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Introduction

The Childcare Act 2006 places a duty on English local authorities to provide information, advice and training to childcare providers (section 13). The requirements for early years providers, where applicable, may include participating in training or other quality improvement programmes.

Availability of information, advice and training is focused on childcare providers identified as needing to improve the quality of their provision and should promote high quality provision.

The Bi-Borough Childcare and Early Education Consultancy Service is committed to improving outcomes for all children who live in Kensington and Chelsea and the City of Westminster, securing information, advice and training for providers in the following areas:

- meeting the requirements of the Early Years Foundation Stage
- meeting the needs of children with special educational needs and disabilities, vulnerable and disadvantaged children
- effective safeguarding and child protection.

Good quality early years and childcare provision can have a significant impact on a child’s development, performance at school and their future life chances. It is important that the childcare workforce have the necessary knowledge, skills and understanding to support children’s learning. Furthermore, it is essential that the workforce constantly seek to develop their skills and understand that in turn it will have a positive impact on the early education they provide.

Research shows that good quality experiences in early years and childcare will improve outcomes and close the gap for children and young people who are disadvantaged. The Bi-Borough Childcare and Early Education Service places positive outcomes for children at the heart of their work and work closely with settings to support them.

The Bi-Borough Childcare and Early Education Service provides continuous professional development across the sector. It also includes an offer of support for providers with on-site visits, bespoke action plans, preparation for inspection support, role modelling, developing positive learning environments, as well as provider forums, networking events and up-to-date advice and guidance on policies.
Training offer

The Continuous Professional Development programme is designed to help Ofsted registered early years and childcare providers (including childminders), children’s centres, schools and independent sector providers meet the Early Years Foundation Stage (EYFS) and Ofsted minimum requirements.

The programme is shaped by Ofsted inspections, feedback from the sector, training requests, statutory requirements, analysis of data (e.g. EYFSP), legislation and local priorities.

The Bi-Borough Childcare and Early Education Service Continuous Professional Development programme (CPD) is designed to be delivered at our training venues or in house.

Courses are aimed at:
- School staff working within the Early Years Foundation Stage (EYFS)
- Day nursery, and pre-school staff
- Childminders
- Playworkers in after-school, breakfast, holiday clubs/playschemes
- Owners and managers
- Governors, headteachers

A variety of experienced trainers provide engaging, interactive high quality learning opportunities, and evaluations from previous CPD programmes show that their teaching styles were highly effective, stimulated learning and have had lasting impact that affected positive change in practice.

“Thank you so much for coming in to our nursery yesterday, as always your advice was so sound, valuable and much appreciated”

“It was incredibly helpful, and we can't thank you enough for dedicating so much of your precious time to helping us. Your knowledge is amazing, and we really appreciate all the support you give us”

“The trainers were very supportive, and we will use their advice to take a more holistic approach when making judgements. We will also endeavour to involve the children more”
Training delivered within Bi-borough Childcare and Early Education Service

Bi-borough Childcare and Early Education CPD training Terms and Conditions 2019-2020

Practitioner/Participant Attendance
Practitioners/participants signed up to a course will be expected to turn up ready to learn at the stated start time advertised in the programme. For example, if a course starts at 9.15am practitioners/participants should aim to be there for 9am. This will ensure the course runs promptly on time and creates a better learning experience for the whole group without any unnecessary and avoidable interruptions. Our training courses are run from different sites across the borough and a member of staff will always be there to greet and escort you to your training room but may only remain on site until 30 minutes after the course has started.

The Facilitator
Facilitators will be prepared and ready to deliver the course promptly at the starting time stated in the programme. They will ensure ground rules are set before starting and will respond to different learning styles and support specific needs wherever possible. If you do have any specific needs or learning requirements, please email your requests to Bi-BoroughChildCareTraining@rbkc.gov.uk in advance of the course commencing so that the course facilitator can be informed and accommodate where possible.

At the end of every course an evaluation form will be offered. We hope you can complete on the day as this helps us to continually review and improve the training experience and programme as a whole. We encourage practitioners to be as open and honest as possible when providing feedback.

Booking and Confirmation Process
Specified courses are listed within the early years training brochure on a termly basis. In order to book onto a course, whether as a member or on a pay as you go basis, you will need to log into http://services2schools.org.uk/Services/4706 and book the training through the website. Log ins will be emailed to all RBKC and Westminster settings, and can also be requested from the online system or by emailing Bi-BoroughChildCareTraining@rbkc.gov.uk.

All bookings will be processed on a first come first served basis. Confirmations will be automated by the booking system. By booking on the course, you will be agreeing to the terms and conditions and the five working days cancellations policy.

If there is a high demand for particular courses, they may be repeated. If there is limited demand for a course then the Council reserves the right to cancel the course.

If you require any inset training, or to book an in-house training half day/day course or an interactive event for the following term, please contact your nominated Early Years and Inclusion Advisors to arrange or email Bi-BoroughChildCareTraining@rbkc.gov.uk

Inset training and interactive event confirmations will be made by the Early Years and Inclusion Advisors on individual basis. Please note that inset training courses will be limited to a maximum of 10 attendees. Any inset training required for a bigger group can be discussed with your Early Years and Inclusion Advisor, but the costs may increase dependent on the number of trainers/facilitators/recources required.

Membership benefits apply in the term that settings apply for membership.

Payment
By booking on the course, you are agreeing to the training term and conditions and our five working days cancellation policy.

Prior to buying annual membership, please read the Membership Agreement together with the Terms and Conditions. By buying into the membership offer you are agreeing to accept the Membership Agreement: https://www.surveymonkey.co.uk/r/Bi-BoroughChildcareAndEarlyEducationCPDTrainingSLA2019-2020

An invoice will be issued at the end of each term. The invoice will include membership fee (if membership was joined in that term) together with any additional fees for all booked places on training. The Council expects to receive payment within 30 days of the invoice date.
Cancellation Policy

If a provider/participant is not able to attend a booked training course/event they must cancel their place through http://services2schools.org.uk/Services/4706. If this cancellation is received five working days prior to the training date, a full refund will be given or the participants will be booked into the next available course if preferred.

Any cancellations received after this deadline will mean that the course/training costs will not be refunded.

We understand that there are sometimes unforeseen circumstances or unavoidable delays and extenuating circumstances will be considered on an individual basis.

In exceptional circumstances, the Council reserve the right to cancel or rearrange any course where deemed necessary. In these circumstances we will endeavour to give as much notice as possible.
Bi-borough Childcare and Early Education Training
Membership Service Level Agreement 2019-2020

Membership Fees
The membership packages have been designed in a cost-effective way to ensure providers are being offered suitable statutory training offered each year in line with the EYFS Welfare Requirements.

Early Years Annual Membership Fee(s):

<table>
<thead>
<tr>
<th>Type of Provider</th>
<th>Fee (VAT exempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary, Childcare on domestic premises</td>
<td>£120</td>
</tr>
<tr>
<td>Private, Independent or Maintained</td>
<td>£160</td>
</tr>
<tr>
<td>Childminder</td>
<td>£50</td>
</tr>
</tbody>
</table>

Depending on the type of setting, you could be saving between £190 to £360 by becoming a member.

Benefits of Membership (per academic year) for Private, Voluntary and Independent (PVI) sector:

- One candidate to attend Special Educational Needs Coordinator (SENCO) workshops
- One candidate to attend Introduction to SENDCO course (two day course)
- Two candidates to attend a Paediatric First Aid course
- One candidate to attend a Leadership Network event
- Discounted prices on all other training

Benefits of Membership (per academic year) for Childminders:

- One candidate to attend a Paediatric First Aid course;
- Two free places on training of your choice;
- Discounted prices on all other training

<table>
<thead>
<tr>
<th>Training</th>
<th>Bi-borough PVIs Members</th>
<th>Bi-borough Childminders Members</th>
<th>Additional Places/Courses for Bi-borough PVI and Childminders Members (VAT exempt)</th>
<th>Pay as You Go for Non-Members Bi-borough Providers (VAT exempt)</th>
<th>Pay as You Go for any other borough Providers (VAT exempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paediatric First Aid (per place)</td>
<td>Two free places included</td>
<td>One free place included</td>
<td>£70</td>
<td>£90</td>
<td>£90</td>
</tr>
<tr>
<td>SENDCO Workshop (per place)</td>
<td>One free place included</td>
<td></td>
<td>£30</td>
<td>£50</td>
<td>£50</td>
</tr>
<tr>
<td>Introduction to SENDCO (2 days course) (per place)</td>
<td>One free place included</td>
<td></td>
<td>£100</td>
<td>£120</td>
<td>£120</td>
</tr>
<tr>
<td>RBKC Leadership Network (per place)</td>
<td>One free place included</td>
<td></td>
<td>£30</td>
<td>£50</td>
<td>n/a</td>
</tr>
<tr>
<td>Half day workshop (per place)</td>
<td></td>
<td></td>
<td>£30</td>
<td>£50</td>
<td>£50</td>
</tr>
<tr>
<td>Full day workshop (per place)</td>
<td>Two free places included (there is choice between half day or full day workshops or one free place on Introduction to Sendco)</td>
<td></td>
<td>£70</td>
<td>£90</td>
<td>£90</td>
</tr>
</tbody>
</table>
### Continuing Professional Development for Autumn term 2019

Bi-borough Childcare and Early Education

**Training Bi-borough PVIs Members**

**Bi-borough Childminders Members**

**Additional Places/Courses for Bi-borough PVI and Childminders Members (VAT exempt)**

**Pay as You Go for Non-Members Bi-borough Providers (VAT exempt)**

**Pay as You Go for any other borough Providers (VAT exempt)**

<table>
<thead>
<tr>
<th>Training</th>
<th>Bi-borough PVIs Members</th>
<th>Bi-borough Childminders Members</th>
<th>Additional Places/Courses for Bi-borough PVI and Childminders Members (VAT exempt)</th>
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<th>Pay as You Go for any other borough Providers (VAT exempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two full days workshop (per place)</td>
<td></td>
<td></td>
<td>£100</td>
<td>£120</td>
<td>£120</td>
</tr>
<tr>
<td>In-house Inset Training Half Day (per provider)</td>
<td></td>
<td></td>
<td>£350</td>
<td>£400</td>
<td>£500</td>
</tr>
<tr>
<td>In-house Inset Training Full Day (per provider)</td>
<td></td>
<td></td>
<td>£550</td>
<td>£600</td>
<td>£650</td>
</tr>
<tr>
<td>Termly Provider and Childminder Forum</td>
<td></td>
<td>Free</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Termly Early Years Update</td>
<td></td>
<td>Free</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Termly E-newsletter</td>
<td></td>
<td>Free</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Termly Training Calendar</td>
<td></td>
<td>Free</td>
<td></td>
<td>Online copy</td>
<td></td>
</tr>
</tbody>
</table>

Membership is for the academic year (September 2019 – August 2020) so we advise you to join early.

**Duration of the Membership**

This membership shall commence on 1 September 2019 and terminates on 31 August 2020 when you will be asked to renew. All courses included under the Membership Agreement must be accessed within the academic year that the membership fee has been paid for. Any courses not taken up during the relevant academic year under the Membership Agreement cannot be rolled over into the following year.

**Bi-borough Childcare and Early Education service training Terms and Conditions for All Training Courses**

The terms and conditions that govern each of the training options listed above, including the booking, confirmation and payment processes, is below.

**Terms and Conditions**

If you have any further queries please contact:

**Silvia Zeroual**  
Childcare & Early Education Training Officer  
Bi-borough Childcare & Early Education Service  
Royal Borough of Kensington and Chelsea  
Kensington Town Hall  
Hornton Street  
London W8 7NX  
☎ 020 7598 4849  
☎ 07739 316 305  
Royal Borough of Kensington and Chelsea | Westminster City Council  
Training email:  
✉ Bi-BoroughChildCareTraining@rbkc.gov.uk  
☎ 020 7598 4849  

By buying the membership online you agree to the terms and conditions and the above Membership Agreement.
Training sessions

- Training delivered by the Council
- Training delivered by partners
- National Qualifications
Training delivered by the Council

Making maths marvellous; developing effective maths pedagogy in the EYFS
(full day workshop with follow up half day session in following term)

Date: Friday 27 September
Time: 9.30am – 3.30pm
Venue: Committee Room 2, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: All Early Years Practitioners and Childminders

Course Overview: This interactive day course provides a balance of theory, practice and lively discussion exploring how practitioners can ensure that the children in their care get the very best mathematical start to their learning journey. It’s a day full of inspiring yet simple ideas and real stories straight from a busy, bustling EYFS setting. A course rich in practical ideas to inspire you to weave maths through the very heart of your setting and have fun whilst doing it without resorting to formal, developmentally inappropriate approaches!

Aims and objectives – Delegates will have opportunities to:

- Explore the essential principles and practice that support young children to develop a love of maths alongside the key knowledge and skills they need to succeed.
- Evaluate the current mathematical environment offered to children in their care and ways to enhance it further through the use of low cost/ no cost resources and their interactions.
- Explore just what “maths” really means and should look like for young children aged birth to five, considering progression and key essential learning.
- Explore the role of the adult in supporting developmentally appropriate mathematical learning through spontaneous play and everyday routines with a focus on the importance of maths talk.
- Discuss effective observation, assessment and planning for mathematical activities and opportunities linked to the Early Years Foundation Stage; promoting the Characteristics of Effective Learning

Trainer: Elaine Bennett
Funding and Portal training
(free half day workshop)

Date: Saturday 28 September
Time: 10am – 12 noon
Venue: WAES (Westminster Adult Education Service), 219 Lisson Grove, London, NW8 8WL
Target Audience: Childminders
Course Overview: Explanation of how the Early Years Provider portal is used to inform Local Authority funding using Estimated Term attendance and Actual Term attendance. Covering login and basic navigation and points of interest within the portal including how to complete an initial 30-hours validation check. Brief presentation on completing and submitting provider estimates and headcounts, plus how this information is used within LA’ admin system. Will take questions and suggestions.
Trainer: Anthony Stern

Providers Forum
(free half day workshop)

Date: Monday 30 September
Time: 9am – 11am
Venue: Committee Room 1, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: Leaders, managers and proprietors, including childminders.
Course overview: This is a forum to share updates, new initiatives and publications.
The forum explores a range of items like national and local initiative, updates from Ofsted through network opportunities. It is the best place to get answers to all the questions you may have.
Trainer: Alexandra Samara

Out of Schools Forum
(half day workshop)

Date: Tuesday 1 October
Time: 10am – 12 noon
Venue: Committee Room 2, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: Out of School childcare providers
Course Overview: This is a platform for out of school providers to meet, network and work collaboratively on after school childcare offers. Share updates, plan together.
Trainer: Childcare and Early Education team
Training delivered by the Council

Prevent duty training (half day workshop)

Date: Thursday 3 October  
Time: 9.30am – 11.30pm  
Venue: Committee Room 2, Kensington Town Hall, Hornton Street, London, W8 7NX  
Target Audience: All Early Years Practitioners including childminders  
Course Overview: The Workshop to Raise Awareness of Prevent (WRAP) is a Home Office training product designed to introduce the Prevent strategy, how it fits into the wider counter-terrorism strategy and the legal duties and Ofsted requirements of British values which accompany it. The training then discusses case studies of radicalisation, how to spot early warning signs, how the Prevent safeguarding process works and how staff can refer these instances to their local Prevent teams.  
Trainers: Tina Bencik and Julie Knotts

Inclusion in early years (full day workshop)

Date: Tuesday 8 October  
Time: 9.30am – 3.30pm  
Venue: Room 4/5, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP  
Target Audience: All Early Years Practitioners including childminders  
Course Overview: The delegates will have the opportunity to explore:  
• What does ‘inclusion’ mean in Early Childhood Education? What are the key principles to understand?  
• What and who must we consider?  
  – The child  
  – Families  
  – Other agencies  
  – Hard and soft data  
  • Barriers to inclusion and how we can overcome them?  
    – Physically  
    – Emotionally  
    – Assumptions  
    – Expectations  
  • How will recent changes to the Ofsted Education Inspection Framework and proposed changes to the Early Learning Goals affect our practice?  
    – What about the curriculum?  
Trainer: Sue Allingham
Training delivered by the Council

Communication – when to refer to speech and language therapy (half day workshop)

**Date:** Wednesday 9 October  
**Time:** 10am – 1pm  
**Venue:** Christmas Room, Kensington Town Hall, Hornton Street, London, W8 7NX  
**Target Audience:** This training course is aimed at practitioners working in Early Years educational settings. It is highly advisable that you also attend the Foundation Training which is run by the CLCH NHS Early Years Speech and Language Therapy (SLT) Service.  
**Course Overview:** This three-hour course will provide early years practitioners with practical advice and guidance on when and how to refer to the Early Years SLT service children who need further support with their Speech, Language and Communication Needs.  
**Trainer:** Speech and Language team

By the end of the training you will:  
- Have revised your knowledge of speech, language and communication developmental norms for children from birth to five years  
- Know when and how to make a referral to the Early Years SLT service  
- Have the opportunity to discuss conversations that you find challenging with parents when advising a referral to Early Years Speech and Language Therapy Services

Funding and Portal training (free half day workshop)

**Date:** Thursday 10 October  
**Time:** 10am – 12 noon  
**Venue:** Thatcher Room, Kensington Town Hall, Hornton Street, London, W8 7NX  
**Target Audience:** All Early Years Practitioners including childminders  
**Course Overview:** Explanation of how the Early Years Provider portal is used to inform Local Authority funding using Estimated Term attendance and Actual Communication – when to refer to speech and language therapy (half day workshop)  
**Trainer:** Anthony Stern

Term attendance. Covering login and basic navigation and points of interest within the portal including how to complete an initial 30 hours validation check. Brief presentation on completing and submitting provider estimates and headcounts, plus how this information is used within LA' admin system. Will take questions and suggestions.
Training delivered by the Council

<table>
<thead>
<tr>
<th>Paediatric First Aid One (full day workshop with online training prior to the face to face)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong> Friday 11 October</td>
</tr>
<tr>
<td><strong>Time:</strong> 9.30am – 4pm</td>
</tr>
<tr>
<td><strong>Venue:</strong> Walford Room, Kensington Town Hall, Hornton Street, London, W8 7NX</td>
</tr>
<tr>
<td><strong>Target Audience:</strong> All Early Years Practitioners including childminders</td>
</tr>
<tr>
<td><strong>Course Overview:</strong> This course content meets Ofsted requirements for first aid training in Early Years settings. All learners receive a paediatric first aid manual.</td>
</tr>
</tbody>
</table>

The blended paediatric first aid course is in two parts:

- **Part One** involves completing our interactive e-learning module and can be done any time before you attend the face to face training. You will be sent a link to the e-learning module when you book this course.

- **Part Two** is a one-day face to face course where you will learn and demonstrate all the practical sections of the course.

Subjects covered include:

- Role of a first aider, accident reporting and the first aid box
- Action planning in an emergency
- Unconscious baby or child
- Infant, child and adult resuscitation (CPR)
- Infant, child and adult action for choking
- Head injuries
- Allergic reactions and anaphylactic shock
- Treatment for bleeding, shock and burns
- Treatment for sprains, strains and fractures
- Poisoning, bites and stings
- Eye, nose and ear obstructions
- Childhood conditions
- Asthma and respiratory infections
- Diabetes, Sickle Cell Anaemia,
- Meningitis
- Epilepsy and Convulsions
- Hypo/Hyperthermia

**Trainer:** Safe and Sound
Training delivered by the Council

Paediatric First Aid for childminders (two day workshop)

- **Date:** Saturdays 12 and 19 October
- **Time:** 9.30am – 4pm
- **Venue:** Committee Room 1, Kensington Town Hall, Hornton Street, London, W8 7NX
- **Target Audience:** Childminders
- **Course Overview:** This comprehensive course is for professional child carers including pre-school, nursery and reception year teachers and childminders caring for children under eight. Course content meets Ofsted and Scottish requirements for first aid training in Early Years settings. All learners receive a paediatric first aid manual.

  This course includes free Anaphylaxis (EpiPen) Training and annual online CPR refresher training.

  Subjects covered include:
  - Role of a first aider, accident reporting and the first aid box
  - Action planning in an emergency
  - Unconscious baby or child
  - Infant, child and adult resuscitation (CPR)
  - Infant, child and adult action for choking
  - Head injuries
  - Allergic reactions and anaphylactic shock
  - Treatment for bleeding, shock and burns
  - Treatment for sprains, strains and fractures
  - Poisoning, bites and stings
  - Eye, nose and ear obstructions
  - Childhood conditions
  - Asthma and respiratory infections
  - Diabetes, Sickle Cell Anaemia, Meningitis
  - Epilepsy and Convulsions
  - Hypo/Hyperthermia

  **Trainer:** Safe and Sound

EYFS workshop 1: New to EYFS (for new staff) (half day workshop)

- **Date:** Monday 14 October
- **Time:** 9.30am – 12 noon
- **Venue:** Christmas Room, Kensington Town Hall, Hornton Street, London, W8 7NX
- **Target Audience:** All Early Years Practitioners including childminders
- **Course Overview:** This course provides an introduction to the Early Years Foundation Stage (EYFS) (2018). Early Years practitioners will develop a greater understanding of the framework. Through activities and resources, they will develop the knowledge and skills to support them in the implementation of the framework in practice.

  The course will explore the different parts of the EYFS framework. It explores:
  - the assessment section and statutory requirements for specific ages
  - the learning and development requirements including the seven areas of learning and how these are broken down in age related expectations in the Early Years Outcomes framework and
  - the different sections of the Welfare Requirements and how these set the regulations for different aspects of practice and influence the care arrangements for the children.

  **Trainer:** Alexandra Samara
Training delivered by the Council

Early Years Leadership Network One at RBKC
(afternoon workshop with lunch)

Date: Tuesday 15 October  
Time: 12 noon – 3pm  
Venue: Thatcher Room, Kensington Town Hall,  
Hornton Street, London, W8 7NX  
Target Audience: Leaders, managers and proprietors, including childminders

Course Overview: This network is a forum for leaders and managers to share good practice, look at inspection outcomes and lessons learnt facilitated by Bi-borough Childcare and Inclusion Advisors. Guest speakers are invited to open discussion on areas of leadership such as one to one with staff, team building, safeguarding.  
Trainer: Alexandra Samara

Early Years Leadership Network One at Westminster
(afternoon workshop with lunch)

Date: Wednesday 16 October  
Time: 12 noon – 3pm  
Venue: Room 04/05, Westminster City Hall,  
64 Victoria Street, London, SW1E 6QP  
Target Audience: Leaders, managers and proprietors, including childminders

Course Overview: This network is a forum for leaders and managers to share good practice, look at inspection outcomes and lessons learnt facilitated by Bi-borough Childcare and Inclusion Advisors. Guest speakers are invited to open discussion on areas of leadership such as one to one with staff, team building, safeguarding.  
Trainer: Alexandra Samara

Preparing for the new Inspection Framework
(half day workshop)

Date: Wednesday 30 October  
Time: 9.30am – 12.30pm  
Venue: Walford Room, Kensington Town Hall,  
Hornton Street, London, W8 7NX  
Target Audience: All early years practitioners and childminders

Course Overview: This course explores the changes in the new inspection framework. It looks at the new judgements and descriptors and how you can use them to collect evidence and prepare for your inspection. We will explore how you deliver your educational approach by looking into your curriculum, how you are putting it into practice and how you are measuring its success.  
Trainer: Alexandra Samara
Training delivered by the Council

Introduction to SENDCO role
(two full day workshops)

Date: Thursday 31 October and 14 November
Time: 9.30am – 3.30pm
Venue: Committee Room 1, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: Early Years Practitioners that want to undertake the SENDCO role, including childminders

Course Overview: This is a course that will provide you with the right knowledge and skills to respond to the responsibilities of the SENDCO role within your setting. The course looks at the SEND Code of Practice, your role in supporting SEN children within your setting, writing an IEP as well as differentiation and inclusive practice. The aims of the course are:
- To understand the process of an Education, Health and Care Plan
- To consider the best ways to work with parents/carers
- To plan for and manage SEN meetings and paperwork

Trainer: Autism and Early Years Intervention Team

EYFS Workshop Two: Teaching and Playing
(full day workshop)

Date: Monday 4 November
Time: 9.30am – 3.30pm
Venue: Room 2, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP
Target Audience: All early years practitioners and childminders

Course Overview: This workshops examines how teaching and play are not separate but inter-related in the early years. It looks at examples of the practice when there is a balance between teaching and play and evaluates the difference that a balanced approach has to the learning and development of children. The course explores Ofsted’s definition of teaching, a definition of play and looks at how they two can be combined to support children’s development.

Trainer: TBC
It’s Stage not Age: All about Child Development
(full day workshop)

Date: Tuesday 5 November
Time: 9.30am – 3.30pm
Venue: Crofton Room, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: All Early Years Practitioners including childminders
Course Overview: Child development underpins all of our work in early years and understanding and knowledge of it is essential. Child development helps everything make sense.

This course explores the importance of understanding child development to enable us to effectively support children’s developmental journey.

Learning objectives
• To explore the areas of development, key milestones and the patterns of development.
• To identify key influences on development both positive and negative.
• To explore how we can support development and identify developmental needs.

Trainer: Jenny Barber

Paediatric First Aid Two
(full day workshop with online training prior to the face to face)

Date: Wednesday 6 November
Time: 9.30am – 4pm
Venue: Room 4/5, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP
Target Audience: All Early Years Practitioners including childminders
Course Overview: This course content meets Ofsted requirements for first aid training in Early Years settings. All learners receive a paediatric first aid manual.

The blended paediatric first aid course is in two parts:

Part One involves completing our interactive e-learning module and can be done any time before you attend the face to face training. You will be sent a link to the e-learning module when you book this course.

Part Two is a one-day face to face course where you will learn and demonstrate all the practical sections of the course.

Subjects covered include:
• Role of a first aider, accident reporting and the first aid box
• Action planning in an emergency
• Unconscious baby or child
• Infant, child and adult resuscitation (CPR)
• Infant, child and adult action for choking
• Head injuries
• Allergic reactions and anaphylactic shock
• Treatment for bleeding, shock and burns
• Treatment for sprains, strains and fractures
• Poisoning, bites and stings
• Eye, nose and ear obstructions
• Childhood conditions
• Asthma and respiratory infections
• Diabetes, Sickle Cell Anaemia,
• Meningitis
• Epilepsy and Convulsions
• Hypo/Hyperthermia

Trainer: Safe and Sound
Bi-borough Childcare and Early Education

Training delivered by the Council

Understanding and Supporting Children’s Emotional and Social Development (full day workshop)

**Date:** Tuesday 12 November  
**Time:** 9.30am – 3.30pm  
**Venue:** Room 4/5, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP  
**Target Audience:** All Early Years Practitioners including childminders  
**Course Overview:** The early stages of a child’s life from birth until around the age of five are critical periods for development. Children are influenced by their environment and opportunities. Childminders and nursery workers play a significant role in a child’s early life and beyond. Meeting a child’s emotional needs provides a foundation for their social development and their learning. The training will cover areas including brain development, play and emotional development, the caring relationship, attachment and looking after yourself. There will be activities and opportunities to share your good practice and learn from each other. Loraine Hancock and Vicki Evans are Educational Psychologists who have experience working across a range of early years settings supporting parents/carers and professionals.  
**Trainers:** Vicki Evans, Loraine Hancock

EYFS Workshop Three: Observation and Assessments (full day workshop)

**Date:** Wednesday 20 November  
**Time:** 9.30am – 3.30pm  
**Venue:** Walford Room, Kensington Town Hall, Hornton Street, London, W8 7NX  
**Target Audience:** All early years practitioners and childminders  
**Course Overview:** This course will explore the complete cycle of how we observe and assess young children and how we use this information to develop this information in planning in order to support the next steps in children’s development enable them to make good progress.  

The course will look at the importance of observation, the key information it needs to capture about the children, for example the children’s interests and the significance of learning. It will support practitioners to develop the skills to make accurate observations that they can efficiently use to plan quality experiences for your youngest children, in an environment that both inspires and challenges them.  

The course will look at how effective observations can be linked to accurate assessment that would provide reliable data to support early years’ practitioners in evaluating the experiences they are offering to children and help them identify children’s progress. The course will look at Ofsted’s expectations in relation to the quality of observations and assessments. It will give practitioners an opportunity to practice their skills in writing meaningful observations and support them in planning for new learning, which can then be seen in future observations and so the triangle of observation, assessment and planning joins up.  
**Trainer:** TBC
Training delivered by the Council

Creative Curriculum
(full day workshop with half day follow up session in following term)

Date: Monday 25 November
Time: 9.30am – 3.30pm
Venue: Crofton Room, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: All early years practitioners and childminders
Course Overview: This creative and expressive arts course, offers theory and experiential opportunities which deepen the understanding of embodiment and ways to support children’s development, learning and wellbeing.

You will explore the language and communication of art, music and movement and dance, drawing on High Scope key development indicators, the Laban movement framework and Biodanza system for children. Biodanza is the scientifically researched movement programme, mentioned in the Oxford Handbook of Dance for Wellbeing.

Tracy Seed is an educationalist with over 30 years’ experience in early years. She has international qualifications in High Scope, Nonviolent communication, NLP and Biodanza.

Trainer: Tracy Seed

SENDCO Forum at Westminster
(free half day workshop)

Date: Wednesday 27 November
Time: 1.30pm – 3.30pm
Venue: Room 4/5, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP
Target Audience: All Early Years Practitioners undertaking SENDCO role
Course Overview: Opportunity to consider new updates with regard to Special Educational Needs in the Early Years. Visiting speakers will provide current information on areas of particular interest and importance and there will be opportunities for sharing good practice and networking.

Trainer: Autism and Early Years Intervention Team

SENDCO Forum at RBKC
(free half day workshop)

Date: Thursday 28 November
Time: 1.30pm – 3.30pm
Venue: Crofton Room, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: All Early Years Practitioners undertaking SENDCO role
Course Overview: Opportunity to consider new updates with regard to Special Educational Needs in the Early Years. Visiting speakers will provide current information on areas of particular interest and importance and there will be opportunities for sharing good practice and networking.

Trainer: Autism and Early Years Intervention Team
## An Introduction to music in the EYFS
(half day workshop)

**Date:** Friday 29 November  
**Time:** 9.30am – 12.30pm  
**Venue:** Room 2, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP  
**Target Audience:** All Early Years Practitioners including childminders  
**Course Overview:** This half day course demonstrates how easily music can be incorporated into any early childhood setting without practitioners needing any previous musical knowledge or experience. This course will be workshop style, fun and informative, exploring ways in which music compliments and contributes to all areas of learning and development. The course will be delivered by Nicola Burke, author of Musical Development Matters a free guidance that is available to download from Early Education.  
**Trainer:** Nicola Burke

## Childminders SENDCO Forum
(free half day workshop)

**Date:** Saturday 30 November  
**Time:** 10am – 12 noon  
**Venue:** WAES (Westminster Adult Education Service), 219 Lisson Grove, London, NW8 8WL  
**Target Audience:** Childminders undertaking SENDCO role  
**Course Overview:** Opportunity to consider new updates with regard to Special Educational Needs in the Early Years. Visiting speakers will provide current information on areas of particular interest and importance and there will be opportunities for sharing good practice and networking.  
**Trainer:** Autism and Early Years Intervention Team

## Childminders Forum
(free half day workshop)

**Date:** Saturday 30 November  
**Time:** 12 noon – 3pm  
**Venue:** WAES (Westminster Adult Education Service), 219 Lisson Grove, London, NW8 8WL  
**Target Audience:** Childminders  
**Course Overview:** This is a forum to share updates, new initiatives and publications. The forum provide opportunity to meet up with new and established childminders sharing good practice, advice and support.  
**Trainer:** Glynis Mates
Training delivered by the Council

Early Years Leadership Network Two at RBKC (afternoon workshop with lunch)

Date: Tuesday 3 December  
Time: 12 noon – 3pm  
Venue: Crofton Room, Kensington Town Hall, Hornton Street, London, W8 7NX  
Target Audience: Leaders, managers and proprietors, including childminders

Course Overview: This network is a forum for leaders and managers to share good practice, look at inspection outcomes and lessons learnt facilitated by Bi-borough Childcare and Inclusion Advisors. Guest speakers are invited to open discussion on areas of leadership such as one to one with staff, team building, safeguarding.  
Trainer: TBC

Early Years Leadership Network Two at Westminster (afternoon workshop with lunch)

Date: Wednesday 4 December  
Time: 12 noon-3pm  
Venue: Room 4/5, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP  
Target Audience: Leaders, managers and proprietors, including childminders

Course Overview: This network is a forum for leaders and managers to share good practice, look at inspection outcomes and lessons learnt facilitated by Bi-borough Childcare and Inclusion Advisors. Guest speakers are invited to open discussion on areas of leadership such as one to one with staff, team building, safeguarding.  
Trainer: TBC
Supporting boys to become confident and capable learners
(full day workshop with half day session follow up in following term)

Date: Thursday 5 December
Time: 9.30am – 3.30pm
Venue: Christmas Room, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: All Early Years Practitioners including childminders

Course Overview:
• Review up to date Early Years Foundation Stage Profile data to identify trends in boys’ attainment
• Reflect on how both the brain and other areas of development can differ in boys and girls, and the impact this can have on learning
• Identify ways to further develop your environment and teaching – looking at some inspiring case studies and ideas – to support and extend boys learning
• Consider your own perceptions of boys and how this might influence your approach
• Explore boys’ interests in order to plan for engaged, sustained learning
• Reflect on your practice and identify an Action Plan to take back to your setting.

Trainer Biography
Anni began working with young children in a parent-run pre-school in 1989. She went on to become the deputy and Headteacher, and since then has worked across the UK and Europe as a trainer, presenter, consultant and writer. With a background in the arts, early education and humanistic psychotherapy, her approach is to inspire, inform and help settings identify strengths as well as areas to develop. Specialising in the arts and creativity, she works on a variety of projects and is an Associate of Early Education. She has written numerous articles and books and is particularly interested in engaging with practitioners to support young children’s emotional health, resilience and well-being.

Trainer: Anni McTavish
Training delivered by the Council

Paediatric First Aid Three
(full day workshop)

Date: Tuesday 10 December
Time: 9.30am – 4pm
Venue: Christmas Room, Kensington Town Hall, Hornton Street, London, W8 7NX
Target Audience: All Early Years Practitioners including childminders.
Course Overview: This course content meets Ofsted requirements for first aid training in Early Years settings. All learners receive a paediatric first aid manual.

The blended paediatric first aid course is in two parts:

Part 1 involves completing our interactive e-learning module and can be done any time before you attend the face to face training. You will be sent a link to the e-learning module when you book this course.

Part 2 is a one-day face to face course where you will learn and demonstrate all the practical sections of the course.

Subjects covered include:
- Role of a first aider, accident reporting and the first aid box
- Action planning in an emergency
- Unconscious baby or child
- Infant, child and adult resuscitation (CPR)
- Infant, child and adult action for choking
- Head injuries
- Allergic reactions and anaphylactic shock
- Treatment for bleeding, shock and burns
- Treatment for sprains, strains and fractures
- Poisoning, bites and stings
- Eye, nose and ear obstructions
- Childhood conditions
- Asthma and respiratory infections
- Diabetes, Sickle Cell Anaemia,
- Meningitis
- Epilepsy and Convulsions
- Hypo/Hyperthermia

Trainer: Safe and Sound

In-house training
(half day or full day workshop)

Course Overview: Our consultants can tailor your training needs into a bespoke offer, delivered over a half or full day. Some of our most popular in-house delivered courses include Basic Safeguarding, Getting Ready for Ofsted, Tracking Children’s Development, EYFS, Teaching and Learning, Observation and Planning. Inset training should be required for the following term and is limited to a maximum of 10 attendees. Any inset training required for a bigger groups can be discussed with your Early Years and Inclusion Advisor, but he cost may increase dependent on the number of trainers/facilitators/resources required.

Trainer: Early Years and Inclusion Advisor
Continuing Professional Development for Autumn term 2019
Bi-borough Childcare and Early Education

Training delivered by partners

All training for early years providers can be found on RBKC and Westminster FIS websites under the “Training Opportunities and Workshops for professionals” heading.

RBKC FIS or Westminster FIS

Business Skills

A range of courses are available on topics such as employment law, sources of funding and marketing.

Portobello Business Centre helps small business to start-up, survive, and grow. They are a friendly group of people, committed to helping you enter and thrive in the business world where budding entrepreneurs and local businesses can get business support, advice and build local contacts.

Portobello Business Centre
6 Canalside House
383 Ladbroke Grove
London W10 5AA

- pbc@pbc.co.uk
- 020 7460 5050
- info@pbc.co.uk

Federation of Westminster Special School Training and Outreach Service

Offers an excellent range of continued professional development for educational settings, parents and a wide range of partner services.

This includes seminars delivered by our advisory teachers and therapists as well as some of the most experienced researchers and practitioners in the world of SEND. The service facilitates a range of SEND whole school approaches e.g. SCERTS, TEACCH, Protective Behaviours, Elklan and MindUp.

Schools and Early Years settings have regular opportunities for sharing good practice through SENCO Forums.

From September 2019 this support will be extended to the Bi-borough under one management structure. This will include joint working with RBKC Autism and Early Years Intervention Team and RBKC sensory impairment advisory teachers.

All courses and events are promoted bi-monthly through School Bulletin and Local Offer.

For current annual CPD offer click [here](#)

Federation of Westminster Special School Training and Outreach Service
QEII Jubilee School
Kennet Road
London W9 3LG

- 020 7641 5825

Head of Service:
- a.selwyn@qe2cp.westminster.sch.uk

Bi-borough Autism Team Leader:
- Christa.Morley@rbkc.gov.uk

Bi-borough Sensory Impairment Team Leader:
- k.gilgallon@qe2cp.westminster.sch.uk

General Training Enquiries:
- L.pina@qe2cp.westminster.sch.uk
Training delivered by partners

First Aid Courses

Early Years practitioners must complete an approved 12-hour Paediatric First Aid Course every three years. Bi-borough Childcare and Early Education service offers Paediatric First Aid courses, but where not possible to attend, please contact the following training organisations to enquire about more first aid courses:

**Kensington and Chelsea College**
- [www.kcc.ac.uk](http://www.kcc.ac.uk)
- 020 7573 3600

**St Johns Ambulance**
- 0844 770 4800

**Red Cross**
- [www.redcrossfirstaidtraining.co.uk/Courses/CourseInformation/First-aid-at-work-courses-uk-mainland/First-aid-for-child-carers.aspx](http://www.redcrossfirstaidtraining.co.uk/Courses/CourseInformation/First-aid-at-work-courses-uk-mainland/First-aid-for-child-carers.aspx)
- 0844 871 8000

**Safe and Sound**
- [www.safeandsound.uk.net](http://www.safeandsound.uk.net)
- 020 8445 8998

Food Safety and Health and Safety Courses

The Council can help you and your business with a range of regulated qualification courses, ranging from Level One to Level Four Awards where available. We also run a two-hour food hygiene refresher and/or awareness talk to groups. These are run as open courses near Earl’s Court. In addition, on-site training may be provided no matter where you are located (subject to criteria).

**Training**

We can help your business or organisation with award-winning training on Food Safety and Health and Safety:
- Food Safety training
- Health and Safety training
- Allergen Control training
- Health food and special diets training
- HACCP training

- Fire Safety training
- Personal License Holders training
- Customer Service Training
- E-Learning
- [www.rbkc.gov.uk/publichealthtraining](http://www.rbkc.gov.uk/publichealthtraining)

**Environmental Health Department Council Offices**
37 Pembroke Road
London, W8 6PW

Contact [Euan MacAuslan](mailto:Euan.MacAuslan@rbkc.gov.uk) for course bookings and advice
- 020 7361 3002
- publichealth.training@rbkc.gov.uk
Training delivered by partners

Healthy Early Years London (HEYL)

Healthy Early Years London (HEYL) is an award scheme sponsored by the Mayor of London which supports and recognises achievements in child health, wellbeing and education in early years settings. Building on the success of the local Healthy Early Years programme, HEYL will help to reduce health inequalities by supporting a healthy start to life across themes that include healthy eating, oral and physical health and early cognitive development. HEYL complements and enhances the statutory Early Years Foundation Stage framework, adding to the focus on children, families and staff health and wellbeing.

Health Education Partnership have been commissioned to provide free training and support to participating settings in Kensington and Chelsea and Westminster. Training courses include:

- Achieving the HEYL Bronze award
- Achieving the HEYL Silver and Gold awards
- The Eat Better Start Better Guidelines and menu planning in the early years
- Step into Purposeful Physical Play
- A whole setting approach to emotional wellbeing
- Promoting good oral health in the early years (in partnership with CLCH oral health team)

For dates, times and booking please visit: RBKC FIS or Westminster FIS and open heading “Training Opportunities and Workshops for Professionals”

For more information contact:
Anna Brennan-Craddock
Healthy Early Years London Lead
Kensington and Chelsea, and Westminster
07703 814 831
anna.brennan-craddock@healtheducationpartnership.com

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For more information contact:
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Local Safeguarding Children Board
Hammersmith & Fulham | Kensington and Chelsea | Westminster

Training offer available on the RBKC website: https://www.rbkc.gov.uk/lscb/training-and-resources with courses such as:

- Introduction to Safeguarding Children (Level One)
- Multi-Agency Safeguarding and Child Protection (level 3)
- Awareness of Harmful Practices
- Safer Recruitment
- Meet the LADO
- and many more, please see the link above.

All of the LSCB courses are open to practitioners in Westminster, RBKC and Hammersmith and Fulham. Free for local authority staff, childminders and voluntary sector.

There will be a charge for private and independent providers.

For further information contact
lscb@rbkc.gov.uk
Training delivered by partners

Short Breaks training for Providers

What are Short Breaks?

Short breaks enable disabled children, young people and adults to have time away from their carers, explore new opportunities, have fun and broaden their social networks whilst promoting independence. They can provide families with an opportunity to have a break from their caring responsibilities, and can last from a few hours to a few days, evenings, overnight and weekends.

St Quintin’s Centre for Disabled Children offers training for carers on short breaks programmes.

The training runs as a series of sessions across the year. The topics of the training days include:

- Understanding of learning and disabilities, including supporting challenging behaviour, personal care, and sensory processing
- Makaton training and engaging with children
- First-aid, risk assessment and fire evaluation
- Safeguarding, and data protection
- Help dealing with difficult situations, building resilience, and stress-management
- Equality, diversity and mental health awareness
- For dates, times and booking please visit: RBKC FIS or Westminster FIS and open heading “Training Opportunities and Workshops for Professionals”
Training delivered by partners

Speech and Language Therapy (SLT) Service

The Speech and Language Therapy (SLT) service is provided by Central London Community Healthcare (CLCH).

The service provide assessment for children and young people with speech, language and communication needs and/or problems with eating, drinking, and swallowing. Following diagnosis, the service may provide therapy for children and young people whose difficulties have a significant impact on their functional, everyday communication skills.

The aim is to make sure that children and young people reach their speech, language and communication potential, whatever their level of ability and preferred communication method.

The service is delivered on the principle that all children and young people’s communication skills are best developed through interaction with the people who are most familiar with the children and young people, and in their everyday situations and environments. There is also a strong focus on early identification and intervention.

Team members work collaboratively with parents and carers, as well as education, early years, and health colleagues. They provide training and advice for parents/carers and key staff, and work alongside others in the children’s workforce to create communication supportive environments and to support individual children. This is to ensure a whole system approach to meeting speech, language and communication needs.

For Practitioners
A range of training options are available to schools and early years settings to help support all children and young people’s communication. Further details about the training available and costs involved can be found in this Summary of Training Options document.

Early Years Speech and Language Therapy Training Courses
This is a three-part training course offered by the CLCH, aimed at early years practitioners and other staff working with children in the early years.

Foundation Training – this one day introductory course will provide early years practitioners with an overview of speech, language and communication development from birth to five years.

Advanced Training – Communication Partners: Developing Language Skills in Small Groups: Level One – this two-and-a-half hour course will provide early year practitioners with an opportunity to build on knowledge already acquired from Level One to learn about a wider range of activities to support language development.

Advanced Training – Communication Partners: Developing Language Skills in Small Groups: Level Two – this two-and-a-half hour course will provide early practitioners with an overview of how to plan and run language groups to support children’s speech, language and communication development.

For dates, times and booking please visit: RBKC FIS or Westminster FIS and open heading “Training Opportunities and Workshops for Professionals”

Speech and Language Therapy Service
Parsons Green Centre
London
SW6 4AA
☎ 020 8102 4009
Training delivered by partners

Tri-Music Together –
Music in the EYFS training sessions

The Tri-borough Early Years Music Consortium (TBEYMC) is currently building on the success of Phase One of the Tri-Music Together (TMT) workforce development project that took place 2016-2018. In phase 2 of the TMT project (2019-2021) we are continuing to offer a range of CPD opportunities for musicians and Early Years educators.

We encourage anyone interested – EY educators, SENCO, School-based Music Teachers, Curriculum Leads, Childminders, Freelance Musicians etc. – to register themselves at the Tri-borough Music Hub website: www.tbmh.wufoo.com/forms/q12lv94y1rbwclsl/. This new online database will help keep everyone connected with information about the opportunities for CPD and other aspects for networking.

Who are our courses for?
All that are working in Early Years – Early Years Practitioners, Teachers and Musicians working or wishing to work in EY.

Cost of sessions:
For the first year (2019) of this Phase 2 project it is free to anyone working within the Tri-borough area (Hammersmith & Fulham, Kensington and Chelsea, Westminster) whether as an EYP, School-based teacher, Musician, or Childminder.

Anyone external to the Tri-borough Area can access the training by paying one-off session fees – please see course details for costs.

For information about courses and booking procedures, please visit the Tri-borough Music Hub website: www.triboroughmusichub.org/early-years/tri-music-together-training/

One legacy of the TMT project is Musical Development Matters in the Early Years – free guidance, available to download here: www.early-education.org.uk/musical-development-matters

If you have any questions, please contact:

Nicola Burke
EYFS Strategic Lead, Tri-Music Together
nicola@musicforearlyyears.co.uk
07782 244 056

Follow us on Twitter
www.twitter.com/TBEYMCmusic

Find us on Facebook
www.facebook.com/TriMusicTogether

Visit the website
www.triboroughmusichub.org/early-years/
Local Colleges provide a wide range of courses that may be of interest to early years practitioners – these could include adult teaching qualifications, IT skills or business management courses as well as a range of early years qualifications.

**Kensington and Chelsea College**
- [www.kcc.ac.uk](http://www.kcc.ac.uk)
- 020 7573 3600

**Ealing, Hammersmith and West London College**
- [www.wlc.ac.uk](http://www.wlc.ac.uk)
- 020 8741 1688

**City of Westminster College**
- [www.cwc.ac.uk](http://www.cwc.ac.uk)
- 020 7723 8826

**Roehampton University**
- [www.roehampton.ac.uk](http://www.roehampton.ac.uk)
- 020 8392 3000

**Institute of Education**
- [www.ioe.ac.uk](http://www.ioe.ac.uk)
- 020 7612 6000

Distance Learning opportunities are available through:

**National Extension College**
- [www.nec.ac.uk](http://www.nec.ac.uk)
- 0800 389 2839

**Open University**
- [www.open.ac.uk](http://www.open.ac.uk)
- 0300 303 5303

Please contact the colleges directly for more information about the courses they run.