Childminder
Early Years
Training Programme
Term 3 - Summer Term
April – July 2018
Welcome

Welcome to the 2018 summer term professional development programme for childminders. We are pleased to continue to offer FREE*, high quality face to face and e-learning training courses to support your continued professional development.

We will be working with RedKite Innovations this term to offer business support training opportunities that will help develop and grow your childminding business. Summer term training courses by RedKite will be advertised separately.

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 and suggestions on the kind of courses that you would like to see.

Best wishes
County Durham’s Early Years Team

*Cost
Training is delivered free of charge for PVI early years practitioners within the County Durham Local Authority, unless otherwise stated in the course outline.

Bookings/contact details
To book a place please 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.

You can also view the training programme on the For providers section of the Families Information Service (FIS) website www.countydurhamfamilies.info You will soon be able to book courses online through your provider portal account. Details to follow.

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

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.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code: CMD303</th>
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</thead>
<tbody>
<tr>
<td><strong>Course outline</strong></td>
<td>This course will increase your understanding and awareness of domestic abuse, its impact on parenting capacity and on children's health, development and wellbeing.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>07/04/2018, 9.30am - 4.00pm</td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>County Hall, Durham, DH1 5UJ</td>
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<thead>
<tr>
<th>Course Title</th>
<th>Code: CMD308</th>
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<tbody>
<tr>
<td><strong>Course outline</strong></td>
<td>This course will help you develop a shared understanding of the processes, principles, roles and responsibilities outlined in national and local guidance for safeguarding and promoting the welfare of children.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>28/04/2018, 9.30am - 3.00pm</td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>County Hall, Durham, DH1 5UJ</td>
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<tr>
<td><strong>Course outline</strong></td>
<td>To update childminders on the safeguarding processes currently in use and the current picture relating to safeguarding children in County Durham. This is a refresher course. Childminders attending this course <strong>must</strong> have completed a level 2 course within the last 3 years.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>08/05/2018, 6.30pm - 8.30pm</td>
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<tr>
<td><strong>Venue</strong></td>
<td>County Hall, Durham, DH1 5UJ</td>
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<thead>
<tr>
<th>Course Title</th>
<th>Code: CMD323</th>
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<tbody>
<tr>
<td><strong>Course outline</strong></td>
<td>Did you know that mud is good for you? Scientists have discovered something that children have always known – playing in the mud can lift your mood! Recent studies have revealed that when playing in the mud the levels of serotonin increase in our brains helping to relax, soothe and calm. During this session we investigate the benefits of mud and how it can be explored with young children.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>08/05/2018, 6.30pm - 8.30pm</td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Durham Leadership Centre, Spennymoor, DL16 6YP</td>
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</tbody>
</table>
### Easy as 1,2,3 – maths with a childminder
**Code:** CMD329

<table>
<thead>
<tr>
<th>Course outline</th>
<th>This session focuses on how mathematics is introduced to the younger learners, using the environment, observation and language. It focuses on how your everyday routines will support mathematical concepts.</th>
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</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td><strong>10/05/2018, 6.30pm – 8.00pm</strong></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Durham Leadership Centre, Spennymoor, DL16 6YP</td>
</tr>
</tbody>
</table>

### Let’s start with babies
**Code:** CMD324

<table>
<thead>
<tr>
<th>Course outline</th>
<th>Through a mixture of discussions, reflection and practical activities practitioners will develop their skills and knowledge to enable them to support under 2s in communication and language, physical development and personal, social and emotional development.</th>
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</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td><strong>15/05/2018, 6.00pm - 8.00pm</strong></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Durham Leadership Centre, Spennymoor, DL16 6YP</td>
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</tbody>
</table>

### Let’s get musical!
**Code:** CMD330

<table>
<thead>
<tr>
<th>Course outline</th>
<th>Music plays a pivotal role in human development: ‘we dance before we walk and sing before we talk!’ (Linda Pound). Come along and find out how we can offer children a music – rich environment that builds on children’s natural desire to play while exploring sound, rhythm and movement. Ideas for childminders working with older children will be included.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td><strong>22/05/2018, 6.30pm - 8.00pm</strong></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Durham Leadership Centre, Spennymoor, DL16 6YP</td>
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</tbody>
</table>

### Working together to safeguard children and young people from sexual exploitation
**Code:** CMD314

<table>
<thead>
<tr>
<th>Course outline</th>
<th>To increase awareness of child sexual exploitation and provide staff with a greater understanding of the issues and processes so that children and young people can be safeguarded.</th>
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<tbody>
<tr>
<td><strong>Duration</strong></td>
<td><strong>09/06/2018, 9.30am - 3.00pm</strong></td>
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<tr>
<td><strong>Venue</strong></td>
<td>County Hall, Durham, DH1 5UJ</td>
</tr>
<tr>
<td>Course outline</td>
<td>Duration</td>
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<tr>
<td><strong>Let’s get story telling</strong></td>
<td>12/06/2018, 6.30pm – 8.00pm</td>
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<tr>
<td>Attendees will consider how to select age and stage appropriate story books and begin building a quality booklist for the children they support. During the session, guidance will be given on effective story telling techniques and the use of props and resources. The course will also demonstrate how to support children’s play, based on their knowledge of favourite stories.</td>
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<tr>
<td><strong>Developing your observational skills – seeing beyond the obvious</strong></td>
<td>19/06/2018, 6.30pm – 8.00pm</td>
</tr>
<tr>
<td>Children are fascinating! Through their actions and play, they endeavour to ‘tell us’ what they are thinking, what they know, what they might be interested in… but how much do we really see and observe? Come along for an interactive discussion (with video footage of children at play) and learn to ‘see beyond the obvious’. Be prepared to leave the session with more questions than answers!</td>
<td></td>
</tr>
<tr>
<td><strong>Let’s talk teeth</strong></td>
<td>30/06/2018, 9.15am – 12.00pm</td>
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<tr>
<td>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 current and future health. Good oral health habits formed in early life have consequences for growth, development, health and education. Come along to find out how you can help the children you care for.</td>
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</tr>
</tbody>
</table>
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 of the FIS website:
- 30 hours free childcare entitlement
- Information to help you prepare, or call 03000 265 706.

To be eligible to provide funded childcare, you must hold an Ofsted Inspection outcome of ‘requires improvement’ or above, or ‘met’. For newly registered providers call 03000 265 706.

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

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.

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 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.

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.
The 30 hours free childcare for working parents started in September 2017. It is important that you update your information on the Families Information Service (FIS) website [www.countydurhamfamilies.info](http://www.countydurhamfamilies.info) to let parents know that you are offering either all or part of the 30 hours.

**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.

**Claiming for funded places**

The provider portal is now live for all registered providers of early years education with Durham County Council. All termly estimated hours, headcount returns and funding adjustments should now be submitted through the provider portal. The Early Years Funding Team will no longer be issuing paper forms for these processes. Latest deadline dates can be found on the For providers section of the FIS website [www.countydurhamfamilies.info](http://www.countydurhamfamilies.info)

**Checking eligibility**

Registered early years providers can now check eligibility for free Play and Learn for two year olds and 30 hours entitlement for qualifying three and four year olds through the provider portal.

Early years providers should be aware that parents can now check eligibility themselves for a funded two year old Play and Learn place.
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/ 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 21 April 2018 at 9.30am at County Hall, Durham, DH1 5UJ**. For further information and to book a place please email childminderinfo@durham.gov.uk

Childminder cluster meetings
Come along and join us at one of our summer term 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.
Childminder summer event 2018

This year’s summer event for childminders will take place on **Saturday 9 June 2018 at the Durham Leadership Centre, Spennymoor, DL16 6YP.** This year we will be looking at implementing children’s learning and what makes a childminder so special. We will be focussing on characteristics of effective learning and workshops will include supporting children’s physical development, language, literacy and maths. This will also support you with your own professional development and meeting the requirements of Ofsted. Further details and booking arrangements to be confirmed shortly.

County Durham childminder focus group

**New for you!** It is really important to us that our support meets your needs, helps you develop your career and addresses your concerns. In order to do this we need to listen carefully to your successes and barriers so that we can work together to achieve workable solutions. We feel one of the best ways of hearing your thoughts is through childminders themselves. We have childminders who have expressed an interest in being a representative of a County Durham childminder focus group and once we have their agreement we will ensure you have their contact details so you can begin to work with them. If you are interested in being a part of the focus group please email childminderinfo@durham.gov.uk
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.
- To check the contents of your first aid box are in date.
- To update your details on FIS to show you intend to offer 30 hours placements.
- 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 business insurance for your vehicle if you transport childminded children.
- To check the contents of your first aid box are in date.
- To contact Karen Milner (educational development adviser) for support with your next Ofsted inspection, telephone 03000 268 934.
- To contact the Early Years SEND and Equalities team for advice and support on 03000 268 921.

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
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**