

Section I

Short Courses





Swindon SSP Short Course Booking Procedures

Swindon SSP short course booking procedures

- Swindon SSP short courses are available at the funded cost of either £10 or £20 per practitioner per course to all 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.
- 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.

Policy for cancellation or non-attendance by delegate at SSSP short courses in section 1 of the Training Plan.

Many of our courses are subsidised to a high level and we have therefore decided to review our policy regarding non-attendance or late withdrawal. Non-attendance for a pre-booked place will now be subject to a penalty charge to help us recover a more realistic proportion of the real cost.

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 highly 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 the minimum number of attendees at the new SSSP short course fees.

The following training will be considered for or funding:



Course title	Minimum number	Training Provider	Contact	Setting contribution
First Aid	10	Swindon Borough Council: Jane Kent	01793 465150	£200
Food Hygiene	12	Switch Training	01666 823626	£240
Health & Safety	12	Switch Training	01666 823626	£240
Positive Behaviour	15	CAMHS: Karen Paul	01793 428807	£150
Safeguarding Children	15	Safe2Learn: Dave Evans	01793 336113	£150
Moving and Handling	12	Switch Training	01666 823626	£120

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 or contact the SSSP Training Helpline on 0845 602 3209 to request an application form
- Funding is not guaranteed. 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
- 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 20th and training delivered by the end of March in each financial year



Baby Signalong

The course will consist of the following:

- An overview of signalong
- The benefits of using signalong with young babies
- The acquisition of language

You will then look at basic hand shapes and orientation so that you understand how to follow instructions for forming signing.

This will lead into learning a number of signs in the following categories: People, Common Objects, Food & Eating, Actions, Washing, Real Objects, and Repetition.

Suitable for: all childcare practitioners

Behaviour and the Brain - SEN Training

The way children behave can be influenced by the way the brain works. Sometimes behaviour is hard to change even when we do all the right things.

This session looks at how the brain can influence behaviour and how, if we understand the difficulties, it makes it easier for us to work together to make change happen when working with children with communication and interaction difficulties, children with attention deficit or children with physical needs.

The course will cover:

- How the impact in the brain affects its development
- How these changes commonly affect behaviour
- What these behaviours look like at home and in the workplace
- Some ways in which we can begin to address these behaviours

Suitable for: all early years practitioners and children's centre staff especially SENCOs



Child Development Theory

The EYFS expects early years practitioners to have a solid knowledge and understanding of child development theory. This session highlights some of the key aspects of child development and will provide participants with a solid foundation of theory that covers the cognitive, social and emotional development of young children. It will also explore how practitioners can translate theory into effective practice.

Suitable for: all early years practitioners and children's centre staff

Child Development – Social and Emotional Aspects of Development (SEAD)

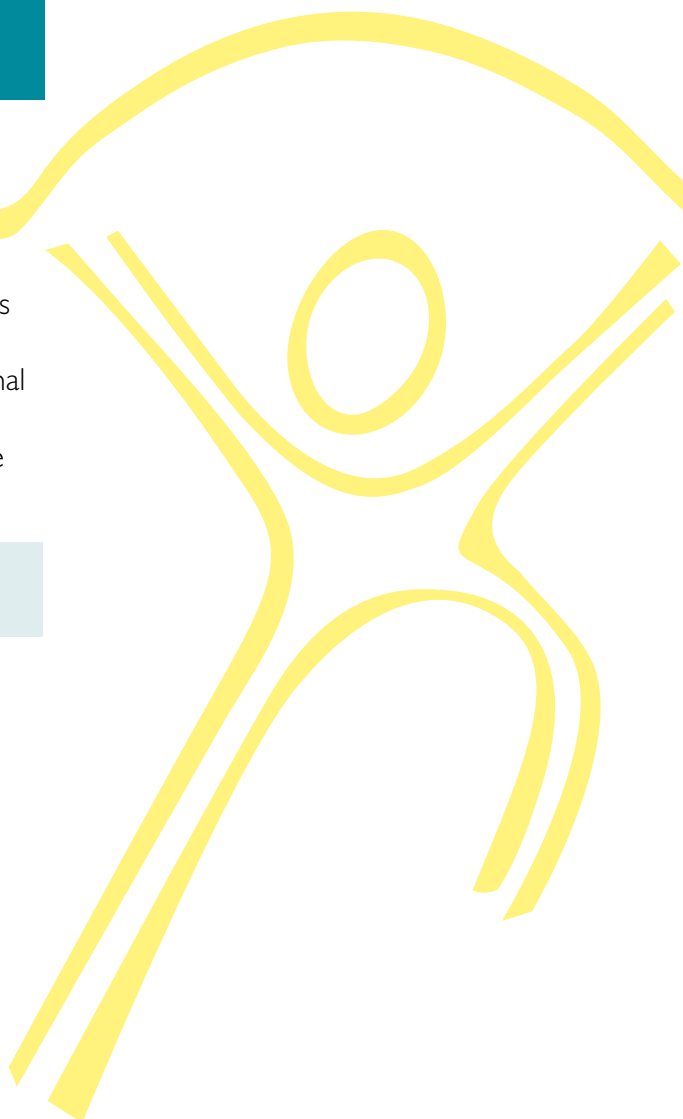
This training day will focus on the social and emotional aspects of development in the early years. It will explore the significance of social and emotional aspects of learning and how emotions and the social context affect children's progress. It will also outline how adults can support children to develop social and emotional intelligence. It will draw on recent material published by the government on SEAD and the SEAL publications.

Suitable for: all early years practitioners and children's centre staff

Child Development - Sustained Shared Thinking

This training day will investigate the process of 'sustained shared thinking'. The Early Years Foundation Stage expects early years practitioners to support young children's learning through episodes of 'sustained shared thinking' as research has shown that this promotes children's cognitive development. The session will ensure participants have a good working knowledge and understanding of 'sustained shared thinking' and clarify how adults can promote these exchanges with children.

Suitable for: all early years practitioners





Earliest Interactions - SEN Training

This interactive course looks at the foundations for communication laid down in the child's first months and years. The quality of these interactions has a profound effect on communication, interaction behaviour and learning throughout life and it is never too early or too late to improve these.

Of great interest to those working with babies and toddlers it will also have information and ideas relevant to those working with language delayed children up to five years.

The course will cover:

- Mother and child interactions
- Non verbal communication
- Listening and talking activities
- Communication and exploration
- Communication and play
- The development of language
- Case study discussions

Suitable for: all early years practitioners and children's centre staff especially SENCOs

Engaging with Families - SEN Training

Government legislation demands that all practitioners work more with parents of children with additional needs. This session aims to give professionals an understanding of parents needs and how best to engage with them. The session uses personal experiences to look at interactions between parents and their children and how professionals can support this.

The course will cover:

- The needs of parents through diagnosis and beyond
- Valuing the child
- Development of interactions, exploring the roles for parent and child
- Breaking down barriers between parents and professionals
- Ways forward

Suitable for: all early years practitioners and children's centre staff especially SENCOs

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 etc
- How to help children become more aware of disability

Suitable for: all childcare practitioners

Food Safety for Childcarers (previously known as Food Hygiene)

This 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 six hour course. No previous experience is needed.

You will learn how to identify hazards in food preparation and put control measures in place to prevent contamination of food and poisoning.

Course content

- Food safety law
- Importance of personal hygiene
- Food safety hazards and controls
- Pest control
- Important aspects of buying, storing, preparing, cooking and serving foods
- Safety management systems
- Cleaning

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

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 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 an ongoing assessment by the teacher with a multi-choice paper at the end.

Suitable for: all childcare practitioners

Healthy Eating (previously known as Nutrition Training)

What is healthy eating for children? This course will cover areas such as...

- Practical guidelines on what to eat
- Dealing with a fussy child
- Do children need vitamin and mineral supplements
- Obesity

Suitable for: all childcare practitioners

There are no timetabled dates for this course - to register your interest in attending this training please contact the Training Helpline.

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 assessed 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.

Generalist first aid certificates that 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)

All training providers engaged by Swindon SSP to provide paediatric first aid training courses have been informed of the training guidance.

We advise that you check when your certificate is up 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

Playwork training

Playwork Principles

An opportunity to re-visit the Playwork Principles: identify the key messages, to recognise the playworkers roles and explore common situations and interventions.

Outdoor Play

The outdoors is such a valuable resource for playworkers....do you know how to use it? This workshop is designed to provide ideas for outdoor activities, as well as explaining the benefits of outdoor play for all children. The taxonomy of play will be integrated within this session.

Risky Play

Explore "Risky play", how play can provide risk and challenge whilst still maintaining a safe environment. Practical ideas linking to theory and best practice. Please bring examples of risk assessments for activities.

Inclusive Play

Central to the Playwork Principles is inclusion for all children. We will discuss the legislative requirements, practical issues, share ideas for overcoming barriers and making sure that everyone can play.

Suitable for: all playwork practitioners



Promoting Positive Behaviour: 2 – 5 years and 5 – 11 Years (previously Positive Behaviour Management)

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 groups

Safeguarding Children: An Introduction to Conference & Core Groups

It is a Local Safeguarding Children Board (LSCB) long-term aim that this course should be attended before individuals attend Safeguarding Children conferences. This is to ensure that individuals can fully participate in all aspects of Safeguarding Children conferences and core groups.

Aim

To provide an improved understanding and have an opportunity to practice and develop skills in working together with a focus on Safeguarding Children Conferences and subsequent actions.

Objectives

- To clarify how to plan and prepare for conferences
- Define the roles within conferences
- Identify the responsibilities within conferences
- To demonstrate what is required when participating in conferences
- Identify the possible impact on individuals and families subject of the conference
- Identify the role of the core group and its links with the assessment framework
- To demonstrate how to challenge other professionals

Suitable for: Lead Person for Safeguarding Children - must have attended Safeguarding Children: Foundation Level

Safeguarding Children: Foundation (including Childminders)

These courses are suitable for all practitioners working in a childcare setting and childminders.

The course will cover:

- What is child abuse
- Recognition
- What are your responsibilities under The South West Child Protection Procedures (SWCPP)
- Receiving a referral
- Local procedures - how is a referral managed
- The outcome
- Who are our partners?
- Lone working

This course will prepare practitioners to be able to attend the 6 hour senior training.

Suitable for: all childcare practitioners

Safeguarding Children: Senior

This 6 hour course is suitable for all practitioners who have completed the foundation level course, especially managers and leaders of childcare settings and childminders.

This course will refresh the foundation course for the first 45 minutes and will then continue with:

- Effective multi-agency working
- The assessment framework
- How to prepare and how to share information
- What happens in Swindon ie planning mechanisms: strategy meetings: children's reviews: local preventative groups: safeguarding children conferences

After attending this course participants will have a deeper understanding of South West Child Protection policies and procedures and multi-agency working.

Suitable for: senior childcare practitioners

Supporting Children with EAL (English as an Additional Language)

This course will increase knowledge and confidence in supporting children who have English as an Additional Language. Practitioners will reflect on own practice and share ideas on ways of promoting cultural diversity.

Suitable for: all childcare practitioners

There are no timetabled dates for this course - to register your interest in attending this training please contact the Training Helpline.





Supporting Fathers – SEN Training

Fathers hold a vital role in the family when a child is born with an additional need. Many say that they feel excluded from their child's care and that support systems are geared towards their partners. Birth and diagnosis are crucial times in the partner relationship as well as the parental relationship. Professionals sometimes can give a diagnosis without the father being present or being informed. This excludes him from the start and makes it more difficult in some cases with the bonding of the child-father relationship. Many relationships do not survive the increased demand of having a child with an additional need.

The course will cover:

- Practical help for fathers to feel included in their child's care
- Ensuring cultural differences are taken into account
- Looking at future concerns from a father's perspective

Suitable for: all early years practitioners and children's centre staff especially SENCOs

Future Short Courses

We are hoping to develop the courses detailed below....

- Help I'm a New Childcare/Playwork assistant
- Help I'm a New Childcare/Playwork leader
- Children's Voice/Children's Rights

Further details will appear on the Latest Training & Recruitment News page on our website www.earlyyearschildcare.org as soon as more information is available

If there is anything you would like to see that is not currently in our portfolio please let us know.