

# Early Years & Childcare Training Programme

Autumn 2024 – Summer 2025



**SAFEGUARDING  
AND WELFARE**



**QUALITY OF  
EDUCATION**



**SEN AND  
DISABILITIES**



**LEADERSHIP AND  
MANAGEMENT**



**FORUMS AND  
NETWORKS**

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PVI

SCH

CM

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# MEET THE TRAINERS

## Early Years and Childcare Improvement Team (EYCIT)

	<p><b>Alison Follows - Early Years Improvement Officer (EYIO)</b></p> <p>Alison has worked in early years for over 20 years and holds a BA (Hons) in Early Childhood Studies, Early Years Professional Status (EYPS) and a Masters in Sociology of Childhood and Children's Rights. As well as daily nursery operations and teaching, Alison has detailed knowledge around early years policy, procedure and legislation.</p>		<p><b>Gemma Witchell - Early Years Improvement Adviser (EYIA)</b></p> <p>Gemma has worked as a nursery manager for 10 years and, as an Ofsted Inspector. Gemma holds a BA (Hons) in Early Childhood studies and Early Years Teachers Status (EYTS). Gemma supports settings to develop the quality of their Teaching and Learning and delivers sessions on various topics to compliment this.</p>
	<p><b>Hayley Rose - Early Years Lead</b></p> <p>Hayley has worked in education for over 15 years and holds a BSC (Hons) in Psychology and a Primary Postgraduate Certificate in Education (PGCE). Hayley was a primary school teacher and an Early Years Lead. She has taught from Early Years to Key Stage One. Hayley currently supports settings and schools with their teaching and learning and the development of their Early Years provisions.</p>		<p><b>Lesley Hodges - Early Years Improvement Officer (EYIO)</b></p> <p>Lesley has a BA (Hons) Early Childhood Studies qualification. Lesley has held a variety of roles including managing a pre-school, working as an assessor for level 2 and 3 candidates, and working as an inspector with Ofsted for 10 Years. Lesley has attended a variety of courses to support children's language and communication development and has used this knowledge to support the training she delivers.</p>
	<p><b>Lina Harkhani - Childminding Development Officer (CDO)</b></p> <p>Lina has worked in early years and childcare for over 15 years, from running her own childminding business to supporting preschools. Qualifications include CACHE level 3 and Paediatric First Aid Trainer. As a CDO Officer, Lina provides support, advice and training to registered childminders and home-based childcare providers, to provide high quality childcare options to families in Redbridge.</p>		<p><b>Kay Coombes - Childminding Development Officer (CDO)</b></p> <p>Kay was a childminder and became a Childminding Development Officer in 2008. Kay holds a Level 4 Diploma in Leadership and Management, Preparing to Teach in the Lifelong Learning Sector (PTLLS) and is also a qualified First Aid at Work/Paediatric First Aid Trainer. As a CDO, Kay provides support, advice and training to registered childminders and home-based childcare providers to ensure they meet the requirements of the Early Years Foundation stage statutory framework for childminders.</p>
	<p><b>Shawleene Campbell - Early Years Improvement Adviser (EYIA)</b></p> <p>Shawleene has worked in early years for 38 years. Shawleene holds a degree in Childcare, including teaching adult learners. Shawleene's professional experience working with children, families and practitioners in early years encompasses working with Children and Families in Need (social services), Inspection and Regulation (Ofsted), and managing a day care setting and training. Shawleene currently provides teaching and learning support and training for early years day care settings.</p>		<p><b>Victoria Baird - Early Years Improvement Officer (EYIO)</b></p> <p>Victoria holds a BA (Hons) in Early Childhood studies and SEN has worked in Early years for 26 years and has a wealth of knowledge and experience from being a practitioner in a preschool, managing a nursery, setting up out of school provision and writing and delivering training for the early years team for 17 years. Victoria supports settings to meet the EYFS safeguarding and welfare requirements and, ensure effective policies and procedures are embedded into practice.</p>
	<p><b>Kelsey Morris – Early Years &amp; Childcare Improvement Team Manager</b></p> <p>Kelsey has worked in education for over 14 years and holds a BA (Hons) in Primary Educations with Qualified Teacher Status. Having taught across the Primary Phase, Kelsey developed a passion for Early Years teaching and learning. She went on to become an Early Years Lead and successfully led her team through their inspection. Alongside her interest in phonics, Kelsey is committed to supporting the growth mindset of children and developing their life skills to enable them to become successful, independent individuals.</p>		

*We look forward to welcoming you on our upcoming sessions*

# MEET THE TRAINERS

## Early Years SEND Support Service (EYSENDSS)



**Suckinder Mitzi Singh - Area SENCo**

Suckinder holds a Cache Level 3 NVQ in Children's Care, Learning and Development and has completed several SEN courses over her 20 year career working in Redbridge. Suckinder has supported children with SEN and additional needs in several schools across Redbridge before joining the EYSENDSS in 2015 as a Specialist Teaching Assistant. Suckinder became an Area SENCo in April 2022.



**Lynn Topps – Area SENCo**

Lynn has worked in the Early Years sector for over 30 years as a Manager and SENCo. She holds a BA (Hons) in Early Childhood Studies and has Early Years Professional Status (EYPS). Lynn has worked for Redbridge for the past 10 years as an Area SENCo supporting PVI settings with their inclusion and support for children with additional needs and SEND.



**Chloe Skeete-Campbell- Area SENCo**

Chloe has worked in the Early Years sector for over 12 years. Chloe began her career as a Level 2 Early Years Apprentice and worked her way up to a Nursery Manager and SENCo position. Chloe holds a BA (Hons) in Early Childhood Studies and a Level 3 SENCo qualification. Chloe has worked in Redbridge as an Area SENCo for over 2 years, supporting PVI settings to provide an inclusive learning environment.



**Ure Igbokwe- Area SENCo**

Ure has worked in early years for over 20 years specialising in Early Years consultancy - nursery management, curriculum guidance and SENCo Coordination. She holds a BA (Hons) in Child Psychology and an A1 Early Years Assessor Qualification. Ure is an Every Child a Talker (ECaT) Lead and previously held various roles supporting schools in curriculum governance. She joined the Early Years SEND support service (EYSENDSS) in 2022 as an Area SENCo.



**Robert Stodell- Specialist Advisory Teacher and Area SENCo Team Lead**

Robert holds a BA (Hons) in Facilitating Learning and Development and has Qualified Teacher Status. He also holds the SENCo national professional qualification award. Robert has worked as a Learning Support Assistant (LSA) both in a special school and a mainstream school and has over 8 years' experience working as a SENCo in mainstream primary schools. Robert currently supports children with SEND in nursery and reception cohorts in schools across the borough and he leads the Area SENCo Team who support children with SEND in PVIs.

*We look forward to welcoming you on our upcoming sessions*

## Advanced Safeguarding for Designated Safeguarding Leads (DSL's)

### Course Description

Advanced Safeguarding is aimed at Designated Safeguarding Leads (DSL's) and their deputies. This session will strengthen knowledge and understanding of key safeguarding topics and develop the confidence of the Designated Safeguarding Lead and their deputies to carry out their role effectively.

This course will ensure staff are aware of the content of 'Working Together to Safeguarding Children' and the EYFS Safeguarding and Welfare Requirements.

#### By the end of the course, delegates will:

- Have full confidence in the signs and symptoms of abuse, including FGM, CALFB, CSE, County Lines, Breast Ironing and other safeguarding topics
- Be aware of the impact of parenting issues, such as domestic abuse or substance misuse on parenting capacity
- Have a clear understanding of the Designated Safeguarding Lead role and responsibilities
- Know the Redbridge-specific protocols, key contacts, referral forms and support services
- Have confidence to work with other agencies to identify, assess and meet the needs of children where there are safeguarding concerns
- Know key legislations and documents applicable to safeguarding in early years
- Be able to work with children and family members to address safeguarding issues as appropriate.

**Please note:** It is an expectation that those attending Advanced Safeguarding training will have attended some safeguarding training previously. This training would not be suitable for someone who has no prior safeguarding knowledge or training.



### Audience

- Childminders & Assistants
- Designated Safeguarding Leads
- Deputy/Assistant Designated Safeguarding Leads
- Managers/Deputy Managers

When and Where	Time	Cost
<b>Wednesday 23<sup>rd</sup> October 2024</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15pm Start time: 9.30pm End time: 3.30pm	£40.00 - LBR settings £48.00 - External settings
<b>Thursday 13<sup>th</sup> February 2025</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15pm Start time: 9.30pm End time: 3.30pm	
<b>Thursday 5<sup>th</sup> June 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15pm Start time: 9.30pm End time: 3.30pm	Alison Follows (Early Years Improvement Officer)

### Trainer

## An Introduction to Domestic Abuse

### Course Description

Domestic Abuse (DA) refers to a pattern of behaviour in any relationship used to gain or maintain power and control over a partner. It can take many forms including physical, emotional, sexual, and psychological abuse. Exposure to such abuse can have profound and long-lasting effects on young children, impacting their emotional well-being, development, and behaviour.

This mini-session will support practitioners in their understanding of Domestic Abuse. During the course, practitioners will consider; what Domestic Abuse is, what signs and symptoms might present for children in an abusive household, what signs and symptoms may be present in the adults, and how to support families where Domestic Abuse is present. Practitioners will have the opportunity to examine case studies and develop an overview of the procedures connected to Domestic Abuse.

#### By the end of the course, delegates will:

- Understand how Domestic Abuse is harmful to adults and children
- Be able to spot signs and/or symptoms of abuse relating to this topic
- Know what additional support is available for safeguarding children
- Consider learning from past cases to inform safe practices today.



### Audience

- Childminders & Assistants
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs
- Practitioners working within a Nursery or Preschool

### When and Where

**Monday 18<sup>th</sup> November 2024**  
Online training delivered via Zoom

### Time

Registration: 6.15pm  
Start time: 6.30pm  
End time: 8.30pm

### Cost

£15.00 - LBR settings  
£18.00 - External settings

### Trainer

Alison Follows  
(Early Years Improvement Officer)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.



## An introduction to Evidencing Best Practice in Safeguarding

### Course Description

How can you show evidence of the extent to which you create a positive culture and ethos where safeguarding is an important part of everyday life in the setting? This is what is expected at inspection and can be evidenced in a range of ways.

During this session, we will review how to provide evidence of effective practice around different aspects of safeguarding to demonstrate how child protection and safeguarding is at the forefront of your practice.

#### By the end of the course, delegates will:

- Understand what is meant by 'an open and positive culture around safeguarding'
- Identify ways to review their practice and that of their team
- Understand the different ways to provide evidence to show that safeguarding is effective
- Identify methods to review daily practices and procedures
- Understand the evidence required to demonstrate that staff are suitable to work with children

**Please note:** This session is about how to evidence best practice in safeguarding. It is not a general safeguarding course.

"The examples of how to evidence safeguarding practice were very helpful."

### Audience

- Childminders
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs

### When and Where

**Tuesday 3<sup>rd</sup> December 2024**  
Online training delivered via Zoom

### Time

Registration: 6:45pm  
Start time: 7:00pm  
End time: 9:00pm

### Cost

£15.00 - LBR settings  
£18.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Lesley Hodges  
(Early Years Improvement Officer)

## An introduction to Managing Allegations in the Early Years

### Course Description

An allegation is a claim that someone has engaged in illegal or improper conduct, often without immediate proof. In early years settings, managing allegations effectively is critical in safeguarding children and maintaining a safe learning environment. Effective handling of an allegation ensures that any potential risks are promptly addressed while protecting the rights of both the accuser and the accused.

This course will support Designated Safeguarding Leads and their Deputies feel confident in managing allegations made against an adult working with children in their setting. It will also support them in understanding their roles and responsibilities in managing an allegation. This course is supported by the Redbridge LADO; Helen Curtis.

#### By the end of the course, delegates will:

- Be confident to develop a safeguarding culture in their setting which keeps all staff and children safe in their care
- Recognise and respond professionally to indicators of abuse
- Know what to do if an allegation is made against a member of staff
- Be able to distinguish between an allegation and a concern
- Understand the referral process to LADO and thresholds
- Consider steps to take in investigating a safeguarding allegation.

**“It was very informative and discussions shared helped broaden my knowledge of scenarios that could take place.”**

### Audience

- Childminders
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs
- Registered Providers

### When and Where

**Thursday 23<sup>rd</sup> January 2025**  
Online training delivered via Zoom

### Time

Registration: 9.45am  
Start time: 10.00am  
End time: 12.00pm

### Cost

£15.00 - LBR settings  
£18.00 - External settings

### Trainer

Victoria Baird  
(Early Years Improvement Officer)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.



## An introduction to Making a Referral to MASH (Multi Agency Safeguarding Hub)

### Course Description

“A Multi-Agency Safeguarding Hub (MASH) is a centre which brings together agencies (and their information) in order to identify risks to children at the earliest possible point and respond with the most effective interventions. MASH allows the multi-agency safeguarding team to carry out a joint confidential screening, research and referral of vulnerable children ... The purpose of the MASH is to make the best decisions which will keep children safe. This will in turn ensure timely and necessary interventions, improving the outcomes for vulnerable children.”

MASH referrals from Early Years settings play a key role in keeping children safe. However, the quality of a referral significantly impacts on MASH's ability to make the best, informed decisions. This course is for all practitioners who would like to develop their knowledge of how to make a good, clear referral to Redbridge's Multi-Agency Safeguarding Hub (MASH). The session will explore when a referral to MASH may be required and how the screening process works to support practitioners' confidence in this safeguarding process. During the session, practitioners will have the opportunity to explore scenarios, discuss the referral process and examine threshold documents.

#### By the end of the course, delegates will:

- Understand the MASH referral process
- Recognise when a MASH referral is necessary
- Be confident in writing a good, clear referral
- Understand threshold documents related to Redbridge processes.



### Audience

- Childminders & Assistants
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs
- Practitioners working within a Nursery or Preschool

### When and Where

**Wednesday 13<sup>th</sup> November 2024**  
Online training delivered via Zoom

### Time

Registration: 9.45am  
Start time: 10.00am  
End time: 12.00pm

### Cost

£15.00 - LBR settings  
£18.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Victoria Baird  
(Early Years Improvement Officer)

## An Introduction to Trauma Informed Practice and Adverse Childhood Experiences (ACES)

### Course Description

Adverse childhood experiences (ACES) are potentially traumatic events that occur in childhood, such as abuse or neglect. These experiences can have profound and long-lasting effects of a child's development, health and well-being. In Early Years children, exposure to ACEs can impair brain development, lead to emotional and behavioural issues and, impact on academic and social success. Trauma Informed Practice involves understanding, recognising and responding to the effects of trauma. Implementing trauma informed practices in early childhood settings helps mitigate these impacts by promoting resilience, emotional regulation and healthy relationships.

This session will provide an overview of the terms Trauma Informed Practice and Adverse Childhood Experiences and how you might recognise and adapt your practice, and that of your teams, to enable you to support children effectively.

#### By the end of the course, delegates will:

- Be familiar with the meaning of the terms Trauma Informed Practice and Adverse Childhood Experiences
- Have an overview of the type of trauma that may affect a child's behaviour
- Gain an understanding of reasons why Trauma and ACEs can affect children's behaviour
- Have an insight in how to support children in partnership with colleagues and other professionals.



### Audience

- Childminders & Assistants
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs
- Practitioners working within a Nursery or Preschool

### When and Where

**Tuesday 25<sup>th</sup> March 2025**

Online training delivered via Zoom

### Time

Registration: 6.45am

Start time: 7.00pm

End time: 9.00pm

### Cost

£15.00 - LBR settings

£18.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Lesley Hodges  
(Early Years Improvement Officer)

## Brilliant Babies – Health and Safety

### Course Description

When considering the Health and Safety of children in our care, it is important to reflect on specific measures that may be needed for babies as they are at a particularly vulnerable stage of their development. Effective health measures will support a child's physical and mental well-being which will help prevent illness and promote their growth. Robust safety practices can protect babies from accidents and injuries which could have long-lasting effects.

This course is designed to provide practitioners with the skills and knowledge needed to meet the safeguarding and welfare requirements for babies. We will consider the range of hazards which may be present for younger children and how to address these, including when sleeping and feeding.

#### By the end of the course, delegates will:

- Understand safe sleeping guidelines for babies
- Understand feeding and weaning safely for babies
- Be able to reflect on safety risks present for babies and how to minimise them
- Consider the emotional wellbeing needs of babies and the impact of not-meeting these
- Consider common illnesses which may present in babies and how to spot them



### Audience

- Baby Room Leads
- Baby Room Practitioners
- Childminders & Assistants
- Designated Safeguarding Leads

### When and Where

**Monday 4<sup>th</sup> November 2024**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

**Friday 4<sup>th</sup> April 2025**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Trainer

Alison Follows  
(Early Years Improvement Officer)

## Core Safeguarding for Practitioners

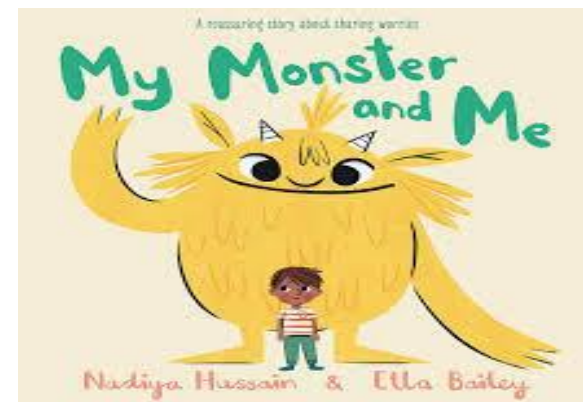
### Course Description

Safeguarding in early years settings refers to the measures and practices put in place to ensure the safety and well-being of young children. It involves protecting children from abuse, neglect, and harm, and creating a safe and supportive environment for their development. This includes implementing policies, ensuring staff's safeguarding knowledge remains up to date, and maintaining vigilance to recognise and act upon any signs of risk or danger. Effective safeguarding fosters a secure and supportive environment, promoting healthy development and emotional well-being.

This session is ideal for practitioners new to Early Years and for those looking to keep their knowledge and understanding of safeguarding up to date.

#### By the end of the course, delegates will:

- Understand their responsibility to safeguard children in their care
- Be able to identify signs and symptoms of abuse
- Understand current themes and topics related to Female Genital Mutilation (FGM), Harmful Sexual Behaviours and the Prevent Duty
- Be able to follow local safeguarding practices
- Understand the role of the Multi Agency safeguarding Hub (MASH)
- Know the importance of adhering to policies and procedures within your setting



### Audience

- Childminders & Assistants
- Out of School Clubs
- Practitioners working within a Nursery or Preschool

When and Where	Time	Cost
<b>Wednesday 9<sup>th</sup> October 2024</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15am Start time: 9.30am End time: 1.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Tuesday 11<sup>th</sup> March 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 1.30pm	<b>Trainer</b>  Victoria Baird - Online Lesley Hodges – Gearies (Early Years Improvement Officers)
<b>Tuesday 20<sup>th</sup> May 2025</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15am Start time: 9.30am End time: 1.30pm	

## Health and Safety in the Workplace Level 2 (VTQ)

### Course Description

This course is aimed at anyone who requires a comprehensive course in health and safety awareness. It is designed to meet the Health and Safety regulations and includes the latest HSE guidance on [Coronavirus](#) COVID 19 and enforcement.

Most people take General Health and Safety training as a requirement for their job or for their personal life. Whether you work in healthcare or another profession or are simply looking for a new qualification, ProTrainings has the course that is suitable for you!

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence Based Learning statement. This course comes with 4.0 hrs (5.0 class) of CPD. Total course time includes 3 hours and 24 minutes of video training as well as knowledge reviews, final test, remedial help and reviewing downloaded material.

#### By the end of the course, delegates will:

- Understand health and safety regulations and laws such as RIDDOR and COSHH
- Have knowledge risk assessing in the workplace and the precautions
- Have knowledge of PPE and an understanding of health and safety in different sectors
- Know how to prevent accidents
- Have an understanding of the employer/employee responsibilities
- Cover some basic First aid advice
- Understand Workstation/VDU safety
- Know about Working at heights
- Have knowledge of Gas safety and electricity
- Understand Infection control
- Have knowledge about Occupational health
- Know about enforcement and the dangers

#### Audience

- Childminders & Assistants
- Designated Safeguarding Leads Deputy/Assistant  
Designated Safeguarding Leads
- Manager/Deputy Manager
- Business owners
- Health and Safety reps
- Employees
- Higher risk businesses for induction
- Fire Wardens/ Fire Marshals

#### When and Where

Online course that allow you to train at your own pace, in your own time. It can be accessed on your mobile.

Follow the link below to the course to have access to our exclusive discount:

[Health and Safety in the Workplace Level 2 \(VTQ\)](#)

#### Time

Total time of 4 hours CPD training

#### Cost

£24.<sup>95</sup> + VAT

Use the code: **UK-EYCIT** at checkout to receive a 10% discount on the RRP!

#### Trainer

Protrainings.uk

## Fire Safety Principles Level 2 (Fire Warden/Marshal)

### Course Description

This level 2 course is aimed at anyone who requires a course as a Fire Warden or a Fire Marshal. The course covers the latest fire safety regulations and the roles and duties of employees and their responsibilities on Fire Safety. The course is designed to meet and comply with the Regulatory Reform (Fire Safety) Order 2005. It covers how fires are started, methods of controlling fire spread, evacuating the building, fire briefings and risk assessing.

Most people take Fire Safety training as a requirement for their job or for their personal life. Whether you work in healthcare or another profession or are simply looking for a new qualification, ProTrainings has the course that is suitable for you!

This course comes with 3.0 hrs of CPD. Total course time includes 2 hours and 10 minutes of video training as well as knowledge reviews, final test, remedial help and reviewing downloaded material. The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence Based Learning statement.

#### By the end of the course, delegates will:

- Understand the importance of fire safety
- Have knowledge fire safety regulations and the roles and duties of employees and their responsibilities on Fire Safety
- Know how fires are started
- Know the methods of controlling fire spread
- Know about evacuating the building
- Understand about fire briefings
- Knowledge of how to risk assess.

#### Audience

- Childminders & Assistants
- Designated Safeguarding Leads Deputy/Assistant
- Designated Safeguarding Leads
- Manager/Deputy Manager
- Business owners
- Fire Wardens/Fire Marshals
- Responsible Persons in workplaces/buildings
- People wanting a higher level of Fire Training

#### When and Where

Online course that allow you to train at your own pace, in your own time. It can be accessed on your mobile.

Follow the link below to the course to have access to our exclusive discount:

[Fire Warden Training](#)

#### Time

Total time of 3 hours CPD training

#### Cost

£24.<sup>95</sup>+ VAT

Use the code: **UK-EYCIT** at checkout to receive a 10% discount on the RRP!

#### Trainer

Protrainings.uk



## Online Safety and Technology in the Early Years

### Course Description

This course will support practitioners in their understanding of Online Safety and Technology use in the early years. The course will consider the safeguarding procedures which settings should have in place, key terminology and definitions, ways technology could be used within domestic abuse and tools available to keep children safe online.

#### By the end of the course, delegates will:

- Understand how technology can be used by perpetrators within domestic abuse
- Be confident to support children using technology safely within the setting
- Know the risks both themselves and children face online and take steps to minimise these
- Have confidence to know how to protect children in their care with regard to online safety and technology
- Establish an awareness of where to get advice and keep up with the latest information,
- Consider their own digital footprint and how this may make them vulnerable and/or affect those around them.



### Audience

- Childminders & Assistants
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

**Thursday 30<sup>th</sup> January 2025**  
Online training delivered via Zoom

### Time

Registration: 1.15pm  
Start time: 1.30pm  
End time: 4.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Alison Follows  
(Early Years Improvement Officer)

## Oral Health Matters

### Course Description

Improving the Oral Health of children within the borough is a priority. \*On average 23.4% of 5-Year-olds in England have experienced tooth decay. In Redbridge, our statistics are even higher than this average with 39.1% of our 5-Year-Olds having experience of tooth decay. The impact of tooth decay on young children is often long lasting beyond the pain they experience. Tooth decay can affect a child's ability to eat, their Speech and Language development and, their confidence to socialise with others.

The statutory framework for the EYFS requires providers to promote good, early oral health of children attending their setting. This practical session is for all early years practitioners working with children aged 3-5 years old who are responsible for supporting children's learning and development.

This interactive workshop will include information from the local NELFT oral health promotion team and exciting activities for children which link to good oral health promotion.

#### By the end of the course, delegates will:

- Confidence in preparing and delivering activities to support children's learning in all areas
- Ideas for activities to be undertaken at home and in the setting to support children's oral health
- Knowledge of current advice about promoting early oral health
- Information about local initiatives
- Confidence to develop partnership with local dental surgeries and partnership working with parents

\*Data was correct at time of creating the brochure but is likely to change. Data Source: NHS Kent Community Health (June 2024)



### Audience

- Childminders & Assistants
- Out of School Clubs
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Wednesday 6<sup>th</sup> November 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.00pm	£25.00 - LBR settings £30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

**Trainer**

Victoria Baird  
(Early Years Improvement Officer)



## Paediatric First Aid (Blended)

### Course Description

Fully compliant with EYFS requirements, Blended Paediatric First Aid consists of 2 parts; 6-hours online training and 6-hours face-to-face training. Delegates will learn all the key skills required to be a designated Paediatric First Aider in their setting and to take action if a child becomes unwell in their care.

Each course is verified and regulated by TQUK (an Ofqual recognised Awarding Organisation) which gives delegated the additional reassurance of the robust course content. Settings who are working towards, or have achieved, Millie's Mark will be able to use this accreditation as part of their scrutiny process for high-quality and effective training.

Further information on course content can be found in the dedicated First Aid Training Brochure.

**Please Note:** Paediatric First Aid has additional Terms and Conditions relating to booking, amending and cancelling places. Please see the First Aid Training Brochure for details of these.

**"The presentation was excellent, in depth and interesting.."**

### Audience

- Childminders & Assistants
- Out of School Clubs
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Tuesday 24th September 2024</b> <b>Saturday 23rd November 2024</b> <b>Wednesday 11th December 2024</b> <b>Tuesday 18th March 2025</b> <b>Saturday 26th April 2025</b> <b>Wednesday 18th June 2025</b> <b>Saturday 19th July 2025</b>	Registration: 9.15am Start time: 9.30am End time: 4.30pm  <i>1 day face to face</i>	£80.00 - LBR settings £96.00 - External settings
<b>Tuesday 29th &amp; Wednesday 30th October 2024</b>  <b>Wednesday 28<sup>th</sup> &amp; Thursday 29th May 2025</b>	Registration: 9.15am Start time: 9.30am End time: 1.00pm  <i>2 half days face to face</i>	
<b>Monday 3rd , Tuesday 4th &amp; Wednesday 5th February 2025</b>	Registration: 6.15pm Start time: 6.30pm End time: 8.30pm	
<b>Monday 30<sup>th</sup> June , Tuesday 1st &amp; Wednesday 2nd July 2025</b>	<i>3 evenings face to face</i>	

Venue for all dates is [Gearies Children's Centre](#)

### Trainer

Qualified First Aid Instructor

## Safeguarding for Childminders

### Course Description

Safeguarding involves protecting children from abuse, neglect and harm, while ensuring their overall well-being. It includes creating and implementing policies and staying alert to potential risks. Childminders play a crucial role in safeguarding as they work closely with young children in intimate, home-based settings. Effective safeguarding ensures that children are safe, secure and supported in their development. Ultimately, safeguarding is essential for fostering a positive and protective environment where children can thrive.

This session has been specifically designed for childminders and will raise awareness of the signs and symptoms of child abuse and support practitioners to have confidence to deal with child protection issues appropriately.

#### By the end of the course, delegates will:

- Identify different areas of abuse and understand what to do
- Know the responsibility of each individual to protect children
- Have the confidence to take appropriate action
- Have up to date information about Prevent Duty, Female Genital Mutilation (FGM), Toxic Trio, Online Safety and other safeguarding topics

This section refers to Section 3, The Safeguarding requirements of the Statutory Framework for Childminders (EYFS 2024)



### Audience

- Childminders & Assistants

When and Where	Time	Cost
<b>Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> October 2024</b> <a href="#">Gearies Children's Centre</a> (you need to attend both sessions to complete the course)	Registration: 6.15pm Start time: 6.30pm End time: 8.30pm	£25.00 - LBR settings £30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

Trainer
Kay Coombes and Lina Harkhani (Childminding Development Officers)

## Safer Recruitment in the Early Years

### Course Description

Safer recruitment in Early Years refers to the rigorous process of selecting individuals to work with children that minimises the risk of harm and ensures their safety and well-being. It involves thorough background checks alongside interviews and references. The importance of safer recruitment cannot be overstated as it safeguards children from potential risks by ensuring only suitable individuals are employed in roles that involve contact with children. By following safer recruitment practices, Early Years settings uphold their duty of care and create a safe environment for their children.

This course will explore safer recruitment practices for a range of early years provisions. It will consider how recruitment practices tie into wider safeguarding procedures, best practice for recruitment, the range of ways which ID can be checked and verified, Right to Work in the UK, Referencing, DBS checks and the barred list, and reflective practices to review the effectiveness of your current safer recruitment procedures.

#### By the end of the course, delegates will:

- Know the steps to take when recruiting for early years provisions
- Understand the legal requirements for employers
- Be aware of wider safeguarding checks for new employees and how to conduct these
- Understand the range of actions to take when someone does not meet suitability and vetting standards
- Know and be able to follow legal requirements for suitability and vetting checks.

*Please note: This course is designed for early years provisions and childminders only as school recruitment procedures have different requirements.*



### Audience

- Childminders
- Designated Safeguarding Leads
- Managers / Deputy Managers
- Out of School Clubs
- Registered Providers

### When and Where

### Time

### Cost

**Thursday 21<sup>st</sup> November 2024**

[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

£25.00 - LBR settings  
£30.00 - External settings

**Wednesday 23<sup>rd</sup> April 2025**

[Gearies Children's Centre](#)

Registration: 1.15pm  
Start time: 1.30pm  
End time: 4.30pm

### Trainer

Alison Follows  
(Early Years Improvement Officer)

## An Introduction to Observation, Assessment and Planning

### Course Description

Observation, assessment and planning are essential elements of high quality teaching and provision as they enhance a child's learning and development. Observation involves carefully watching and noting children's interactions, learning and progress to understand their needs and interests. Assessment uses the information gathered from observations to evaluate a child's development, skills and learning needs. This process helps practitioners identify strengths, next steps and potential developmental concerns. Planning involves creating tailored activities and experiences based on assessment findings to support each child's learning and development.

This course is ideal for newly qualified practitioners or for those looking to refresh their knowledge and skills. The session will explore the Observation, Assessment and Planning Cycle and support practitioners to use this to develop the quality of their practice.

#### By the end of the course, delegates will:

- To gain an overall understanding of Observation, Assessment and Planning
- To understand how observations enable practitioners to support children's learning
- To understand how assessment can be effectively used to promote learning
- To enable practitioners to plan effectively for children's individual next steps
- Gain an understanding of how children's individual next steps can be thread through the setting's enabling environment



### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Friday 8<sup>th</sup> November 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Thursday 19<sup>th</sup> June 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b>  Gemma Witchell (Early Years Improvement Advisor)

## Advanced Observation, Assessment and Planning

### Course Description

Observation, assessment and planning are crucial in early years education as it ensures that each child's unique needs, interests and progress are accurately identified and addressed. Through careful observation, practitioners gain an insight into children's interests and abilities, which informs effective assessment. This assessment then guides personalised planning, ensuring activities and provision are appropriate and challenging to support individual development. The Observation, Assessment and Planning cycle promotes a holistic and responsive approach to early years teaching and learning.

This course is ideal for practitioners who are looking to strengthen the quality of their teaching. During the session, practitioners will develop their understanding of the Observation, Assessment and Planning Cycle and how this is used to deepen their understanding of what children can do so that they can plan effectively for their next steps. As part of this session, practitioners will explore the concept of planning in the moment and, the importance of working in partnership with parents.

#### By the end of the course, delegates will:

- Understand how different approaches can be used to support children's learning and development
- Understand why it is important to observe, assess and plan for children's learning
- Understand the importance of developing effective partnerships and a multi-agency approach to inform children's formative assessment
- Understand the concept of planning in the moment.



### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

### Time

### Cost

**Wednesday 20<sup>th</sup> November 2024**

[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

£25.00 - LBR settings  
£30.00 - External settings

**Thursday 26<sup>th</sup> June 2025**

[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

## An Introduction to High Quality Interactions

### Course Description

*"Children's back-and-forth interactions from an early age form the foundations for language and cognitive development." EYFS 2024*

What did you like about the training? "The training was very informative and interactive.." "Sustained shared thinking.."

High quality interactions prompt responsive, engaging and supportive communication between children and practitioners. It involves active listening, positive reinforcement, and open-ended questioning that encourages critical thinking and language development. Such interactions foster secure attachments that help children to feel safe and valued. They also promote emotional regulation and social skills which are essential for forming healthy relationships. High quality interactions lay the foundation for a child's cognitive, emotional and social development, significantly impacting on their future success.

This course is ideal for newly qualified practitioners or for those looking to refresh their knowledge and skills. The session will highlight the importance of high quality interactions and support staff to reflect on, and improve their interactions with children.

#### By the end of the course, delegates will:

- Understand the importance of adult interactions to support children's learning
- Understand sustained shared thinking and its importance
- Develop the quality and effectiveness of interactions.

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Wednesday 18<sup>th</sup> September 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Tuesday 11<sup>th</sup> February 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b>  Gemma Witchell (Early Years Improvement Adviser)

## High Quality Interactions

### Course Description

*"The development of children's back-and-forth interactions from an early age form the foundations for language and cognitive development. The number and quality of the interactions conversations they have with adults and peers throughout the day in a language-rich environment is crucial."* EYFS 2024

High quality interactions in the Early Years are crucial for a child's cognitive, emotional and social development. They foster secure attachments which lay the foundation for building trust and resilience. Engaging with children through rich, back-and-forth communication helps develop language skills and critical thinking abilities. Positive interactions also encourage curiosity and a love of learning, setting the foundation for academic success. It is vital practitioners engage in high quality interactions with all children and become good conversation partners who can adapt an interaction to suit each child's individual stage of development.

This course is ideal for practitioners who are looking to strengthen the quality of their interactions. During the session, practitioners will develop their understanding of child development theories and how these can support their interactions. Practitioners will learn about the importance of self-reflection and how to tailor their interactions in the correct way.

#### By the end of the course, delegates will:

- Gain an understanding of high-quality interactions and why this is important
- Develop self-awareness; knowing own voice, tone, body language
- Gain an understanding of education through play and interactions
- Understand how learning intentions and implementation can be delivered through effective interactions
- Understand how to balance child-led/child-initiated play and adult-led play.



### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Tuesday 19<sup>th</sup> November 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Friday 13<sup>th</sup> June 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b>  Gemma Witchell (Early Years Improvement Adviser)



## Brilliant Babies – Care and Education

### Course Description

*"...staff must have received training that specifically addresses the care for babies."EYFS (2024)*

The care and education provided to babies will lay the groundwork for their overall development and future success. Responsive and loving relationships fosters secure attachments that promotes a baby's emotional and social well-being. Early Education, even in infancy, stimulates cognitive development and curiosity which enhances learning abilities. Providing a nurturing and stimulating environment encourages babies to explore and develop essential skills such as language, problem-solving and social interaction. Ultimately, quality care and education in the Early Years contributes significantly to a child's lifelong health, happiness and success.

This training course is designed to support practitioners build a curriculum for babies that imbeds the EYFS Educational Programmes for all seven areas of learning. This will ensure babies can develop the knowledge and skills they need for good future progress.

#### By the end of the course, delegates will:

- Understand the purpose and importance of the key person role and interactions
- Understand how to care for babies
- Understand how to build a suitable curriculum for babies
- Have developed ideas on how parents and practitioners can work together
- Know how to promote an inclusive environment to meet babies needs at each stage of their individual development

#### Audience

- Baby Room Leads
- Baby Room Practitioners
- Childminders & Assistants

#### When and Where

#### Time

#### Cost

**Monday 23<sup>rd</sup> September 2024**

[Gearies Children's Centre](#)

Registration: 9:15am  
Start time: 9:30am  
End time: 12:30pm

£25.00 - LBR settings  
£30.00 - External settings

**Thursday 6<sup>th</sup> March 2025**

[Gearies Children's Centre](#)

Registration: 9:15am  
Start time: 9:30am  
End time: 12:30pm

#### Trainer

Gemma Witchell  
(Early Years Improvement Adviser)



## Bringing Stories to Life Through Role Play and Small World

### Course Description

Children make sense of the world around them through stories. What makes a story even better?  
A story that comes to life!

Through role play and small world children can create their favourite stories and use their imaginations to become different characters. Bringing both Literacy development and Expressive Arts & Design development together to create a love for reading and role play like no other.

Storytelling in early years provides so many opportunities. It sparks imagination, creativity and language development. Storytelling exposes children to a diverse range of vocabulary and supports them to understand new words in context.

#### By the end of the course, delegates will:

- Understand how literacy development can be supported through imaginative play
- Understand the importance of being enthusiastic and making activities fun
- The importance of role modelling imaginative play and having creative ideas
- To understand the learning intention and how to implement this
- To tailor practice to meet children's stages of development

"The information delivered in a good and funny way. We did lots of role play and we used our imagination.."

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

**Thursday 10<sup>th</sup> October 2024**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Clean and Green – Ideas for Creating a Sustainable Environment

### Course Description

Protecting our environment is a priority for everyone. The Early Years is a prime time to set a good example for children and teach them good habits. For early years children, understanding sustainability can foster a sense of responsibility towards nature, teaching them to appreciate and care for the environment from a young age. It also helps them develop critical thinking skills by exploring how their actions impact the world around them.

This course will provide lots of examples of how you can teach children and develop their understanding of ways to care for the environment. We will also discuss how you can review your own practice in the setting to be as sustainable as you can be.

Nobody can be expected to do everything, but we can all do something to help!

#### By the end of the course, delegates will:

- Have a good understanding of the terms re-use, reduce, recycle and what this means for their setting
- Identify ways to teach children about sustainability and green issues
- Understand the many ways to work in partnership with parents
- Appreciate and continue to share ideas with colleagues from different settings
- Have a wider appreciation of London Borough of Redbridge strategies to be Clean and Green

#### Audience

- Childminders & Assistants
- Out of School Clubs
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

#### When and Where

**Wednesday 14<sup>th</sup> May 2025**  
[Gearies Children's Centre](#)

#### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 11.30am

#### Cost

£15.00 - LBR settings  
£18.00 - External settings

#### Trainer

Lesley Hodges  
(Early Years Improvement Officer)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Developing Children’s Emotional Well-being & Self-regulation, including Managing Challenging Behaviour

### Course Description

*“Children’s personal, social and emotional development is crucial for children to lead healthy and happy lives, and it’s fundamental to their cognitive development.” EYFS 2024*

Self-Regulation in the Early Years refers to the ability of children to manage their emotions, behaviours, and impulses in response to different situations. Emotions are powerful and it is essential practitioners support their children in recognising and managing these appropriately. Developing self-regulation involves practices such as providing consistent routines and expectations and, offering opportunities for decision-making and problem-solving.

Self-Regulation is crucial for children’s overall well-being and success as it helps them navigate social interactions, focus on tasks and cope with challenges effectively. By fostering self-regulation skills early on, children can build resilience and set a strong foundation for lifelong emotional and academic success.

#### By the end of the course, delegates will:

- Gain an understanding of a child’s different emotions and how they can be displayed
- Understand the importance of observation and planning to support children’s emotional well-being and self-regulation
- Be confident in supporting a child experiencing an emotional outburst
- Understand the importance of self-reflection and how practice, interactions, routines and the environment all play a crucial role in supporting children.
- Understand the importance of working in partnership with parents to achieve the same outcome.



### Audience

- Childminders & Assistants
- Managers / Deputy Managers
- Out of School Clubs
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Thursday 17<sup>th</sup> October 2024</b> <a href="#">Gearies Children’s Centre</a>	Registration: 9.15am Start time: 9.30am End time: 1.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Friday 7<sup>th</sup> February 2025</b> <a href="#">Gearies Children’s Centre</a>	Registration: 9.15am Start time: 9.30am End time: 1.30pm	<b>Trainer</b>  Gemma Witchell (Early Years Improvement Adviser)
<b>Tuesday 13<sup>th</sup> May 2025</b> <a href="#">Gearies Children’s Centre</a>	Registration: 9.15am Start time: 9.30am End time: 1.30pm	

## Early Mark Making

### Course Description

Is it a dot? Is it a squiggle? Is it a letter shape? ... It's all mark making!

Early mark making is the beginning of writing. It is a sensory, physical and cognitive experience for young children which enables them to see the connection between their actions and the marks they make. Providing and enhancing experiences of mark making will encourage children's independence and involvement in their communication through meaningful marks.

It is important for practitioners to understand and value early mark making. By encouraging and supporting children to make marks in a variety of ways, practitioners are building their confidence, developing their fine and gross motor skills and enhancing their cognitive development. All of which lay the foundation for successful literacy skills in the future.

This course will provide Early Years practitioners with lots of exciting ways to embed mark making in their provision using a range of resources within the indoor and outdoor environments.

#### By the end of the course, delegates will:

- Understand how mark making develops
- Have a range of practical ideas to support children with their gross and fine motor development
- Know how to include mark making activities in the indoor and outdoor learning environments
- Understand the importance of the adult in supporting children with early mark making

**Please note:** This is a practical session, you will be expected to undertake practical outside activities, you may get dirty, wet etc so please come dressed appropriately.



### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

**Thursday 15<sup>th</sup> May 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 1.15pm  
Start time: 1.30pm  
End time: 4.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

### Trainer

Hayley Rose  
(Early Years Lead)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Embracing Cultural Differences and Individual Identities in Early Years

### Course Description

As Early Years practitioners, we should never underestimate the power and influence we have on shaping the lives of children and families.

Awareness of cultural diversity and individual identities needs to be at an age-appropriate level for Early Years children so that it is positive and meaningful.

A child centred, welcoming and enabling environment must reflect current cohorts of children's individual needs and backgrounds. An effective curriculum will foster all positive aspects of inclusion to allow children to have a good sense of belonging.

This training is for Early Years practitioners working with children from 2 to 4 years who want to create an environment rich in celebrating difference and a setting that reflects the diverse wider community.

The training will be linked to the Statutory Framework for the Early Years and the Early Years Inspection Handbook (Cultural Capital).

#### By the end of the course, delegates will:

- Have explored the barriers in discussing cultural differences
- Be confident in validating individual identities in an early years setting
- Be confident in supporting children to talk about similarities and differences
- Build up a bank of culturally diverse and relevant books to reflect the world children live in and individual identities
- Explore cost effective resources to provide a diversity rich environment

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

**Wednesday 30<sup>th</sup> April 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

## Enabling Indoor Learning Environments

### Course Description

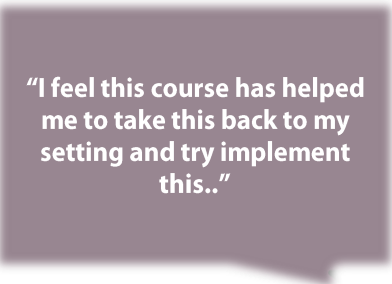
The indoor learning environment plays a key role in supporting and extending children’s learning and development. An enabling environment in early years refers to an environment that supports and nurtures children’s learning and development through carefully planned physical spaces, resources and interactions. The environment encourages exploration, independence, and active participation; promoting curiosity and motivation to learn.

Children thrive within environments that support their individual interests and needs. An enabling environment will support children to feel safe and secure, so they can confidently play and learn.

This training will provide practitioners with ideas to develop and enhance their indoor learning environments to provide children with the best possible learning experiences.

#### By the end of the course, delegates will:

- Know the importance of having an enabling learning environment
- Have a clear understanding of continuous provision
- Have a clear understanding of enhanced provision
- Be able to plan for the seven areas of learning in the indoor environment
- Know how to use the environment to support the characteristics of effective learning



“I feel this course has helped me to take this back to my setting and try implement this..”

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Thursday 28<sup>th</sup> November 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Wednesday 11<sup>th</sup> June 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b>  Hayley Rose (Early Years Lead)

## Exploring Schemas: Brain Development and Play

### Course Description

Schemas refer to repeated patterns of behaviour or play that children exhibit as they explore and make sense of their world. These patterns, such as transporting, enveloping, or connecting, represent underlying cognitive processes through which children learn.

Schemas influence how children engage in play, as they often repeat actions and themes to understand concepts like cause and effect or, spatial relationships. Understanding schemas helps practitioners create environments and activities that support children's natural learning tendencies, fostering deeper engagement and learning through play.

This course will explore all things schemas in the early years. We will explore what a schema is and how they came about, the various types of schemas that a child may exhibit, the impact this has for their brain development and how schemas aid learning.

Practical activities will explore how to support different schemas through resources and interactions and will provide delegates a range of ideas to take back to aid their own practice.

#### By the end of the course, delegates will:

- Understand what a schema is and the impact they have for brain development
- Be able to identify schemas within children's play
- Have some practical ideas on how to engage and utilise children's schemas

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Thursday 13<sup>th</sup> March 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Wednesday 25<sup>th</sup> June 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 1.15pm Start time: 1.30pm End time: 4.30pm	<b>Trainer</b>  Alison Follows (Early Years Improvement Officer)

## Giving Mathematics the Wow Factor

### Course Description

Learning mathematics begins from the earliest stages of life and helps children to make sense of the world around them. Children are more likely to join in with mathematics when it stimulates their interests. This could be as part of their play, within their everyday routines, through songs, rhymes and stories.

In the early years, children develop their maths skills through active exploration and play which is engaging and meaningful to them. They develop their skills through counting objects, recognising patterns and comparing quantities in everyday situations. Through interactive games and activities, children grasp concepts such as addition and subtracting without realising they are learning maths.

This course will support practitioners in understanding the role they play in scaffolding learning experiences that build upon children's natural curiosity and eagerness to explore mathematical ideas.

#### By the end of the course, delegates will:

- Know how to include mathematics in everyday routines.
- Be able to embed mathematics into the learning environments.
- Be able to develop mathematical vocabulary with games.
- Know how practitioners can support children's mathematical learning and development.

*"Lots of interactive sections, encouraged engagement and experiencing the learning ourselves. Very practical ideas to take back to setting.."*

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

**Thursday 29<sup>th</sup> April 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

### Trainer

Hayley Rose  
(Early Years Lead)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.



## Learning with Loose Parts

### Course Description

Learning with loose in parts in Early Years is highly effective as it encourages creativity and imagination, allowing children to explore and manipulate materials in a variety of ways. Loose parts provide children with a range of open-ended learning opportunities and experiences which allows them to interact, play, experience, discover and invent.

Loose parts supports and develops the different areas of learning and characteristics of effective learning. This approach supports cognitive development by encouraging problem solving and critical thinking as children experiment and discover new possibilities. Additionally loose parts play promotes physical development through fine and gross motor activities. It also enhances social skills as children collaborate and communicate during their play. Adding a favourite book with loose parts can encourage communication and language further, children can retell a story, develop a narrative and tell their own story.

During the training you will consider your setting, the learners and the environment as you embark on your adventure with loose parts.

#### By the end of the course, delegates will:

- Know the benefits of using loose parts.
- Know how to use loose parts in the indoor and outdoor learning environments.
- Understand the role of the practitioner in supporting children with loose parts.
- Know how to use loose parts and books to develop communication and language skills.
- Know how to use loose parts to support and develop different areas of learning.



"Gave me insight on how to use loose parts effectively.."

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

**Tuesday 12<sup>th</sup> November 2024**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Hayley Rose  
(Early Years Lead)

## Planning your Curriculum in the Early Years (PVI)

### Course Description

“The curriculum consists of everything you want children to experience, learn and be able to do.” Development Matters (2023)

Planning an effective curriculum plays a key role in supporting and extending children’s learning and development. It is important to provide a rich curriculum with a broad range of experiences to support and challenge each child’s learning journey within Early Years.

This training is for Early Years practitioners working with children from 2 to 4 years who want to plan and develop their Early Years Curriculum to provide children with the best possible learning experiences and outcomes.

The training will be linked to the Statutory Framework for the Early Years and the Early Years Inspection Handbook.

#### By the end of the course, delegates will:

- Understand curriculum intent, implementation and impact
- Be able to plan for the seven areas of learning and development to support good outcomes for children
- Know how to use the curriculum to support the characteristics of effective learning
- Know how to embed cultural capital into the curriculum

#### Audience

- Childminders & Assistants
- Managers / Deputy Managers
- Practitioners working within a Nursery or Preschool
- Room Leads

#### When and Where

**Wednesday 26<sup>th</sup> March 2025**  
[Gearies Children’s Centre](#)

#### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

#### Cost

£25.00 - LBR settings  
£30.00 - External settings

#### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Planning your Curriculum in the Reception Year (Schools)

### Course Description

*"The curriculum consists of everything you want children to experience, learn and be able to do."* Development Matters (2023)

Planning an effective curriculum plays a key role in supporting and extending children's learning and development. The curriculum needs to be carefully planned and sequenced to ensure that children build upon and develop their knowledge and skills throughout the year. It is important to provide a rich curriculum with a broad range of experiences to support and challenge each child's learning journey within the Reception year.

This training will support Early Years teachers working in Reception classes with planning and developing their Early Years Curriculum to provide children with the best possible learning experiences and outcomes, so they are ready for the next stage in their education.

The training will refer to the Early Years Foundation Stage Statutory Framework and the School Inspection Handbook.

**By the end of the course, delegates will:**

- Understand curriculum intent, implementation and impact
- Be able to plan for the seven areas of learning and development and early learning goals
- Know how to use the curriculum to support the characteristics of effective learning
- Know how to embed cultural capital into the curriculum

### Audience

- Early Years Leads (School)
- Teachers working within Reception classes in schools

### When and Where

### Time

### Cost

**Monday 14<sup>th</sup> October 2024**

[Gearies Children's Centre](#)

Registration: 9.15am

Start time: 9.30am

End time: 12.30pm

£25.00 - LBR settings

£30.00 - External settings

### Trainer

Hayley Rose  
(Early Years Lead)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Playing with Sounds

### Course Description

Learning to read does not begin with learning the sounds letters make. Prior to this stage, children require time and support to develop their speaking and listening skills and to develop their phonological awareness. This practical session is designed to provide practitioners, working with children aged 3-5 years old, with a bank of exciting activities to support with this.

Playing with Sounds is a crucial stage in learning to read, focusing on developing essential pre-reading skills. It focuses on developing children's listening and sound discrimination, enabling them to differentiate between sounds in spoken language. Through activities like rhyming, alliteration, and oral blending and segmenting, children enhance their phonological awareness. These skills lay the groundwork for decoding words and prepares the children for later phonics learning. Playing with Sounds sets the foundation for fluent reading and writing.

Introducing letter and sound correspondence (e.g. this is the letter S it makes the sounds SSS) is a rote learning activity which focuses on children memorising information. Without mastering Playing with Sounds, children will not develop the skills required to use their sounds effectively.

#### By the end of the course, delegates will:

- Consider the skills children need to develop to be a successful reader and writer.
- Build up a bank of exciting activities to support children develop their speaking and listening skills and, their phonological awareness.



### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery

### When and Where

### Time

### Cost

**Friday 24<sup>th</sup> January 2025**  
[Gearies Children's Centre](#)

Registration: 9.15am  
 Start time: 9.30am  
 End time: 12.30pm

£25.00 - LBR settings  
 £30.00 - External settings

**Thursday 8<sup>th</sup> May 2025**  
[Gearies Children's Centre](#)

Registration: 1.15pm  
 Start time: 1.30pm  
 End time: 4:30pm

### Trainer

Kelsey Morris  
 (Early Years & Childcare Improvement Team Manager)

## Supporting Children who are Learning English as an Additional Language

### Course Description

There are an estimated 360 languages spoken across the country and research tells us that it is best for children if they are supported in all the languages that are available to them. We also know that we need to help children to reach a good standard in English for their future learning. So, how can we best support children in our care?

Supporting children who are learning English as an Additional Language (EAL) effectively in the Early Years is essential for their social and academic development. It will ensure children can access the curriculum and participate fully in the provision and activities on offer. Early support can help boost children's confidence and self-esteem; reducing feelings of isolation and promoting inclusion.

#### By the end of the course, delegates will:

- Have an appreciation of ways children acquire language and vocabulary when hearing different languages.
- Understand how different communication methods can support children.
- Appreciate how to use visual aids effectively to support communication.
- Understand how and why to use children's home languages in the setting.
- Understand the importance of partnerships with parents when assessing children's progress.

*"It was very helpful hearing about the way other settings go about helping with English as a second language.."*

### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

When and Where	Time	Cost
<b>Tuesday 15<sup>th</sup> October 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Tuesday 4<sup>th</sup> March 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b> Lesley Hodges (Early Years Improvement Officer)

## Supporting Children with Transitions in the Early Years

### Course Description

Children face many transitions throughout the day as well as during their time in the Early Years.

This includes transitions within their daily routine, transitioning to an Early Years setting, transitioning between rooms and transitioning from an Early Years setting to school.

Effective transitions support children to ensure they are well prepared, not just academically but emotionally, to continue their learning effectively.

Managing transitions effectively within the Early Years is crucial for fostering a sense of security and emotional wellbeing. They ensure continuity in learning, helping children build on existing knowledge and skills seamlessly.

Additionally, smooth transitions promote positive relationships among children, parents, and practitioners, which are essential for a supportive learning environment.

'Effective transition is a process, not an event'. (Birth to 5 matters)

#### By the end of the course, delegates will:

- Know about different types of transitions
- Be aware of different strategies to support children with transitions
- Know of different strategies to support with room-based transitions
- Have ideas to support with transitions to school
- Have ideas of how to work in partnership with parents

### Audience

- Childminders & Assistants
- Managers / Deputy Managers
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo
- Teachers and staff working within a school-based nursery

### When and Where

**Thursday 27<sup>th</sup> February 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15pm  
Start time: 9.30pm  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

### Trainer

Hayley Rose  
(Early Years Lead)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Supporting Children with Transitions to Year One (Schools)

### Course Description

Children face many transitions throughout the day as well as during their time in the Early Years and school. This includes transitions within their daily routine and transitioning from Early Years to Year One.

Effective transitions support children to ensure they are well prepared, not just academically but emotionally, to continue their learning effectively. The transition between Reception and Year One is vital for providing continuity in learning, ensuring that children build on the foundational skills they have developed. It helps children prepare for the upcoming changes; reducing potential anxiety and fostering confidence. Additionally, a smooth transition will support the development of positive relationships with new teachers and peers.

Effective transition is a process, not an event.' (Birth to 5 Matters)

#### By the end of the course, delegates will:

- Know about different types of transitions.
- Be aware of different strategies to support children with transitions.
- Have ideas to support children with transitions to year one.
- Have ideas of ways to work in partnership with parents and staff.

### Audience

- Early Years Leads (School)
- Teachers and staff working within Reception
- Teachers and staff working within Year 1

### When and Where

**Tuesday 24<sup>th</sup> June 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 9.45am  
Start time: 10.00am  
End time: 12.00pm

### Cost

£15.00 - LBR settings  
£18.00 - External settings

### Trainer

Hayley Rose  
(Early Years Lead)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.



## Supporting Children's Independence for School Readiness and Lifelong Learning

### Course Description

The role of early years practitioners is fundamental in building children's confidence and self-esteem so that they have a go, see what happens next and develop their own curiosity. It allows children to have the essential social skills to feel they have control over their thinking, to make choices and to be less reliant on the support of adults. Starting school is the next phase in children's education journey and is a significant transition for most children.

This training helps early years practitioners create a child focused curriculum that fosters a child centred teaching and learning environment. Additionally, the importance of planning activities and routines that will teach children the essential skills to be independent learners for school readiness and beyond.

#### By the end of the course, delegates will:

- Develop strategies to foster a shared approach to encourage children's independence.
- Understanding how to build children's confidence and resilience.
- Understand the importance of embedding curriculum aims to aid a smooth transition within the setting and into the school environment.
- How to create an enabling child centered learning environment that supports children's development.
- Understand the links to the EYFS and Early Years Inspection Handbook.

#### Audience

- Childminders & Assistants
- Managers / Deputy Managers
- Practitioners working within a Nursery or Preschool
- Room Leads
- Teachers and staff working within a school-based nursery

#### When and Where

**Wednesday 26<sup>th</sup> February 2025**  
[Gearies Children's Centre](#)

#### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

#### Cost

£25.00 - LBR settings  
£30.00 - External settings

#### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## The Great Outdoors for Babies and Toddlers (6 months to 2 years)

### Course Description

Babies start exploring their surroundings at different stages of development. Within a child's first year they are learning about developing relationships with first and foremost their parents, others, and then you (their early years practitioner).

Babies are born with the innate need to explore their surroundings and world around them. You can provide endless and exciting opportunities to enhance young children's learning experiences to support their all-round development. This course is for practitioners who are interested in creating an inspiring outdoor environment for young children (6 months to 2 years).

**Please note:** This is a practical session, you will be expected to undertake practical outside activities, you may get dirty, wet etc so please come dressed appropriately.

#### By the end of the course, delegates will:

- Understand the links to the EYFS and the benefits for children's development and active learning.
- Know how to create exciting outdoor learning experiences to support children's all-round development.
- Embrace nature and understand how the local community can support children's learning.
- Be able to create cost effective resources.



### Audience

- Baby / Toddler Room Leads
- Baby / Toddler Room Practitioners
- Childminders & Assistants

### When and Where

**Thursday 22<sup>nd</sup> May 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

## The Great Outdoors (For children aged 2-5 years)

### Course Description

Outdoor learning is crucial in the early years as it encourages good physical health through active play, helping children to develop their motor skills, coordination and overall fitness. The great outdoors also enhances children's cognitive development by providing diverse sensory experiences and opportunities for exploration and discovery. Engaging with nature fosters environmental awareness and a sense of responsibility towards the environment. Outdoor learning also encourages social interaction and cooperative play, aiding in the development of social skills and emotional resilience.

This practical workshop is for all practitioners who work with children aged 2-5 who are interested in developing their outside space. We will explore how loose parts can be used to create the WOW factor in your outside space.

**Please note:** This is a practical session, you will be expected to undertake practical outside activities, you may get dirty, wet just what we would expect our children to do! so please come dressed appropriately.

#### By the end of the course, delegates will:

- Understand theory and benefits of outside play
- Look at outdoor play policy
- Identify the benefits for children's health
- Know how to promote children's physical well being
- Understand how to organise and store resources
- Be keen to ensure the outside area is inspiring and inviting for children on a daily basis



### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool
- Teachers and staff working within a school-based nursery or Reception Class

### When and Where

### Time

### Cost

**Wednesday 25<sup>th</sup> September 2024**

[Gearies Children's Centre](#)

Registration: 9.45am  
Start time: 10.00am  
End time: 1.00pm

£25.00 - LBR settings  
£30.00 - External settings

**Wednesday 4<sup>th</sup> June 2025**

[Gearies Children's Centre](#)

Registration: 9.45am  
Start time: 10.00am  
End time: 1.00pm

### Trainer

Victoria Baird  
(Early Years Improvement Officer)

## Understanding the Early Years Foundation Stage (For PVIs)

### Course Description

Every child deserves the best possible start in life and support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and the age of five have a major impact on their future life chances.

The Early Years Foundation Stage (EYFS) is a framework that sets the standards for the learning, development and care of children from birth to five years old. It ensures that children are provided with a safe and stimulating environment that supports their physical, emotional, and cognitive development. The importance of the EYFS lies in its role in laying a solid foundation for lifelong learning and development.

This course is ideal for staff new to Early Years or for those who are looking to refresh their knowledge and understanding.

#### By the end of the course, delegates will:

- Have an overview of the three sections of the Early Years Foundation Stage Framework.
- Gain an insight into how to support children's progress, learning and development, and meeting of the statutory requirements.
- Understand the importance of the role of the adult in supporting children's learning and development.
- Have an awareness of the assessment processes across the early years.
- Gain an insight into the safeguarding and welfare requirements of the EYFS and how they apply to different settings.

#### Audience

- Childminders & Assistants
- Practitioners working within a Nursery or Preschool

#### When and Where

**Wednesday 5<sup>th</sup> February 2025**  
[Gearies Children's Centre](#)

#### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

#### Cost

£25.00 - LBR settings  
£30.00 - External settings

#### Trainer

Lesley Hodges  
(Early Years Improvement Officer)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

## Understanding the Early Years Foundation Stage (For Schools)

### Course Description

Every child deserves the best possible start in life and support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and the age of five have a major impact on their future life chances.

The Early Years Foundation Stage (EYFS) is a framework that sets the standards for the learning, development and care of children from birth to five years old. It ensures that children are provided with a safe and stimulating environment that supports their physical, emotional, and cognitive development. The importance of the EYFS lies in its role in laying a solid foundation for lifelong learning and development.

This course is ideal for staff new to Early Years or for those who are looking to refresh their knowledge and understanding.

#### By the end of the course, delegates will:

- Have an overview of the three sections of the Early Years Foundation Stage Statutory Framework.
- Gain an insight into how to support children's progress, learning and development, and meeting of the statutory requirements.
- Understand the importance of the role of the adult in supporting children's learning and development.
- Have an awareness of the assessment processes across the Early Years including the Early Learning Goals.
- Gain an insight into the safeguarding and welfare requirements of the Early Years Foundation Stage and how they apply to schools.

#### Audience

- Teachers and staff working within a school-based nursery or Reception Class

#### When and Where

#### Time

#### Cost

**Tuesday 1<sup>st</sup> October 2024**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

Hayley Rose  
(Early Years Lead)

**Thursday 3<sup>rd</sup> July 2025**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

#### Trainer

£25.00 - LBR settings  
£30.00 - External settings

# Special Educational Needs and Disabilities training

## Cognition and Learning Support for Children with SEND/additional needs

### Course Description

Cognition and Learning is one of the 4 areas of the SEND Code of Practice 2015 and states in Paragraph 6.30

'Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation.'

**EYFS 2023** - Executive Functioning is part of the seven key features of effective practice and is a sign that executive function is a growing focus in our early years settings.

#### By the end of the course, delegates will:

- Understand the link between cognition and learning, the characteristics of effective learning and executive function. Understand the impact of social and environmental factors on a child's cognition and learning.
- Understand how to identify Executive Function difficulties in children with SEND/additional needs.
- Have a greater knowledge of skills and how to support children to execute a task, stay focused and keep organised.

#### Audience

- Childminders & Assistants
- One to One / SEND Support
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo
- Teachers and staff working within a school-based nursery or Reception

When and Where	Time	Cost
<b>Tuesday 14<sup>th</sup> January 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Tuesday 10<sup>th</sup> June 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 1.15am Start time: 1.30pm End time: 4.30pm	<b>Trainer</b>  Area SENDCo

# Special Educational Needs and Disabilities training

## Early identification of children with SEND

### Course Description

#### The SEND Code of Practice 2015 states –

'Early years providers must have arrangements in place to support children with SEN or disabilities. These arrangements should include a clear approach to identifying and responding to SEN.'

#### The EYFS states –

'All those who work with young children should be alert to emerging difficulties and respond early.'

#### By the end of the course, delegates will:

- Consider key statutory duties in relation to early identification - SEND Code of Practice 2015 and EYFS 2024.
- Consider three key periods to support early identification.
- Explore non-statutory documents that can be used to support early identification of possible additional needs.
- Explore a range of assessment tools and developmental checklists that can be used to support early identification of additional needs.
- Consider referral routes to other professional services.

#### Audience

- Childminders & Assistants
- One to One / SEND Support
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo

When and Where	Time	Cost
<b>Thursday 3<sup>rd</sup> October 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Wednesday 12<sup>th</sup> February 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b>  Area SENDCO



## Interactions with children with SEND

### Course Description

Communication and Interaction is one of the 4 areas of the SEND Code of Practice 2015.

#### EYFS states ‘

Research shows that good interactions between adults and children make a big difference to how well communication and language skills develop.’

#### By the end of the course, delegates will:

- Have a better understanding of what early interactions are.
- Feel confident to build a trusting and positive relationship with a child with SEND.
- Understand how to reduce levels of anxiety when interacting with children with SEND.
- Understand more about engagement, participation and co production to support children to thrive and develop in the EYFS.
- Provide inclusive practice and feel confident in having good quality interactions with children with SEND/additional needs.



### Audience

- Childminders & Assistants
- One to One / SEND Support
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo
- Teachers and staff working within a school-based nursery or Reception

### When and Where

**Friday 11<sup>th</sup> October 2024**

[Gearies Children's Centre](#)

### Time

Registration: 1.15pm  
Start time: 1.30pm  
End time: 4.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

**Thursday 30<sup>th</sup> January 2025**

[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Trainer

Area SENDCO

## Online Free SEND training

### Course Description

Guidance on how to complete Initial notifications to SEYP

**Tuesday 17<sup>th</sup> September 2024**

Guidance on how to apply for Inclusion Funding and complete associated IEPs

**Tuesday 8<sup>th</sup> October 2024**

Support to write EHCNA requests (Focusing on Redbridge EHCNA requests, not different local authorities)

**Tuesday 3<sup>rd</sup> December 2024**

Support to write EHCNA Advice

**Tuesday 25<sup>th</sup> February 2025**

To book please contact your Area SENCo/Advisory Teacher



### Audience

- Managers / Deputy Managers
- SENCo / SENDCo

### When and Where

Sessions will run on the dates above at the times below. AM and repeated in the PM  
**This is virtual online training delivered via Teams**

Registration: 9.15am  
Start time: 9.30am  
End time: 11.30am

Registration: 12.45pm  
Start time: 1.00pm  
End time: 3.00pm

### Cost

Free

### Trainer

Area SENDCo

## Play and Learning for Children with Additional Needs

### Course Description

**The UN Convention on the Rights of the Child** talks about the Right to Play, and states that “every child is entitled to rest and play and to have the chance to join in a wide range of activities including cultural and artistic activities.”

### SEND Code of Practice 2015

The special educational provision made for a child should always be based on an understanding of their particular strengths and needs and should seek to address them all, using well-evidenced intervention targeted at areas of difficulty and, where necessary, specialist equipment or software. This will help to overcome barriers to learning and participation.

**The EYFS** is about what children learn, as well as how they learn. Effective practice is a mix of different approaches. Children learn through play, by adults modelling, by observing each other, and through adult-guided learning.

#### By the end of the course, delegates will:

- Learn how to improve quality and consistency in your early years setting, so that every child makes good progress, and no child gets left behind.
- Create a secure foundation through planning for the learning and development of each child, assessing and reviewing what they have learned regularly
- Exploring risk and challenge in play. Exploring individual patterns (schemas) and types of children’s play
- To create an enabling environment.
- Promote effective partnership working between practitioners and with parents and/or carers. Ensure equality of opportunity and anti-discriminatory practice is embedded, ensuring that every child is included and supported.

#### Audience

- Childminders & Assistants
- One to One / SEND Support
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo
- Teachers and staff working within a school-based nursery

When and Where	Time	Cost
<b>Thursday 14<sup>th</sup> November 2024</b> <a href="#">Gearies Children’s Centre</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£25.00 - LBR settings £30.00 - External settings
<b>Wednesday 12<sup>th</sup> March 2025</b> <a href="#">Gearies Children’s Centre</a>	Registration: 1.15pm Start time: 1.30pm End time: 4.30pm	<b>Trainer</b>  Area SENDCo

# Special Educational Needs and Disabilities training

## Understanding and developing communication in children with additional needs

### Course Description

#### The EYFS states:

The number and quality of the conversations they have with adults and peers throughout the day in a language-rich environment is crucial. Throughout the early years, if a provider is worried about a child's progress in any prime area, practitioners must discuss this with the child's parents and/or carers and agree how to support the child.

#### The SEND Code of Practice 2015 states:

6.1 All children and young people are entitled to an appropriate education, one that is appropriate to their needs, promotes high standards and the fulfilment of potential.

5.33 The special educational provision made for a child should always be based on an understanding of their particular strengths and needs and should seek to address them all, using well-evidenced interventions targeted at areas of difficulty and, where necessary, specialist equipment or software.

#### By the end of the course, delegates will:

- To understand the structure of children's Communication and Language Development.
- To consider and identify contributing factors to a child's speech and language delay.
- To understand and develop good practice when supporting children with a Speech and Language Delay.
- To thoroughly embed 'Assess, Plan, Do, Review' when using speech and language interventions in line with the EYFS 2024 and the SEND Code of Practice 2015.
- To become reflective practitioners. To analyse and improve nursery environments to provide a language rich environment.

### Audience

- Childminders & Assistants
- One to One / SEND Support
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo
- Teachers and staff working within a school-based nursery or Reception

### When and Where

### Time

### Cost

**Wednesday 27<sup>th</sup> November 2024**

[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

£25.00 - LBR settings  
£30.00 - External settings

**Tuesday 29<sup>th</sup> April 2025**

[Gearies Children's Centre](#)

Registration: 1.15pm  
Start time: 1.30pm  
End time: 4.30pm

### Trainer

Area SENDCO

## Working with Children with Sensory Processing Differences in Early Years Settings

### Course Description

#### The EYFS relating to Physical Development and Expressive Arts and Design

Gross and fine motor experiences develop incrementally throughout early childhood, starting with sensory explorations.

It is important that children have regular opportunities to engage with the arts, enabling them to explore and play with a wide range of media and materials.

Our sensory systems play an important role in our ability to engage in the world around us.

#### By the end of the course, delegates will:

- Explore and understand the senses that we use.
- Recognise and understand the difficulties and challenges that children face to ensure that they can be understood and supported to access their learning environment.
- Understand how sensory processing impacts on children's behaviours.
- Create a sensory system which is essential for cognitive and social intelligence to enable children to become successful learners.
- Develop knowledge of the governments Sensory Food Education by TasteEd.

#### Audience

- Childminders & Assistants
- One to One / SEND Support
- Practitioners working within a Nursery or Preschool
- SENCo / SENDCo
- Teachers and staff working within a school-based nursery

### When and Where

### Time

### Cost

**Thursday 5<sup>th</sup> December 2024**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

£40.00 - LBR settings  
£48.00 - External settings

**Tuesday 1<sup>st</sup> April 2025**  
[Gearies Children's Centre](#)

Registration: 1.15pm  
Start time: 1.30pm  
End time: 4.30pm

### Trainer

Area SENDCO

## Are you ready for your Ofsted Inspection?

### Course Description

'Are you ready for your Ofsted inspection?' is aimed at Managers, Deputy Managers and Room Leaders. This course will support settings to showcase their strengths at inspection under the Education Inspection Framework. The course will look at settings can prepare effectively for their next Ofsted inspection.

#### By the end of the course, delegates will:

- Understand the initial activities around the inspection process including timescales, notification calls and arrangements when there are no children on roll, or a deferral is requested.
- Understand the inspection activities on the day of the inspection.
- Have an overview of the grade descriptors and judgements and understand how to embed the 3 Is into daily practice.
- Understand how to support children with their cultural capital.
- Be able to support staff as they continue with their typical daily practice when being observed and empower them to have the confidence to explain and demonstrate their knowledge.

**"It gave a really good insight into what we could expect when Ofsted come. Also ways in which we can prepare ourselves."**

### Audience

- Managers / Deputy Managers
- Room Leads

*Please Note: School Ofsted inspections vary significantly to Early Years Inspections; therefore this course is best suited to those working in the PVI sector.*

When and Where	Time	Cost
<b>Monday 11<sup>th</sup> November 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 3.30pm	£40.00 - LBR settings £48.00 - External settings
<b>Thursday 6<sup>th</sup> February 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 3.30pm	<b>Trainer</b>  Alison Follows & Lesley Hodges (Early Years Improvement Officers)
<b>Wednesday 30<sup>th</sup> April 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 9.15am Start time: 9.30am End time: 3.30pm	

## Are you ready for your Ofsted Inspection? (For Childminders)

### Course Description

This course has been specifically designed for Childminders and their Assistants to support them with their knowledge and understanding of the Ofsted Inspection process.

During the session, Childminders will have the opportunity to explore how they can prepare effectively for their next Ofsted inspection.

The session will support Childminders to showcase their strengths at inspection under the Ofsted Inspection Framework.

#### By the end of the course, delegates will:

- Understand Ofsted timescales and notification calls
- Understand inspection activities and what to expect on the day of inspection
- Consider what makes a successful learning walk
- Understand how to support children with their cultural capital
- Understand the Ofsted definition of teaching
- Know how to embed the 3 I's into daily practice
- Understand descriptors and judgements
- Feel empowered to continue best practice when being observed

### Audience

- Childminders & Assistants

### When and Where

**Tuesday 24<sup>th</sup> June 2025**  
[Gearies Children's Centre](#)

### Time

Registration: 6. 15pm  
Start time: 6.30pm  
End time: 8.30pm

### Cost

£15.00 - LBR settings  
£18.00 - External settings

### Trainer

Kay Coombes/Lina Harkhani  
(Childminding Development Officers)

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.



## Effective and Professional Supervision

### Course Description

Supervisions are an integral function for professional development. It allows managers and practitioners to maintain effective communication. Supervision is an investment in your staff team and when used effectively, it empowers individuals to deliver high-quality care and outcomes for children. It provides direction, guidance, coaching, learning and continuous professional development for the team and organisation.

This training is for providers, managers and leaders who have supervisory responsibilities. The training will be linked the legal welfare requirement within the Statutory Framework for the Early Years and the Leadership and Management section in the Early Years Inspection Handbook.

#### By the end of the course, delegates will:

- Understand the benefits of an effective supervision and getting it right
- Understand What a supervision record should include and the purpose
- Know how to embed tools to support, training and coaching for early years practitioners
- Understand the managerial function for competence, accountability and performance
- Understand how it links to the EYFS and Early Years Inspection Handbook

**What did you like about the training?**

**“Learning the history of why they have been put in place. The must behind them to be completed.”**

### Audience

- Managers / Deputy Managers
- Registered Providers
- Room Leads

### When and Where

### Time

### Cost

**Thursday 20<sup>th</sup> March 2025**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

£25.00 - LBR settings  
£30.00 - External settings

**Thursday 12<sup>th</sup> June 2025**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Trainer

Shawleene Campbell  
(Early Years Improvement Adviser)

## Leading an Effective Early Years Team

### Course Description

Effective leadership and teamwork can have a major impact on the quality of provision. "If your actions inspire others to dream more, learn more, do more and become more, you are a leader". (John Quincy Adams)

This training session over two half days will explore leadership and management theory and strategies to support practitioners with leading an effective Early Years team. The sessions will refer to the Early Years Handbook and the School Inspection Handbook.

#### By the end of the course delegates will:

- Understand the difference between leadership and management
- Be aware of different leadership styles
- Know how to share their vision
- Be able to explain different team roles
- Be aware of different strategies to support effective communication
- Know different ways to motivate staff
- Learn different strategies for time management
- Know how to prepare for Ofsted with reference to the Leadership and Management criteria
- Have an understanding of inductions, supervisions and performance management
- Understand the difference between coaching and mentoring
- Be aware of different ways to monitor and develop early years practice including giving feedback
- Be aware of different ways to manage conflict and to have difficult conversations
- Understand the importance of having strategies in place to manage and support stress, change and well-being

"As a new manager taking over I found this course very useful."

"Very interesting. Lots of ideas that I'd like to implement with my team."

### Audience

- Early Years Leads (School)
- Managers / Deputy Managers
- Registered Providers
- Room Leads

### When and Where

**Wednesday 15<sup>th</sup> January and  
Wednesday 29<sup>th</sup> January 2025**

[Gearies Children's Centre](#)  
(you must attend both dates)

### Time

Registration: 9.15am  
Start time: 9.30am  
End time: 12.30pm

### Cost

£25.00 - LBR settings  
£30.00 - External settings

As this course is scheduled to be delivered once this academic year, we are gauging interest for additional dates. We would therefore invite you to register your interest for the course to be delivered within another term. If we receive enough enquiries, we'll schedule a new date. Your feedback is crucial in helping us plan effectively and ensure everyone has the opportunity to attend.

### Trainer

Hayley Rose  
(Early Years Lead)

# Forums and Meetings

## Childminders Forum

### Course Description

The Childminders Forum is an opportunity for Childminders and their Assistants to receive updates on current topics, continue their professional development and network with others.

The agenda for these meetings will vary according to local and national priorities and your requests.

A confirmed agenda will be sent out nearer the time.

#### Most Meetings will include:

- Updates on DfE news and any changes
- Ofsted updates
- A professional development opportunity.

To ensure these forums are as useful as possible, please do let your Childminding Development Officer know if there are any particular areas you would like to explore and cover.

### Audience

- Childminders & Assistants

### When and Where

### Time

### Cost

**Saturday 1st March 2025**  
[Gearies Children's Centre](#)

Registration: 9.15am  
Start time: 9.30am  
End time: 12.00pm

£15.00 per person

### Trainer

Kay Coombes and Lina Harkhani  
(Childminding Development Officers)

# Forums and Meetings

## Designated Safeguarding Leads Forum

### Course Description

The Designated Safeguarding Leads (DSL) Forum is an opportunity for Designated Safeguarding Leads to receive up to date safeguarding information to share within their setting. This is a great opportunity to network with other safeguarding professionals and to explore current themes and topics related to their role as the DSL officer.

The agenda for these meetings will vary according to local and national priorities and your requests.

A confirmed agenda and Zoom link (if applicable) will be sent out nearer the time.

#### Most meetings will include:

- Safeguarding Updates
- A professional development opportunity

To ensure these forums are as useful as possible, please do let your Early Years Improvement Officer know if there are any particular areas you would like to explore and cover.

### Audience

- Designated Safeguarding Leads
- Managers / Deputy Managers

When and Where	Time	Cost
<b>Tuesday 21<sup>st</sup> January 2025</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15am Start time: 9.30am End time: 12.00pm	£15.00 per person
<b>Tuesday 17<sup>th</sup> June 2025</b> <a href="#">Jack Carter Pavilion</a>	Registration: 9.15am Start time: 9.30am End time: 12.00pm	<b>Trainer</b>  Alison Follows, Lesley Hodges and Victoria Baird (Early Years Improvement Officers)

# Forums and Meetings

## Early Years Leaders and Managers Forum (PVI Settings)

### Course Description

The Early Years Leaders and Managers Forum is an opportunity for Leaders, Managers and/or Registered Providers to receive updates on current topics; continue their professional development and network with others.

The agenda for these meetings will vary according to local and national priorities and your requests. A confirmed agenda and Zoom link (if applicable) will be sent out nearer the time.

#### Most meetings will include:

- DfE News and updates
- Ofsted updates
- A professional development opportunity

#### Audience

- Managers / Deputy Managers
- Registered Providers

When and Where	Time	Cost
<b>Tuesday 26<sup>th</sup> November 2024</b> <a href="#">Jack Carter Pavilion</a>	Registration: 9.15am Start time: 9.30am End time: 12.00pm	£15.00 per person
<b>Tuesday 6<sup>th</sup> May 2024</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15am Start time: 9.30am End time: 12.00pm	<b>Trainer</b> Kelsey Morris, Hayley Rose, Gemma Low, Gemma Witchell and Shawleene Campbell (EYCIT Team)

# Forums and Meetings

## SEN Forum

### Course Description

The SEN Forum is an opportunity for SENCo's and Managers of PVI settings to receive updates on current topics; continue their professional development and network with others.

The agenda for these meetings will vary according to local and national priorities and your suggestions. A confirmed agenda and Teams link (if applicable) will be sent out nearer the time.

To ensure these forums are as useful as possible, please do let us know if there are any particular areas you would like to cover. Please send any suggestions to [robert.stodell@redbridge.gov.uk](mailto:robert.stodell@redbridge.gov.uk) and we will do our best to include these.

#### Most meetings will include:

- Updates from the SEND Early Years Panel (SEYP).
- Training and workforce development updates.
- Sharing best practice.
- Professional development opportunity.

#### Audience

- Childminders & Assistants
- Managers / Deputy Managers
- SENCo / SENDCo

When and Where	Time	Cost
<b>Tuesday 22<sup>nd</sup> October 2024</b> <a href="#">Online training delivered via Zoom</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	£15.00 per person
<b>Tuesday 4<sup>th</sup> February 2025</b> <a href="#">Jack Carter Pavilion</a>	Registration: 9.15am Start time: 9.30am End time: 12.30pm	<b>Trainer</b> Lynn Topps, Chloe Skeete-Campbell, Ure Igbokwe and Mitzi Singh (Area SENCo's)

# Forums and Meetings

## Schools Early Years Leads Forum

### Course Description

The Schools Early Years Leads Forum is an opportunity for Leaders of Early Years provision within schools to receive updates on current topics; continue their professional development and network with others.

The agenda for these meetings will vary according to local and national priorities and your suggestions. A confirmed agenda will be sent out nearer the time.

To ensure these forums are as useful as possible, please do let us know if there are any particular areas you would like to cover. Please send any suggestions to [kelsey.morris@redbridge.gov.uk](mailto:kelsey.morris@redbridge.gov.uk) and we will do our best to include these.

#### Most meetings will include:

- DfE News and updates
- Ofsted updates
- A professional development opportunity

#### Audience

- Early Years Leads (School)

When and Where	Time	Cost
<b>Wednesday 4<sup>th</sup> December 2024</b> <a href="#">Gearies Children's Centre</a>	Registration: 1.15pm Start time: 1:30pm End time: 3.30pm	£15.00 per person
<b>Wednesday 21<sup>st</sup> May 2025</b> <a href="#">Gearies Children's Centre</a>	Registration: 1.15pm Start time: 1:30pm End time: 3.30pm	<b>Trainer</b> Kelsey Morris, Hayley Rose, Gemma Low, Gemma Witchell and Shawleene Campbell (EYCIT Team)



# Training Guidelines

## How to book, cancellation policy and complaints

### Booking information

Please complete the 2024/2025 booking form, which can be downloaded from the [Redbridge Family Services Directory \(FSD\)](#) and email the completed form to [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk).

If your business has more than one Ofsted registration number you must complete a separate booking form for each registered setting. Staff should be booked onto training under the setting they work for.

Where courses are promoted via email, you can respond to the email with the full name of the person you wish to book and the setting name. If you wish to book onto numerous courses then please complete a booking form.

If there are any changes to your booking (such as change of attendee) please inform Redbridge Early Years Training Team as soon as possible at [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk).

The cost of each course is stated individually on the course description within the training programme.

An invoice for payment will be sent at the end of term. If you have any queries about the amount charged please contact [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk)

If you have any queries about course content or want to suggest training for next term please contact [Kelsey.morris@redbridge.gov.uk](mailto:Kelsey.morris@redbridge.gov.uk)

### Cancellation Policy

In order to cancel a booking without charge you will need to provide written notice at least 5 days before the date of the course (for example where a course is taking place on a Monday, we must have notice on or before the previous Wednesday). Your cancellation email will need to specify the course and the name of the candidate who will not be attending. Please send to [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk).

Please also note that there is a separate cancellation policy for Paediatric First Aid (PFA) training.

- PFA cancellations or amendments made within 1-2 weeks of the face-to-face delivery will be subject to a charge of half of the course fee.
- PFA cancellations or amendments made within 1 week of the face-to-face course delivery will be subject to the full course fee.
- Amendments to any booked places where learners have accessed the online element (even briefly) will be subject to a £9.95 licence fee.
- There is a 24-hour grace period for booking. Any changes or cancellations made after the 24 hours will be subject to the terms and conditions above.

### Complaints procedure

If you have any concerns about bookings or training delivery please talk in the first instance to the person you dealt with in EYCIT or relevant trainer or email [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk). Explain why you are unhappy and what you want us to do to put things right. If you remain unhappy with how they deal with your concerns or do not wish to talk to them, then please contact [kelsey.morris@redbridge.gov.uk](mailto:kelsey.morris@redbridge.gov.uk). Your complaint will be followed up as quickly as possible and you will receive a response in 10 working days.

# Training Guidelines

## Face to Face Training, Venue Information and Parking

### Face to Face Training

Please arrive during the registration time which is 15 minutes before the start time of the course  
Please note that delegates arriving after registration may be turned away to avoid disruption to the training delivery but will still be charged  
Delegates wishing to leave before the end of the course will not be provided with a certificate of attendance.

### Venues and Parking

## Gearies Children's Centre, Waremead Road, Gants Hill, IG2 6TF

[Click to view Gearies CC Venue Map](#)

What 3 Words code for Gearies Training room is: Brain. Chemistry. Really

Gearies Children's Centre is located very close to Redbridge Institute and Gearies Primary School and has its own pedestrian entrance at the corner of Waremead Road and Gants Hill Crescent. The centre has no designated car parking. Free parking may be found in surrounding residential areas and pay and display parking is available at Gants Hill Library car park on Cranbrook Road (about 5 minutes' walk from the centre). Please note that parking is not available at Redbridge Institute.

### School Exclusion Zone

The School Streets prohibition means that during term time, vehicular traffic (motorcycles, cars, vans, and lorries) will be prohibited from entering the following roads:

- Waremead Road – between the entrance to Redbridge Institute and the junction with Gants Hill Crescent.
- Gants Hill Crescent – between the junction with Shere Road and the exit from Redbridge Institute.
- Sunnymede Drive – between the junction with Kenwood Gardens and the junction with Gants Hill Crescent.

The times of the prohibition are:

- Morning: 8.00am – 9.15am
- Afternoon: 2.30pm – 4.00pm



## Jack Carter Pavilion, Oakfield Playing Fields, Fencepiece Road, Ilford, IG6 2JL

[Click to view Jack Carter Venue Map](#)

Jack Carter Pavilion is based in the same grounds as Redbridge Sports Centre and must be accessed via Fencepiece Road IG6 2JL. You must not park or wait in any car parks except for the one directly next to the pavilion itself as they are subject to parking restrictions. Parking within the pavilion car park is however free. The closest underground station is Fairlop.

## Bespoke training

Bespoke training can be an effective, cost-effective option for your team.

In addition to delivering the courses within this brochure to your whole team, we can create bespoke sessions that are tailored to meet the needs of your team and children. Please speak to a member of the team or email [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk) about your training requests.

Bespoke training is highly valuable in addressing specific skill gaps and ensuring content is relevant to the unique needs of your team. It can allow for a more engaging and interactive learning experience; which can lead to better retention and application of knowledge.

By booking bespoke training, you have the flexibility to arrange sessions to accommodate the schedules of your team and setting.

We recommend you book your bespoke training sessions in advance, particularly if you have specific set inset dates or are looking to book a weekend or evening session. Please note that you are allowed a maximum of 1 inset day per term with a maximum of 3 inset days per financial year.

We have tried to keep the cost of bespoke training sessions competitive with our usual individual brochure charges.

The costs of bespoke sessions vary depending on the length of the session:

- Training under 4 hours is £200 for up to 10 learners. An additional cost of £20 per person is added for each additional learner.
- Training for 4 or more hours is £400 for up to 10 learners. An additional cost of £40 per person is added for each additional learner.

### **Please Note:**

Costs for inhouse First Aid training, including Paediatric, are different. Paediatric First Aid is charged at £750 for up to 10 learners and £864 for 12 learners.

Further details can be found in our separate First Aid training brochure or please speak to a member of the team.

Whilst one of the luxuries of bespoke training is that we can deliver this in your setting, we appreciate space can be a concern for some.

We are delighted to offer you our purposefully designed training room to deliver our bespoke training from at a fraction of our usual hire costs.

For a small fee of £30 you and your team will be able to enjoy your session in a comfortable learning environment.

# Training Guidelines

## Gearies Training Centre

Looking for the perfect venue to hold your next team training session or away day?

Our purposefully designed training room provides a calm, comfortable environment for learning. Our spacious room offers flexible seating arrangements to accommodate various group sizes and set ups.

Standard hire includes the use of a projector, screen and flip chart. To use the projector, you will need to bring a laptop that can connect to a HDMI Lead.

### Hire Charges

To hire the Training Room Monday to Friday:

- £125 Half day (9:30 – 13:00 or 13:30 – 17:00)
- £190 Full day (9:30 – 16:30)

Refreshments are available at an additional cost of £1 per person for each serving.

Please contact us to enquire about availability and charges for evening and weekend hire. For further details on hiring the Training Room, please contact [earlyyearstraining@redbridge.gov.uk](mailto:earlyyearstraining@redbridge.gov.uk)

**Please Note:** If you are booking bespoke training delivered by EYCIT, this can be delivered from the Training Room for a small fee of £30.

Refreshments are available at an additional cost of £1 per person for each serving.







**SAFEGUARDING  
AND WELFARE**



**QUALITY OF  
EDUCATION**



**SEN AND  
DISABILITIES**



**LEADERSHIP AND  
MANAGEMENT**



**FORUMS AND  
NETWORKS**