Welcome

Welcome to the 2019 Spring term training programme for childminders. We are proud to continue to offer FREE*, high quality face to face and elearning training courses to support your continued professional development.

Regular attendance at courses will support you in maintaining and developing a quality childminding service and will help ensure you are meeting current Ofsted requirements.

Thank you for your ongoing commitment to professional development and self-improvement. We always welcome your comments, suggestions, compliments and queries. Please send these to eywfd@durham.gov.uk

You will notice that the layout of this programme is slightly different. It is our pleasure to include comments from one of our Durham childminders - thank you Audrey for volunteering to be the first of our practitioners to share good practice and inspiration!

Another exciting new venture we know that you will be interested in is our new partnership arrangement with County Durham and Darlington Fire and Rescue Service who are offering free home safety checks to childminders.

The well-being of children is crucially important so this term we have included a two day course on The Solihull Approach. This links in well to the work we are doing with colleagues across a range of agencies to ensure that children have the best start in life. Exciting times!

Thank you for all of your feedback on how you value the work of the team; it is a pleasure to work in partnership with you.

Yours sincerely

Helen Nixon
Lead - Childcare Improvement
County Durham Early Years Team

*Training is delivered free of charge for childminders within the County Durham Local Authority, unless otherwise stated in the course outline.
Bookings/contact details
To book a place please use your provider portal account. If you are not registered with the provider portal email eywfd@durham.gov.uk with the following details:

• Name of person attending the course
• DOB (to verify your details)
• Course code

You will receive an email confirming your allocation of place(s) approximately two weeks prior to the course date. Your place is not guaranteed until you have received this email.

For enquiries please telephone 03000 267 903 (please note, no bookings can be taken over the telephone).

You can also view the training programme on the For providers section of the Families Information Service (FIS) website www.countydurhamfamilies.info

Cancellation policy and charges
All cancellations must be made in writing by email or letter. Any cancellations made with less than 24 hours notice will be charged at £50 per person.

If we need to cancel a course (for example, due to inclement weather) we will contact you as soon as possible.
### The Solihull Approach

**Course outline**
The Solihull Approach foundation course is a 2 day course introducing the Solihull Approach to professionals working with families with children under 5. It focuses on baby brain development, containment, reciprocity and behaviour management. Solihull Approach (the first five years) resource packs will be provided for training only. Should you wish to purchase your own copy to use in your setting these can be ordered from www.solihullapproachparenting.com

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<tr>
<td>26/01/2019, 09/02/2019 9.30am – 2.30pm</td>
<td>County Hall, Durham, DH1 5UJ</td>
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### Female Genital Mutilation (FGM) Awareness

**Course outline**
This course will raise awareness of Female Genital Mutilation (FGM) and will allow practitioners to consider how it may affect families. By the end of the course practitioners will be able to identify risks and indicators and know how to address any concerns. Practitioners attending this course must have completed a level 2 safeguarding course within the last three years.

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### Level 2 safeguarding systems and processes

**Course outline**
Building on the Level 1 safeguarding training, this course is designed to support childminders in developing a shared understanding of the processes, principles, roles and responsibilities outlined in national and local guidance for safeguarding and promoting the welfare of children.

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### Working with assistants

**Course outline**
Do you work with an assistant or are you considering developing your childminder business and employing an assistant? Come along to this workshop which will support you in ensuring that you are meeting both Ofsted and business management requirements.

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## Once upon a time - using picture books to support planned, practical activities

**Course outline**
Childminders will explore picture books and produce a range of practical EYFS activities which are linked to each individual story. You will be supported to consider all areas of learning and development, including the characteristics of effective learning. At the end of the course, all planning will be shared, resulting in a comprehensive planning document to take home and use.

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## Saturday workshop

**Course outline**
A Saturday workshop for childminders. The workshop will include two sessions and childminders will attend both sessions during the day.

**Let’s Talk Teeth – rescheduled from Autumn term**
Did you know that children in County Durham have higher levels of dental decay than in other areas of England? We know that developing good oral health habits with our youngest children will shape both future and current health. Good oral health habits formed in early life have consequences, growth, development, health and education. Come along to find out how you can help the children you care for.

‘Me do it!!’ The reasons behind why children do what they do and how to win the battles
Children are funny little things...they think differently to adults and see the world through a different lens. Their brains and bodies drive them to learn, so there’s method in their madness. Come and find out why they do the things they do…and learn some strategies that will help keep you sane!

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<td>23/03/2019</td>
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## Understanding the role of LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

**Course outline**
This course will support you to understand the process involved when handling an allegation made against a person who works with a child. The course will look at the role of the LADO and the responsibilities that you have as a childminder.

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Pass it on!

Durham childminders sharing good practice and inspiration with other Durham childminders.

A chat with Audrey who has been a childminder for 7 years in central Durham…

Something that makes me proud as a childminder…
I am proud to be self-employed and running my own business. With this, I am proud to be the best I can be and to provide a service to which parents feel happy and confident enough to leave their most treasured possessions!

One top tip I would like to share with other childminders…
I’d suggest making the most of all the available opportunities we have and to be confident to network, access training and build relationships within your local communities. I think all of these things combined can give us a better ‘worklife’ and help prevent isolation and loneliness which can sometimes manifest when working independently.

A course I would recommend and why…
I actually can’t pin point one! I regularly attend many different and varied training courses. I feel it is important to build on my own knowledge and keep up to date with current practices and to be aware of any changes being made.

Most special childhood memory…
I have very fond memories of playing out with my best friend. We were lucky and lived in a safe area with lots of outdoor space. We would make potions, explore and make dens etc, we would be out all day and only come home when we were hungry!!

I still love to be outside as an adult and this theme underpins a lot of the activities I do nowadays with the children.

A special thanks to Audrey, Isabella and Millie for taking part!
New! Childcare hub - business support

We’re pleased to provide access to a brand new online childcare hub, developed by early years specialists RedKite Innovations.

All childcare professionals within the Durham area are eligible for free registration. The childcare hub has various online courses, quick guides and tools to help support your childcare business in areas such as:

- Managing your finances effectively
- How to market your services on a budget
- Using social media to attract new customers
- The differences between being a sole trader or a limited company

As you work through the courses you’ll develop your own action plan which will help you put what you have learned into practice.

New material will continue to be added throughout the year. RedKite are keen to hear your feedback on the resource and what else could be added to this so please contact us on the email below with your thoughts and insights. This site is for you and so let’s make it dynamic and focused on your needs.

You can find out more information and register for your free account at https://childcare.redratatree.com/durham/

If you have any difficulty in signing up please contact RedKite at help@redratatree.com
A parent wants to take up the 30 Hours Free Childcare scheme

Direct the parent to www.childcarechoices.gov.uk where they can apply for an eligibility code to access the free childcare for 3 and 4 year olds.

Once the parent has their code they should complete the parent declaration form and return to you for your records.

Using the information collected on the parent declaration form, verify the code on the provider portal.

Once you have verified the code, you can offer the funded place to the parent and claim the funding for all eligible children through the provider portal.

Forms can be found on the For providers section on the FIS website
- 30 hours free childcare entitlement
- Information to help you prepare, or call 03000 265 706.

Keep the parental declaration form safe! It gives you permission to send us your parental information.

Details on how to verify eligibility codes on the provider portal can be found on the For providers section of the FIS website funding arrangements for eligible 2, 3 and 4 year olds.

If we need to contact you, we will use the contact details you have recorded with Ofsted. Please ensure that this is valid and up to date.

Always refer to the Department for Education’s 30 hours free childcare: LA and early years provider guide for information on how to deliver the funded childcare.

Don’t forget to update your record on the Families Information Service website to show parents you are offering the funded childcare.

You can find this guide online.
Go to www.countydurhamfamilies.info
Do you currently offer funded places?

No

Complete the funded places provider form and return it to childcare@durham.gov.uk

On receipt of the funded places provider form your eligibility to deliver funded childcare will be verified.

If eligible, your details will be given to the early years funding team. They will send you a provider portal user ID request form, a BACS form (so that funding can be paid into your nominated bank account) and a funding agreement for your completion and return. These forms can be found on the For providers section of the FIS website funding arrangements for eligible 2, 3 and 4 year olds.

Yes

Complete the provider portal user ID request form and BACS form (if necessary) and return to eyfunding@durham.gov.uk

On receipt of the provider portal user ID request form, you will be sent a user ID and instructions on how to access the provider portal.

Once set up, you can submit your funding estimate, headcount return and any adjustments on the provider portal.

What is the provider portal?
It is part of an online system called Synergy, used by us to electronically manage the early years funding framework.

What does headcount mean?
This is the term used to describe the number of children receiving funded childcare in your setting and the number of funded childcare hours delivered in any one term.

Important provider portal dates. It is important to submit your headcount regularly. Visit the For providers section on the FIS website funding arrangements for eligible 2, 3 and 4 year olds for deadline dates.
Funded places and checking eligibility

**Two year old entitlement (Free Play and Learn)**

Qualifying 2 year olds are entitled to 15 funded hours per week (for the equivalent of 38 weeks per year) from the term following their second birthday. It can be offered by any registered provider with an Ofsted judgement of Good or above.

Parents will need to show you proof of eligibility before they can be offered a funded place. This can be in the form of a letter from the Local Authority, a Golden Ticket, or a 6 digit code. Parents receive the 6 digit code after completing an eligibility check themselves via the parent portal and this can be verified through the provider portal.

**30 hour entitlement (30 Hours Free Childcare)**

The 30 hours free childcare for working parents started in September 2017. It can be offered by any registered provider with an Ofsted judgement of Requires Improvement or above. It is important that you update your information on the Families Information Service (FIS) website www.countydurhamfamilies.info to let parents know that you are offering either all or part of the 30 hours.

**Universal entitlement**

All children are entitled to 15 funded hours per week (for the equivalent of 38 weeks per year) from the term following their third birthday. No check is required for this entitlement apart from seeing proof of age.

More details on these entitlements and checking processes can be found on the FIS website at: www.countydurhamfamilies.info
Claiming for funded places

All funded places are now claimed through the provider portal, so if you want to provide funded places you will need to register as a funded provider with the Early Years Funding Team. To do this, email us on childcare@durham.gov.uk for a form to provide basic details for the initial set up. Training can be given for the provider portal. Detailed instructions as well as deadline dates can be found on the For providers section of the FIS website at: www.countydurhamfamilies.info

Local Offer

The Local Offer is our register of services for families with children who have Special Educational Needs or Disabilities (SEND). Providers who offer services for children with SEND will show on the FIS website with a Local Offer tick. To get a Local Offer tick on your record login and answer the questions about SEND - tell us about any experience or training you have had, or whether you would like to work with children with SEND. If you need any help with this contact FIS on 03000 269 995.
Durham Local Safeguarding Children Board

E-learning opportunities available via the LSCB website
Durham Local Safeguarding Children Board have a range of e-learning courses available for you to access at a time to suit you.

To access the e-learning courses go to [www.durham-lscb.org.uk/professionals/training-programme/lscb-e-learning-courses/](http://www.durham-lscb.org.uk/professionals/training-programme/lscb-e-learning-courses/) and register to use the site.

You will be able to view, select and complete a range of e-learning opportunities, such as:

- Awareness of child abuse and neglect - core (level 1)
- Safe sleeping for babies – reducing the risk of SIDS
- Safeguarding children with disabilities
- Risk assessment – understanding risk assessment when working with children, young people and families

County Durham childminder briefing
A bi-annual information briefing including national updates and current topics for childminders. The next briefing will take place on **Saturday 27 April 2019** at 9.30am - 12.00 noon at County Hall, Durham, DH1 5UJ. For further information and to book a place please use your provider portal account using code CMD418.

Childminder cluster meetings
Come along and join us at one of our cluster meetings. Our local meetings offer you an opportunity to network with other childminders in your area. Our educational development advisors will share with you the local and national early years picture.

Meetings will start at 6.30pm and close at 8.00pm and will be held in the following areas; Consett, Central Durham, Spennymoor/Ferryhill/Newton Aycliffe/Chilton, Chester le Street/Stanley and East Durham.

Further details and booking arrangements to be confirmed shortly.
After three inspirational workshops at our winter event in November, we asked childminders to share with us their ideas for the future in relation to communication and language in the early years…here are a few favourites!

- Use open ended questions and props during story time
- Learn a new word every day!
- Enjoy more physical activity
- Extend play from books, let children take the lead
- Buy the book ‘It starts with a seed’ Love it!
- Have conversations with children that set sparks!
- To make my setting even more special!

Thank you for another fantastic event. We look forward to seeing you all at the next one!
Don’t forget:

A DBS check is required for everyone aged 16 or over who lives in your home

To update your safeguarding training at least every two years

If you have any concerns around a child’s learning and development to contact the Early Years SEND and Equalities team for advice and support on 03000 268 921

Don’t forget:

To plan your paediatric first aid training before your certificate expires to ensure you are compliant with Ofsted’s requirements

To ensure you have public liability insurance and also business insurance for your vehicle if you transport childminded children

To sign up to the Early Years team FREE text information service to receive alerts to your mobile phone. Contact 03000 268916 for details.

To look out for emails from earlyyearssafetyalert@durham.gov.uk. This is our new dedicated email for sending you urgent safety alerts from Durham Police

Useful links
www.countydurhamfamilies.info
www.foundationyears.org.uk
www.durham-lscb.org.uk
www.gov.uk/government/organisations/ofsted
www.childcarechoices.gov.uk
www.pacey.org.uk
FREE safe and wellbeing visits by County Durham and Darlington Fire and Rescue Service

The Early Years team are pleased to be working with County Durham and Darlington Fire and Rescue Service to support childminders with fire safety in their home.

County Durham and Darlington Fire and Rescue Service are offering FREE safety and well-being visits to childminder’s homes, where crew members will advise on fire risks, safety measures and escape plans. The visit can also include fitting free fire alarms as required.

If you would like to arrange an appointment then please contact:

- 0845 2234221
- csenquiries@ddfire.gov.uk
- www.ddfire.gov.uk

HELP SAVE A LIFE - REFER A RELATIVE, FRIEND OR NEIGHBOUR
Are you making the most of your business?

Childcare providers can advertise for **FREE** with **Families Information Service (FIS)**

It’s easy to do - simply register at [www.countydurhamfamilies.info](http://www.countydurhamfamilies.info)

**What are the benefits of advertising with FIS?**

- Free registration and website presence - market your service to the right people at the right time.
- You’re in control - sign in to the website at any time to update your record.
- Stand out from the rest - upload images and documents.
- Promote that you offer funded places - including whether you offer the 30 hours free childcare, or 15 hours for two, three and four year olds.

**What else can FIS offer?**

**For providers** - support for professionals working with children and young people.

**Local Offer** - everything you need to know for 0-25 year olds with special educational needs and disabilities.

**What’s on** - find activities in your local area.

If you would like further information please call **03000 26 99 95**

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Please ask us if you would like this document summarised in another language or format.

- Braille
- Audio
- Large print

eywfd@durham.gov.uk
03000 268 917/267 903