence about the inspection process as a whole.

**The Launch of The Hub, the replacement for Merlin:**

We will take 20mins at the beginning or end of Elspeth’s session to introduce you to our new Cloud Base Site through which we will once again will be able to share useful documents and information directly with you.

**Trainer:** Elspeth Davies OBE, HMI and Early Years Specialist

**Date:** Thursday 13th March 2014

**Venue:** Fry’s Conference Centre – Carter Room

**Please book onto either the morning or afternoon session:**

**Morning:** 9.30am – 12am (reg. 9.15am)

**Afternoon:** 12.45 – 3.15pm (reg. 12.30)

**Cost:** **No cost** to setting as this course is subsidised by B&NES Early Years Team

**Target Group:** Leaders and Managers of Early Years settings

Numbers are limited on each session to 50 people. We will initially take 1 booking from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
Observation Training: Tuning into Your Children

All the commitments of the EYFS expect practitioners to ‘tune in’ to children as unique individuals.

This course offers an opportunity to learn about how we might observe children closely and reflect upon what we find out. We will explore the key skills such as listening actively, being an attentive play partner, building special relationships with children and their families, interacting in a respectful and sensitive way, and acting on what we find out to meet the needs of every child from every background. We will focus on how observation fits into the on-going observation, assessment and planning cycle and how we might do all this in a busy Early Years Setting!

This is a skills based training session for any practitioner who would like to increase their confidence in this area.

Trainer: Early Years Advisory Teachers

| Monday 20th January | 6.30pm – 8.30pm (reg. 6.15pm) | Snapdragons, Keynsham |

Cost: £10.00 per person

Numbers are limited on this session to 20 people. We will initially take 1 booking from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
B&NES DIRECTOR of PUBLIC HEALTH AWARD

“Physical Activity in Everything we do”
A continuous provision approach

Tuesday 11th February 9.30am – 11.30am (reg. 9.15am) Snapdragons, Keynsham

Thursday 13th March 6.30pm – 8.30pm (reg. 6.15pm) St Martins Garden Primary School, Bath

Trainer: Lucy Rae, Director of Public Health Award Coordinator Early Years

This training is universal and open to all Early Years practitioners but it is also designed to support settings working towards the Healthy Early Years Certificate or Healthy Outcomes Certificate for Early Years as part of the Director of Public Health Award.

This training will help you:
- Understand the importance of physical development from birth to five on babies and young children’s achievement, emotional well-being and physical health.
- Consider how physically enabling your environment is inside and out and how much you encourage incidental active play as part of your continuous provision.
- Explore how we can develop a play rich environment both inside and outdoors that encourages challenge and supports physically active play for development and mastery of movement skills.
- Explore how the characteristics of effective learning are all easily supported through physically active play opportunities.
- Consider the ‘UK Physical Activity Guidelines for the under 5’s
- Link the above to the British Head Foundation’s new early years physical activity guide ‘Early Movers’. The pack is designed to help early years practitioners plan and organise physically active play environments for children under five in order to apply the above guidelines.

Cost: No cost to setting as this course is funded by Public Health

Numbers are limited to 20/25 on all these courses. We will initially take 1 booking from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
Playworkers Training

In addition to the opportunities available to you in this booklet we offer additional continued professional development opportunities specifically for playworkers. The Playwork Network offers training and networking opportunities for all play workers, leaders, volunteers and adults who work with children over the age of 5. If you would like to receive information about our events training and job opportunities please contact: Karen Fleming on 01225 394300 or 07980 998887 or email karen_fleming@bathnes.gov.uk

Child Protection Training

All out of school groups, holiday play schemes and other groups delivering play opportunities must have a member of staff who is the Designated Person for Child Protection in the setting. This person should attend the Inter-agency Child Protection Course (and the Advanced Inter-agency Child Protection Course). Please note that there is now the opportunity to attend an equivalent to the Inter-agency Child Protection course on a Saturday. This course has been set up due to feedback from many early years and play organisations who found it difficult to attend on a week day. We need to ensure that these Saturday courses are well attended if they are to continue to be offered!

Further details about Child Protection Training courses can be found on page 21.

Further details on the Inter-agency Child Protection Course and Advanced Inter-agency Child Protection Course can be found on page 22.

Further details about the equivalent course to the Inter-agency Child Protection Course that will be running on a Saturday can be found on page 24.

Play Network Events for your diary

Play Conference – ‘The Spinning World’

Guest Speaker: Sarah Hillman is a campaigner for Kenyan children and promoter for African food. She will share her memories of play and growing up in Kenyan, she will also be preparing food from the African kitchen for lunch on the day. There will be also be workshops on: Equalities in Play, Games from around the World, Carnival Arts and Crafts and Street Play. Please contact (details below) for a booking form to be completed.
Date:  Saturday 1st March 2014

Time:  10am – 2.30pm

Venue:  St Martins Garden Primary School, Bath

Cost:  £20.00 if you book before 27th January 2014 or 
       £30.00 after this date 
       £50.00 if you work outside B&NES

To book on to all Play Network sessions please use the booking form at the end of this booklet or email Donna Biddlecombe on donna_biddlecombe@bathnes.gov.uk

Got a specific training need or need advice?
If you would like to talk to someone about your training needs or you need other support to access training please contact
Karen Fleming 01225 394300 07980 998887 or
email:karen_fleming@bathnes.gov.uk
Provider Information Events

Free provider events have been arranged where further information will be available on the two year old funding eligibility criteria from September 2014.

These events are open to existing providers and new providers who are interested in offering the two year old funding.

Trainers: Philip Frankland, Business Services Manager  
Nikki Valentine, Early Years Project Manager

Please choose one of the dates below a light supper will be provided:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 4th February</td>
<td>7pm – 8.30pm</td>
<td>St Martins Garden Primary School, Bath</td>
</tr>
<tr>
<td></td>
<td>(reg. 6.45pm)</td>
<td></td>
</tr>
<tr>
<td>Tuesday 11th February</td>
<td>7pm – 8.30pm</td>
<td>Fry’s Club Conference, Keynsham</td>
</tr>
<tr>
<td></td>
<td>(reg. 6.45pm)</td>
<td></td>
</tr>
</tbody>
</table>

Cost: **No Cost** to settings as funded by the B&NES Business Services Team

Target Group: Leaders, Managers, Owners, Committees, Childminders and Administrators

Numbers are limited on this course to 50 people. We will initially take 2 bookings from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
Safer Recruitment Training

Learn how to recruit safely into the children and young people’s workforce

Safer Recruitment Training is required to ensure that correct decisions are made during the recruitment process to ensure that unsuitable people are not given the opportunity to access children and young people. All those recruiting people to work with children and young people, whether in the public, private or voluntary sectors, should complete safer recruitment training.

All organisations should ensure that, at a minimum, there is at least one member of all interview panels who has completed Safer Recruitment Training. Safer Recruitment Training is available from the Department of Education (this training was formerly hosted by the Children’s Workforce Development Council (CWDC) website) via:

http://www.education.gov.uk/e-learning/login/index.php

There are two programmes available – please ensure that you select the programme appropriate to you.

1. Safer Recruitment in Education – this course is for those working in the school sector workforce only

2. Recruiting safely: Safer recruitment for the wider audience – all those not in the school sector should complete this course.
SENCo Training
For SENCo’s in Preschools and Nurseries

We have set out the dates of all the SENCo training for the next academic year to allow settings to plan for their SENCo to attend.

If your SENCo is unable to attend the session please ensure a Leader/Manager or Senior Member of Staff attends to ensure suitable feedback to the staff team. Please note only one SENCo per setting can attend.

PLEASE NOTE THE COST FOR ATTENDING SENCO TRAINING WILL BE £10.00 per person for Term 3.

<table>
<thead>
<tr>
<th>Term 3– JANUARY 2014 – Transition Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus:</strong> Transition planning to improve outcomes for children with Special Educational Needs and Disabilities. Updates on the role and benefits of Common Assessment Framework (CAF) in supporting children’s outcomes.</td>
</tr>
</tbody>
</table>

Your SENCo and Preschool staff team need to be up to date with developments around transition planning in Bath and North East Somerset for children moving onto school in September 2014. This session will enable the SENCo to be anticipatory and proactive in identifying and planning for targeted transition to ensure our children make positive and appropriate transitions. In addition, colleagues from the Integrated Working Team will be sharing information around opportunities the Common Assessment Framework (CAF) provides as we move forward with developments from the SEND Reform.

Daytime sessions – all sessions run from 12.45 – 2.45pm (reg. 12.30pm)

**Norton Radstock**
Monday 27th January 2014
Radstock Children’s Centre, Radstock
There is a free car park behind the centre

**Bath (running 2 sessions)**
Wednesday 29th January 2014
First Steps Twerton Children’s Centre, Bath
(limited to 20 people)

Thursday 30th January 2014
Odd Down Community Centre, Bath

**Keynsham/Chew Valley**
Friday 31st January 2014
Bath and North East Somerset Council Offices, Riverside Council Chamber, Keynsham
Focus: SEND Review Policy/Local Offer  
(Code of Practice 2014)

From 1st September 2014 the provisions in the Children and Families Bill, its associated regulations and Code of Practice will be in force.’

- Are you ready for the new SEND (Special Educational Needs and Disabilities) Reform which will be Statutory in all Early Years Settings and Schools?
- Did you know that the last changes took place in 2001 and that your SENCo may only be aware of the regulations of the current Code of Practice and they need to be informed of the new Code?

The aim of this two hour session is to inform Leaders and Managers and their SENCo’s of the SEND Reform and their responsibilities under the new Code of Practice.

As part of this session we will explore:

- The principles underpinning the Code of Practice
- How you will contribute information to the ‘Local Offer’ to children and families, outlining what your setting provides for children with SEND and their families. This will need to be in place for September 2014. (Local authorities must publish a local offer, setting out in one place information about provision they expect to be available for children and young people in their area who have SEN, including those who do not have ECH (Education, Health Care Plans).’
- How you will develop your policies and practices to reflect the new Code of Practice.

Date: Wednesday 14th May 2014

Venue: Fry’s Club Conference, Keynsham (Carter Room)

Cost: £10.00 per setting

Target Group: SENCo and Leader/Manager

Please book onto either morning or afternoon session:

Morning Session: Registration and Coffee/Tea: 9.15am  
Session from 9.30am – 11.30am

Afternoon Session: Registration and Coffee/Tea: 12.45  
Session from 1pm – 3pm

Term 4 & 6 - NO TRAINING
<table>
<thead>
<tr>
<th>NORTON RADSTOCK</th>
<th>CHEW VALLEY &amp; KEYNSHAM</th>
<th>BATH WEST</th>
<th>BATH EAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acorn</td>
<td>3-2-4 Playgroup</td>
<td>Barnaby</td>
<td>Alice Park</td>
</tr>
<tr>
<td>Bo Peep</td>
<td>Bishop Sutton Pre School</td>
<td>Caterpillars RUH</td>
<td>Apple Tree</td>
</tr>
<tr>
<td>Bumbles Daycare</td>
<td>Bishop Sutton Pre School Forest Club</td>
<td>Combe Park Pre School</td>
<td>Atelier</td>
</tr>
<tr>
<td>Camerton School Nursery</td>
<td>Buttercup Barn</td>
<td>Green Shoots</td>
<td>Bath Opportunity</td>
</tr>
<tr>
<td>Clutton</td>
<td>Castle Primary Nursery</td>
<td>First Steps Twerton Children's Centre</td>
<td>Bathampton</td>
</tr>
<tr>
<td>Country Garden Day Nursery</td>
<td>Coach House Montessori</td>
<td>First Steps Moorlands Children's Centre</td>
<td>Bath YMCA Day Nursery</td>
</tr>
<tr>
<td>Farmborough Playgroup</td>
<td>East Harptree</td>
<td>Footsteps Bath</td>
<td>Combe Down Nursery</td>
</tr>
<tr>
<td>Footsteps Paulton</td>
<td>Groovy Monsters</td>
<td>Guinea Lane</td>
<td>Freshford Pre School</td>
</tr>
<tr>
<td>Free Rangers</td>
<td>Magna Minors Day Nursery</td>
<td>Hopscotch</td>
<td>Jack and Jill</td>
</tr>
<tr>
<td>Laurel Farm Steiner Kindergarten</td>
<td>Magna Minors Pre School</td>
<td>King Edwards Prep</td>
<td>Little Scribblers</td>
</tr>
<tr>
<td>Little Fidgets</td>
<td>Marksbury &amp; District</td>
<td>Kingswood Prep School</td>
<td>Little Willows</td>
</tr>
<tr>
<td>Little Star Nursery (Farringdon)</td>
<td>Montessori Kindergarten</td>
<td>Noah's Ark Weston</td>
<td>Miles House</td>
</tr>
<tr>
<td>Little Star Nursery (Paulton)</td>
<td>Oak Tree</td>
<td>Oldfield Park Baptist</td>
<td>Monkton Pre Prep</td>
</tr>
<tr>
<td>Longvernal</td>
<td>Queens Road</td>
<td>Peter Pan Playgroup</td>
<td>Mulberry Kidz Day Nursery</td>
</tr>
<tr>
<td>Magic Box</td>
<td>Saltford Here We Grow</td>
<td>Pinocchio Day Nursery</td>
<td>Pepperpot Bathford</td>
</tr>
<tr>
<td>Midsomer Norton Nursery Class</td>
<td>Snapdragons Nursery Keynsham</td>
<td>Snapdragons Weston</td>
<td>Percy Pre-school</td>
</tr>
<tr>
<td>Moghill Annex</td>
<td>Stanton Drew &amp; Pensford</td>
<td>Stepping Stones</td>
<td>Snapdragons of Grosvenor</td>
</tr>
<tr>
<td>Next Steps</td>
<td>St Keyna Nursery Class (Little Gems)</td>
<td>Southdown Nursery Class</td>
<td>Squirrels Nursery (The Paragon)</td>
</tr>
<tr>
<td>Noah's Ark Paulton</td>
<td>St Nicholas Whitchurch</td>
<td>Sunshine</td>
<td>St Martin's Garden Children's Centre Nursery</td>
</tr>
<tr>
<td>Peasedown St John Nursery Class</td>
<td>Tiddlers Day Nursery Limited</td>
<td>St Andrews Nursery Class</td>
<td>Westwood Nursery</td>
</tr>
<tr>
<td>Radstock Children Centre Nursery</td>
<td>Tiddlers Pre School</td>
<td>St Saviours Nursery Class</td>
<td>Widcombe Acorns</td>
</tr>
<tr>
<td>St Nicholas Radstock</td>
<td>Growing 2gether</td>
<td>The Hut</td>
<td>Twerton Nursery Class</td>
</tr>
<tr>
<td>St Peters Playgroup</td>
<td></td>
<td>The Royal High</td>
<td></td>
</tr>
<tr>
<td>Sunflower Nursery Limited</td>
<td></td>
<td>Zebedees Bath</td>
<td></td>
</tr>
<tr>
<td>The Dovecot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timsbury Childcare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timsbury Pre-school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westfield Nursery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whisty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Mary's Writhlington</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zebedees PSJ</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Speech and Language Therapy Training
Speech Sounds

This training will:

- Give you an overview of the theory that underpins speech sounds therapy
- Explain and demonstrate the activities that happen in Speech and Language Therapy, Speech Sounds Groups
- Share ideas on activities that can be carried out in Early Years settings that will reinforce the activities that happen in Speech Sounds Groups
- Support you to understand and follow the IEP targets set by Speech and Language Therapists on developing children’s speech sounds
- Draw reference to the ‘Letters and Sounds’ document and how this complements speech sounds therapy

It will be practical session to share ideas on supporting children with speech sounds difficulties in Early Years Settings.

Trainer: Speech and Language Therapist
Date: Tuesday 18\textsuperscript{th} March 2014
Time: 9.30am – 12.30 (reg. 9.15am)
Venue: Snapdragons, Keynsham
Cost: £20.00 per person
Target Group: Early Years Practitioners

Numbers are limited to 18 people. We will initially take 1 person from each setting. Further places will be allocated if available.

You will receive confirmation of your booking by email or telephone.
Speech and Language Therapy Training
Language and Communication Difficulties

This training will:

- Explore “what is communication”?
- Provide information on age norms for language and communication development
- Enable you to identify children with language and communication needs and to know when to refer to Speech and Language Therapy Service
- Explain different ways we work with children and their families. This will include providing detailed information and explanations about the different groups we run
- Share ideas on strategies and activities that can be used in Early Years Settings to support children with language and communication difficulties
- Support you to understand and follow the IEP targets set by Speech and Language Therapists on developing children’s language and communication

It will be a practical session to share ideas on supporting children with language and communication difficulties. There will also be plenty of opportunity to ask questions and discuss any queries or concerns.

Trainer: Speech and Language Therapist
Date: Tuesday 1st April 2014
Time: 9.30am – 12.30 (reg. 9.15am)
Venue: Three Ways School
Cost: £20.00 per person
Target Group: Early Years Practitioners

Numbers are limited to 25 people. We will initially take 1 person from each setting. Further places will be allocated if available.

You will receive confirmation of your booking by email or telephone.

Please note there is NO parking at the School, participants must park in Sainsbury’s (Frome Road, bath, BA2 5RF) ‘colleague parking’ and then make a note of this in the Three Ways signing in book.
Speech and Language Therapy Training
Working with Children with severe Communication Difficulties: Key Person

This training will:

- Explore role of the key person in supporting the child with severe communication difficulties
- Share ideas and discuss strategies on integrating children with severe communication difficulties into small groups
- Support you to understand and follow IEP targets for children with communication difficulties
- Supporting and integrating the child with complex communication difficulties eg. Autistic Spectrum Disorders, Severe Developmental Delay, Cerebral Palsy, Attention and Listening Difficulties

<table>
<thead>
<tr>
<th>Trainer:</th>
<th>Speech and Language Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Thursday 27th March 2014</td>
</tr>
<tr>
<td>Time:</td>
<td>9.30am – 12.30 (reg. 9.15am)</td>
</tr>
<tr>
<td>Venue:</td>
<td>Fosse Way School</td>
</tr>
<tr>
<td>Cost:</td>
<td>£20.00 per person</td>
</tr>
</tbody>
</table>

Target Group: Early Years Practitioner

Numbers are limited to 20 people. We will initially take 1 person from each setting. Further places will be allocated if available.

You will receive confirmation of your booking by email or telephone.
Numbers Count!
Supporting young children’s mathematical learning and development

This will be an important opportunity for early years practitioners working with children in their Pre-School Year to refresh their knowledge of supporting children’s mathematical development.

The day will include lots of practical ideas for offering age-appropriate learning experiences to support children’s developing understanding of number. This is a key area of focus due to the raised expectations of the revised Early Learning Goal for Number at the end of the EYFS.

The day will be led for us by Sue Rayner, an Early Years Consultant and Maths Specialist. Sue led a very well received day in October for practitioners supporting children in their reception year and we are very pleased that she is coming back to lead a day for practitioners supporting children in their pre-school year.

Following on from the day there may be an opportunity for interested practitioners to join a Bath and North East Somerset Maths action research group to develop their maths practice together over the rest of the year.

There are 30 places available and we anticipate keen interest in the day so advise early booking to secure a place. Lunch and refreshments will be provided.

Trainer: Sue Rayner, Early Years Consultant & Maths Specialist
Date: Monday 27th January 2014
Time: 9am – 3.30pm (reg. 8.45am)
Venue: Fry’s Conference Club, Keynsham (Somerdale Room)
Cost: £40.00 including a light lunch
Target Group: Early Year's Practitioners working with children in Pre-School Year

Numbers are limited to 30 people. Further places will be allocated if available.

You will receive confirmation of your booking by email or telephone.
SCHOOLS ONLY
Supporting children to reach expected outcomes in number by the end of the Early Years Foundation Stage

This will be an important opportunity for early year’s practitioners and maths leader to refresh their knowledge of teaching number and calculation in the EYFS.

It will focus on how to provide age-appropriate learning experiences to support children to meet the raised expectations of the revised Early Learning Goal for Number. This is a key area of interest as Maths is now included in the measure of a child’s overall good level of development at the end of the EYFS.

The day will be led for us by Sue Rayner, an Early Years Consultant and Maths Specialist and is a repeat of the very popular course Sue ran for us in October. Following on from the day there may be an opportunity for interested practitioners to join a Bath and North East Somerset Maths action research group to develop their maths practice together over the rest of the year.

There will be a follow up day in March for anyone who has attended this training. Please see the CPD booklet for further information and booking details.

Trainer: Sue Rayner, Early Years Consultant & Maths Specialist
Date: Friday 31st January 2014
Time: 9am – 3.30pm (reg.8.45am)
Venue: Fry’s Conference Club, Keynsham (Somerdale Room)
Cost: £40.00 including light lunch
Target Group: Reception Teachers/Teaching Assistants/Early Years Practitioners working with Reception Age Children

Numbers are limited to 30 people. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
SCHOOLS ONLY
Calculation Counts!
Exploring practical strategies to make addition and subtraction meaningful to children in their Reception Year and support them to reach expected outcomes in number by the end of the Early Years Foundation Stage

The day will explore practical strategies to make addition and subtraction meaningful to children in their Reception Year and support them to reach expected outcomes in number by the end of the Early Years Foundation Stage.

It will be led for us by Sue Rayner, an Early Years Consultant and Maths specialist and is a follow up to the very popular courses Sue has already run for us on children’s understanding and use of Number.

The day will include use of a range of structured, apparatus to support children’s developing understanding of calculation.

Trainer: Sue Rayner, Early Years Consultant & Maths Specialist
Date: Wednesday 26th March 2014
Time: 9am – 3.30pm (reg. 8.45am)
Venue: Fry’s Conference Club, Keynsham (Somerdale Room)
Cost: £40.00 including a light lunch
Target Group: Reception Teachers/Teaching Assistants/Early Years Practitioners working with Reception Age Children

Numbers are limited to 30 people. Further places will be allocated if available.

You will receive confirmation of your booking by email or telephone.
Training Opportunities for your Setting

If you are interested in whole staff training for your setting e.g. staff meetings on the following subjects:

- Letters and Sounds
- Characteristics of Effective Learning
- Observation Training: Tuning into Your Children

Please contact Donna Biddlecombe on 01225 394426 for more information.
Two Year Old Progress Check Training

Within the revised Early Years Foundation Stage (EYFS) there is a legal requirement for providers to complete a progress check in partnership with parents for children aged 24 to 36 months. The EYFS requires a short written summary of a child’s development within the three prime learning and development areas: Personal, Social and Emotional Development, Communication and Language Development, and Physical Development.

This session will explore some of the practical aspects of this new assessment.

**Please note this is a repeat of previous sessions.**

Trainers: Members of the Early Years Foundation Stage Team

<table>
<thead>
<tr>
<th>Wednesday 26th February</th>
<th>6.30pm – 9pm (reg. 6.15pm)</th>
<th>St Martins Garden Primary School, Bath (Jnr Hall)</th>
</tr>
</thead>
</table>

Target Group: Nurseries, preschools, childminders, out of school clubs, schools

Cost: £10.00 per person

Numbers are limited on this course to 30 people. We will initially take 1 booking from each setting. Further places will be allocated if available. You will receive confirmation of your booking by email or telephone.
Integrated Working Training Opportunities

Integrated Working Refresher -
Common assessment and lead professional

This training will address the local implementation of the common assessment framework and how it can be used in practice to benefit children and young people. Common assessment is one of the key tools used for early identification and preventative support for children and young people with additional or complex needs.

Aims and Objectives

- To update and refresh working knowledge of the common assessment process as implemented in Bath and North East Somerset.
- Increase your confidence in being involved in the common assessment process, taking on the role of lead professional and chairing team around the child/family meetings.

Target Group

This training is open to anyone working with children and young people who have attended previous common assessment training but would like to refresh their knowledge. It will also provide an ideal opportunity to ask questions about all areas of the integrated working process.

The day will be delivered by Lyn Tapping and Kevin Clark Assessment and Information Officers

Training dates:
Thursday 27 March 2014, The Hollies, Midsomer Norton

All courses run from 0930 - 1300

There is no charge for these courses however once a place is booked, you will be expected to take up that place. Cancellations are to be made at the earliest opportunity. Failure to give notice within 5 working days or non-attendance on the day will incur a £20 charge to your service. Refreshments will be available on the day however lunch will not be provided so please remember to bring something along with you.

If you would like to book a place on any of the above dates please email: Interagency_safeguardingchildren@bathnes.gov.uk
01225 394210
Common Assessment Framework
Training – 0-5 years

This training will address the principles of the common assessment framework and how it can be used in practice to benefit children. Common assessment is one of the key tools used for early identification and preventative support for children with additional or complex needs.

Aims and Objectives

- To equip participants with:
- a working knowledge of the common assessment process
- confidence in completing an assessment with a child and/or family
- a basic understanding of the role of lead professional and the team around the child/family process

Target Group

This training is open to all staff in the children's workforce who work directly with children and families aged 0-11 years who wish to better understand the common assessment process and its aims and benefits.

The day will be delivered by
Lyn Tapping and Kevin Clark
Assessment and Information Officers

Training dates:
TBC

All courses run from 0900-1630

There is no charge for these courses however once a place is booked, you will be expected to take up that place. Cancellations are to be made at the earliest opportunity. Failure to give notice within 5 working days or non-attendance on the day will incur a £20 charge to your service. Refreshments will be available on the day however lunch will not be provided so please remember to bring something along with you.

If you would like to book a place on any of the above dates please email: Interagency_safeguardingchildren@bathnes.gov.uk
01225 394210
Common Assessment Framework
Training – 11-19 years

This training will address the principles of the common assessment framework and how it can be used in practice to benefit young people. Common assessment is one of the key tools used for early identification and preventative support for young people with additional or complex needs.

Aims and Objectives

- To equip participants with:
- a working knowledge of the common assessment process
- confidence in completing an assessment with a young person and/or family
- a basic understanding of the role of lead professional and the team around the child/family process

Target Group
This training is open to all staff in the children’s workforce who work directly with young people aged 11-19 years who wish to better understand the common assessment process and its aims and benefits to young people and families.

The day will be delivered by
Lyn Tapping and Kevin Clark
Assessment and Information Officers

Training dates:
Tuesday 25th February 2014, The Hollies, Midsomer Norton

All courses run from 0900-1630

There is no charge for these courses however once a place is booked, you will be expected to take up that place. Cancellations are to be made at the earliest opportunity. Failure to give notice within 5 working days or non-attendance on the day will incur a £20 charge to your service. Refreshments will be available on the day however lunch will not be provided so please remember to bring something along with you.

If you would like to book a place on any of the above dates please email: Interagency_safeguardingchildren@bathnes.gov.uk
01225 394210
Funding for Qualifications 2013/14

We are pleased to inform you that Early Years and Extended Services will continue to provide funding towards early years, childcare and play qualifications during 2013/14. Please note that the funding budget is limited and will be allocated on a first come first served basis, so it is advisable to apply as early as possible.

Level 3 Childcare Qualifications
Up to 75% funding available for childminders and practitioners in group-based settings (maximum funding award of £750 will be made).

Foundation Degree (Early Years/Playwork)
Up to 85% funding available (maximum funding award of £1,500 will be made)

GCSE English, Mathematics and Science
Following on from the suggested changes in the Department of Education’s ‘More Great Childcare’ report, we are offering funding for early years practitioners who wish to study GCSE English, Maths and Science.
Funding towards this will be up to 80% (maximum funding award of £300 will be made)

Please contact Richard Hill for more information and the relevant application form. Email: richard_hill@bathnes.gov.uk Tel: 01225 394042.
Early Years Educator


The Government wants to make sure there is more great childcare available for parents and children. The introduction of Early Years Teachers (Graduate) and Early Years Educators (Level 3) will ensure those who work with babies and young children are increasingly skilled and professional.

Following an eight week public consultation undertaken by the National College for Teaching and Leadership, which ended on 22 April 2013, Early Years Educator criteria have been published.

The Early Years Educator criteria and Government’s response to the consultation ‘Improving Level 3 Qualifications for the Early Education & Childcare Workforce’ can be downloaded at http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/h00221927/earlyyearseducators

The criteria lay out the minimum requirements for what an Early Years Educator should know, understand and be able to do to be considered qualified at Level 3 when delivering the Early Years Foundation Stage.

Awarding Organisations will develop qualifications in time for introduction from September 2014.

Qualifications will be assessed against the criteria that were in place when they were accredited. This will ensure that practitioners and learners are not disadvantaged by the changes.

If you hold an existing ‘full and relevant’ qualification at Level 3 you will still be able to practice.

If you are currently studying for an early years Level 3 qualification or are due to commence a training course in September 2013, the qualification will still be valid.

Early Years/Education Psychology Division

National College for Teaching & Leadership
Early Years Teacher Status

Early Years teachers will be specialists in the Early Years. They will be degree educated and be trained to work with babies and young children from birth to five.

**Early years teachers** are being introduced to build on the strengths of the early years professionals (EYPs) programme. They will specialise in early childhood development and meet the same entry requirements and pass the same skills tests as trainee school teachers. In order to achieve Early Years Teacher Status a trainee will need to demonstrate that they have met the standards.

http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/h00201345/graduate-leaders/early-years-teacher/teachers-standards-early-years

Early years teachers will be specialists in birth to 5 years and will be ideally placed to fulfil the needs of employers in private and independent settings and schools to provide high quality education and care for our youngest children. Free schools and academies (including alternative provision academies) can employ teaching staff without the requirement for them to have Qualified Teacher Status (QTS) and can set their own pay scales. In maintained schools, Qualified Teacher Status (QTS) is currently a requirement for teachers. However, headteachers in maintained schools have the discretion to employ people who don’t have QTS as instructors. From September 2013 headteachers will have even more flexibility and freedom on pay.

(DfE Children and Young People
http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/h00201345/graduate-leaders/early-years-teacher/information-for-employers)

The first early years teachers will start training from September 2013.

**Existing Early Years Professionals** will be recognised as the equivalent of Early Years Teachers.

Further information on Early Years Teachers please contact the Teaching Agency

Website: http://www.education.gov.uk/help/contactus/ta
For more information about EYTS training and funding please contact one of the following contacts:

**Training Providers for the South West are:**

**Best Practice Network**

Email: eyps@bestpracticenet.co.uk

Tel: 0117 9209 200

Web: [http://www.bestpracticenet.co.uk/earlyyears](http://www.bestpracticenet.co.uk/earlyyears)

**University of Worcester**

Email: eyps@worc.ac.uk

Tel: 01905 542049

Web: [http://www.worc.ac.uk/](http://www.worc.ac.uk/)
What are Apprenticeships?

Apprenticeships are work-based training programmes designed around the needs of employers, which lead to national recognised qualifications. You can use Apprenticeships to train both new and existing employees. Funding is available to train apprentices.

Facts in numbers

- 80% of those employers who employ apprentices agree they make their workplace more productive.
- 81% of consumers favour using a company which takes on apprentices.
- The National Minimum Wage for apprentices is £2.65 per hour. Many employers prefer to pay more however, and research shows that the average salary is approx £170 per week.
- Employers who take on a 16-18 year old apprentice only pay their salary. The Government will fund their training.
- 88% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.
- 83% of employers who employ apprentices rely on their Apprenticeships programme to provide the skilled workers that they need for the future.
- One in five employers are hiring more apprentices to help them through the tough economic climate.

Levels

There are three levels of Apprenticeship available:

1 - Intermediate Level Apprenticeships

Apprentices work towards work-based learning qualifications at Level 2, Key Skills and a relevant knowledge based qualification. These provide the skills needed and allow entry to an Advanced Apprenticeship.

2 - Advanced Level Apprenticeships

Advanced apprentices work towards work-based learning qualifications at Level 3, Key Skills and a relevant knowledge based qualification. To start this programme, the applicant should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

3 - Higher Apprenticeships

Higher apprentices work towards work-based learning qualifications at Level 4 and a knowledge-based qualification such as a Foundation Degree.
Training
As Apprenticeships are work-based training programmes, most of the training is ‘on the job’ – at your premises. The rest can be provided by a local college or by a specialist learning provider.

As the employer you must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentices’ wages.

A learning provider (training college) will provide an employer representative who will be able to support and guide you. They will work with you to:

- help you decide which Apprenticeship is right for you;
- explain the way that Apprenticeships might work for you and if funding is available;
- agree a training plan with your apprentice;
- recruit an apprentice or support your existing staff into Apprenticeships;
- manage the training and evaluation; and
- ensure that national quality standards are met and deliver integrated, coherent training.

Apprenticeship Funding
Funding is available from the National Apprenticeship Service. The size of the contribution varies depending on the sector and the age of the candidate. If the apprentice is aged 16–18 years old, you will receive 100 per cent of the cost of the training; if they are 19-24 years old, you will receive up to 50 per cent; if they are 25 years old or over you may only get a contribution depending on the sector and area in which you operate.

National Minimum Wage
A National Minimum Wage for apprentices was introduced on 1 October 2010. The wage applies to all apprentices aged under 19; and apprentices aged 19 or over in the first year of their Apprenticeship.

The apprentice minimum wage is £2.65 per hour and applies to time working, plus time spent training that is part of the Apprenticeship. Employers are free to pay above the new wage and many do so, but employers must ensure that they are paying their apprentices at least the minimum wage.
If an apprentice is on a higher wage, the employer must continue to pay that for the remainder of the training or until the apprentice becomes eligible for the full national minimum wage.

**For further information**
To find out what your next steps are to taking on an apprentice, or if you would like to talk to someone about Apprenticeships, please visit contact the National Apprenticeship Service on 08000 150 600 (www.apprenticeships.org.uk).
Booking Form for Early Years Foundation Stage Team Courses for Spring 2014

Setting/Childminder Name: .................................................................

Address: ..........................................................................................

........................................................................................................

Contact Telephone Number: .........................................................

Email address: ................................................................................

Please let us know of any dietary or access needs of those attending.

<table>
<thead>
<tr>
<th>Training Event and Date</th>
<th>Person Attending</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Event and Date</td>
<td>Person Attending</td>
<td>Cost</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I confirm that I have read the Booking and Cancellation Policy on page 10 as it will be adhered to at all times

Signature: ..............................  Date: ..............................

Print Name: ........................................................................

Please note all courses will be invoiced to the setting/childminder detailed at the top of this form. Any non-attendance fee will also be included on this invoice.

Please return this form to:

Donna Biddlecombe  
Early Years Foundation Stage Team  
Riverside Offices, North Block, Temple Street, Keynsham,  
Bristol, BS31 1LA  
Or email: donna_biddlecombe@bathnes.gov.uk  
Or fax: 01225 395211
Venue Details

We are no longer able to give copies of maps. You can however access maps from a variety of websites on line including the links below:

Google Maps  http://maps.google.co.uk
Multi Map  www.multimap.com
Street Map  www.streetmap.co.uk
The AA  www.theaa.com

Please note - If you are driving to training please ensure that you find out where you are going to park before you arrive. You may need to park in a long stay car park depending on the time of day and length of the course.

Useful Links:

For details of **parking and park and ride services** across Bath and North East Somerset please follow this link:
[www.bathnes.gov.uk/transportandstreets/Parking/Pages/default.aspx](http://www.bathnes.gov.uk/transportandstreets/Parking/Pages/default.aspx)

For details of **bus services** please follow this link:

For details of **train services** please follow this link:

For details of **cycling routes and services** please follow this link:
Training Venue Details

Bath and North East Somerset Council
Council Chamber
Riverside Offices
(North Block Entrance – 3rd Floor)
Keynsham Tel: 01225 477000 or
Bristol BS31 1LA 0800 073 1214

A map of this new venue is provided below. Please note that the doorway to access the Council Chamber is NOT via the main reception (on Temple Street) but is on the side road next to the Fire Station.

Car Parking/Map for Keynsham
http://www.bathnes.gov.uk/services/parking-and-travel/car-parking/parking-keynsham
http://www.bathnes.gov.uk/contact-us/riverside-keynsham
First Steps Twerton Children’s Centre
Woodhouse Road
Twerton
Bath
BA2 1SY  Tel:  01225 444791

Frys Club Conference Centre
Somerdale
Keynsham
Bristol BS31 2AU  Tel:  01179 865787

Fosse Way School
Longfellow Road
Radstock
Bath BA3 3AL  Tel:  01761 412198

The Somer Centre
Gullock Tyning
Midsomer Norton
Bath
BA3 2UH  Tel:  01761 419703

St Martins Garden Primary
Frome Road
Odd Down
Bath
BA2 5RE  Tel:  01225 832112
(please use Frome Road entrance)
Queens Road Methodist Church  
Keynsham  
Bristol  
BS31 2NN  
Tel: 0117 9149408

Radstock Children’s Centre  
Church Street  
Radstock  
BA3 3QG

There is a free car park behind the centre

Odd Down Community Centre  
Odins Road  
Odd Down  
Bath BA2 2TL  
Tel: 01225 832479

www.bapp.org.uk

Snapdragons Keynsham  
Ellsbridge House  
Bath Road  
Keynsham BS31 1TL

Three Ways School  
180 Frome Road  
Odd Down  
Bath BA2 5RF  
Tel: 01225 838070

Please note there is NO parking at the School, participants must park in Sainsbury’s (Frome Road, Bath, BA2 5RF) ‘colleague parking’ and then make a note of this in the Three Ways signing in book.