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# ***Section 1***

## ***Short Courses***

## Swindon SSP Short Course Booking Procedures

- Swindon SSP short courses are available at the funded costs detailed on the timetables per practitioner per course to all eligible childcare practitioners working within Swindon Borough.
- Select course from the timetable.
- Childcare settings may book 2 funded places per course; additional funded places per setting will be allocated if spaces remain 3 weeks prior to the start of the course.
- Complete a booking form and return to SSSP Training along with your payment (LEA maintained schools/nurseries: payments can be taken from your SBC account, please indicate on form).
- All cheques should be made payable to **Swindon Borough Council**.
- For repeated courses e.g. First Aid & Food Hygiene please indicate your second choice start date in the event that your first choice is unavailable.
- If you require a receipt please indicate this on your booking form.
- Confirmation letters will be posted out at least 2 weeks prior to the start of the course.
- Booking cut-off is 3 weeks prior to the start of the course, please return booking forms at least 6 weeks prior to start date whenever possible.
- If you would like to check availability please contact the training helpline on 0845 602 3209. Bookings can only be made upon receipt of your booking form & payment.
- Please read the Policy for cancellation or non-attendance by delegate (page d.3) prior to booking your place.
- If we have to cancel a course we will contact you with as much notice as possible, and offer a transfer to a new date or a full refund/credit voucher.



# Important

## Confirmation Letters:

If you have not received a confirmation letter one week prior to the start of a course, please telephone us to check that you are booked on the course.

**Refunds for courses will not be given where non-receipt of confirmation letter is given as the reason for non-attendance.**

Childminders will be emailed their confirmation letters for courses starting from April 2011.

Settings will continue to receive postal copies until further notice.

## Policy for cancellation or non-attendance by delegate.

Non-attendance or late cancellation for a pre-booked place is subject to a penalty charge to help us recover a more realistic proportion of the real cost of the course fee.

The standard cancellation / non-attendance fees are:

delegates giving 2 weeks or more notice ahead of scheduled date  
= no cancellation charge.

delegates giving less than 2 weeks notice ahead of scheduled date  
= an additional fee of £20 + no refund of course fee – if a replacement student cannot be found.

non-attendance by delegate  
= an additional fee of £30 + no refund of the course fee.

By operating this policy we are currently able to continue offering our short courses in section 1 of the Training Plan at a subsidised cost.

## Would You Like To Organise Your Own In-House Training?

Funding could be available to your setting to organise training on your own premises and for childminders in cluster groups in your area. Setting contributions towards in house training is based on a minimum number of attendees.

The following training will be considered for funding:-

Course Title	Minimum Number	Training Provider	Contact	Setting Contribution
First Aid	10 or 16	Wolverest Training: Gary Cotterill	07719 468959	£250 for 10 – 12 £320 for 16 – 24
Food Hygiene	12	SBC: Caroline Lock	01793 466413	£300
Health & Safety	12	SBC: Caroline Lock	01793 466413	£300
Positive Behaviour	15	CAMHS: Karen Paul	01793 487354	£150
Child Protection (previously known as Safeguarding Children)	15	LSCB Geoff Wood	01793 464635	£0 £100% funded by SSSP
Moving and Handling	12	Switch Training	01666 823626	£240

**Funding is not guaranteed. You MUST apply for funding at least 20 working days before the start date of your course.**

**Please ensure that you follow the In House Training Application Procedure on the next page.**

## In House Training Application Procedure:

- Training provider contact details, minimum number of attendees required to be eligible for funding & setting contribution amounts are detailed on previous page.
- If you cannot meet the minimum number please contact another setting in your locality and arrange a joint event prior to returning the funding application.
- Contact the relevant training provider and pencil in mutually convenient dates and times.
- Download an 'SSSP In House Training Application Form' from the Training page at [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org) or contact the SSSP Training Helpline on 0845 602 3209 to request an application form.
- **Funding is not guaranteed. You MUST apply for funding at least 20 working days before the start date of your course.**
- SSSP will notify you within 15 working days of receiving your completed form if your bid has been successful or not.
- Register and evaluation forms will be sent to the Training Provider along with a copy of the funding confirmation letter.
- Setting/Childminder must pay contribution due to SSSP at least 1 week prior to the start of the course, **failure to pay the contribution on time may result in the funding being withdrawn.**
- Training Provider will submit completed register and evaluation forms to SSSP within one month of last day of training with their invoice or payment cannot be made.
- If you subsequently cancel any training you have arranged, then any cancellation fees will be your responsibility.
- If you fall below minimum numbers due to non-attendance, SSSP reserve the right to request payment for empty spaces.

### Criteria:

- Setting/Childminder must be Ofsted registered in the Borough of Swindon
- Funding must be applied for by January 20<sup>th</sup> 2012 and training delivered by the end of March 2012.

## **Short Course Descriptions**

### **Child Protection Training**

**(previously known as Safeguarding Children: Foundation/Childminders)**

#### **Aim**

To provide individuals with basic awareness and understanding of the issues in relation to safeguarding children.

#### **Objectives/Learning Outcomes**

- Identify signs and symptoms of child abuse.
- State the process you would follow if you suspected child abuse.
- Identify the categories of abuse and child abuse strategies.
- Identify the possible barriers in safeguarding children.
- Identify the South West Child Protection Procedures.
- Compare the different roles involved in safeguarding children.
- Describe the main differences between Section 17 and Section 47 of the Childrens Act 1989.
- To list the answers to the child protection quiz.
- Describe the issues that are relevant to child care settings.

This course will prepare practitioners to be able to attend all LSCB Training Courses, including Update training.

**Practitioners will receive a £10 voucher upon completion of this training.**

**Suitable for: all childcare practitioners**

### **Child Protection Update Training**

**(previously known as Safeguarding Children: Senior)**

Please note you should now access this course directly through the LSCB, please see page g.2 for details.

#### **Aim**

This course focuses on updating knowledge built from Swindon Sure Start Foundation Child Protection Training and should be attended every 3 years.

#### **Objectives/Learning Outcomes**

- To contrast and update knowledge in policies, procedures and new initiatives
- To analyse current research into the safeguarding of children and young people
- To summarise the learning from Serious Case Reviews
- To state the Child Death Review Process

**Suitable for: senior childcare practitioners**

### **Common Assessment Framework Team Around the Child**

## **CAF/TAC**

The training for the Common Assessment Framework (CAF) and associated tools and processes will be delivered through a four hour training session as follows:

### **Common Assessment Framework (CAF) Training**

- What is a CAF?
- Why complete a CAF?
- How to complete a CAF, including the principles of assessment and engagement skills.
- How does a CAF link with integrated working?
- The new CAF, Action Plan and Review Form will be explained.

### **Team Around the Child (TAC) and The Role of the Lead Professional (LP)**

- To understand the processes and roles around TAC.
- To understand the roles and responsibilities of the Lead Professional.

The training is recommended for all those working with children & young people, who have not had any CAF/TAC/LP training within the past 2 years.

Understanding the processes will help to improve integrated working by promoting co-ordinated service provision.

**Suitable for: essential for workers who have not had any CAF/TAC/LP training.**

## **Equalities Awareness & Disability Discrimination**

This course will help you to understand Equalities and Diversity in a fun, dynamic and safe environment.

### **Course Objectives**

- Recognise harassment and/or discrimination in your day-to-day activities.
- Know your role in challenging unacceptable behaviour.
- Understand how to improve work practices, and share this knowledge with others.
- Understand the legislation supporting equalities.
- See how equalities form a part of everything that you do.
- Form an action plan.

### **Course Outlines**

- Historical context.
- Develop your own strategies for managing Equalities and Diversity.
- Personal action plan for reinforcing equalities within your practice.

The Disability Discrimination Section of the course will cover:

- What is the definition of disability?
- What is discrimination in practice?  
Operating in an equal opportunity environment.
- Snags and pitfalls – buildings, room organisation.
- How to help children become more aware of disability.

**One free short course voucher per setting will be available when you have completed this training.**

**Suitable for: all childcare practitioners**

## **Food Hygiene for Childcarers**

The course focuses on the needs of those working in childcare settings who handle food. Anyone who buys, stores, prepares, cooks or serves food should attend this course. No previous experience is necessary.

### **The course covers the following subjects:**

- An Introduction to Food Safety
- Personal Hygiene
- Cleaning
- Contamination

There will be an ongoing assessment by the teacher with a multiple-choice paper at the end.

**Please note that it is now a Chartered Institute of Environmental Health (CIEH) requirement that the course tutor is shown photo identification before you are allowed to sit the above exam.**

If this is not supplied then candidates will not be able to sit the exam. The identification must be shown in person on the day of the examination (not the day before or after). We are unable to offer refunds if candidates fail to bring their ID along on the day.

### **A list of acceptable ID is:**

- Passport
- Photo driving licence
- Foreign identification card
- Work identification
- Rail card
- Student Union card
- EU card
- Proof of age card
- Disability card

**Suitable for: all childcare practitioners**

## **Health and Safety in the Childcare Setting**

Good Health and Safety standards rely on employees and employers working together to reduce risks, accidents and ill health in the workplace.

This course is suitable for anyone working in a childcare setting, both employees and employers and no previous knowledge is needed.

This 6 hour course provides all the information needed to have a clear understanding of Health and Safety in the workplace and risk assessments to help you create a safe and healthy working environment.

### **Course content**

- Health and Safety legislation
- Workplace health safety and welfare
- Risk assessments
- Ergonomics
- Occupational health
- Prevention of ill health and accidents and first aid requirements
- Electricity, fire and other hazards
- Manual handling

There will be an ongoing assessment by the teacher with a multiple-choice paper at the end.

**Suitable for: all childcare practitioners**

## **Moving and Handling in the Childcare Setting (In House training only)**

This course gives people working in a childcare setting the knowledge to prevent back and other injuries at work. They will explore the principles of moving and handling in a childcare setting, with practical instruction on handling children and inanimate loads. Additional subjects will include health and safety legislation and risk assessment.

### **The course content includes:**

- Back care and the spine
- Manual handling legislation
- Moving and handling children and equipment

The course is judged by continuous assessment and a certificate is awarded for successful completion of the course.

**Suitable for: all childcare practitioners**

## **Paediatric First Aid**

In order to meet the requirements of the EYFS, paediatric first aid courses must meet the criteria set out in the Practical Guidance for the Early Years Foundation Stage.

General first aid certificates, which are the normal requirements for employers, although required in work settings, are not sufficient for working with children and young babies

- Training is designed for workers caring for children in the absence of their parents
- The training leading to a certificate or a renewal certificate is a minimum of 12 hours
- The first aid certificate should be renewed every three years
- Resuscitation and other equipment includes baby and junior models, as appropriate
- Training covers appropriate contents of a first aid box
- Training should include recording accidents and incidents
- Training should be appropriate to the age of the children being cared for
- The course should include learning outcomes covering a total of 19 areas (i.e. burns and scalds, choking, bleeding, epilepsy, asthma, sickle cell, diabetes etc)

Please note that this training is a mix of theory and practical sessions.

**We advise that you check when your certificate is due for renewal and book your training 6 months in advance of the required training date as these courses fill up very quickly.**

**Suitable for: all childcare practitioners**

## **Promoting Positive Behaviour: (2 – 5 years)**

The aim of the course is to introduce participants to the concept of a positive behaviour approach. This approach is about quality care, good practice and maintaining professional standards.

Following the course, participants will be able to recognise underlying causes of behaviour, and understand what factors can influence the way we behave. Participants will have the opportunity to develop a pyramid of positive behaviour management and familiarise themselves with appropriate techniques and strategies, for the appropriate age range, which they can use in their own practice.

**Suitable for: all childcare practitioners working with the specified age group**

## **Speech & Language Course Descriptions**

### **ElkLan: Speech and Language Support for Under 5's**

ElkLan is an accredited course run over 10 weeks, with portfolio work to complete in your own time. This course covers many aspects of Speech, Language and Communication and how to support this for children under 5

**Suitable for:** All Early Years Practitioners. Priority given to Children's Centre Staff.

### **Language Rich Environments**

(NB-Delegates need to have attended a BRISC course before applying for this course)

This session provides practitioners with advice to give parents, and information on how settings can provide children with the best environment in which to learn to talk. Topics covered include TV, dummies, music, sign/gesture, books.

**Suitable for:** All Early Years Practitioners. Priority given to Children's Centre Staff.

### **Play & Language**

(NB-Delegates need to have attended a BRISC course before applying for this course)

This two session interactive and practical training will explore how practitioners can use their interaction skills to develop children's speech, language and communication in the early years. Delegates will be required to complete a 15 minute practical task in their setting during the 2 week break between sessions.

**Suitable for:** All Early Years Practitioners. Priority given to Children's Centre Staff.

### **Speech & Language Development and using BRISC**

This training will assist staff in understanding and using BRISC (The Bristol Surveillance of Children's Communication), a speech and language screening tool to help make decisions about whether to refer a child. It will briefly cover using the ECaT child monitoring form and the 'Early Years Language Pathway' Topics also covered include normal development of speech, language and communication, bilingualism, and stammering

**Suitable for:** All Early Years Practitioners. Priority given to Children's Centre Staff.

### **Stammering in the under 5's**

This session gives an introduction to Stammering in the under 5's. The session will focus on what stammering is, give detail on the differences between normal non-fluency and early stammering and look at ways to support children with a stammer in your setting.

**Suitable for:** All Early Years Practitioners