

Early Years and Childcare Services

Universal Training

Autumn 2022



London Borough
of Hounslow

Terms and Conditions

Course Bookings

To book onto a course, click on the following link:

<https://fsd.hounslow.gov.uk/SynergyWeb/>

Sign in by entering your username and password.

Select **Modules** on the top left-hand corner and then select **Childcare / Service Provider**

If you haven't already previously done so, please add your name or staff member to your setting by selecting the **Staff** tab.

Select **Courses** from the tab bar and then **Course Search**

To do a detailed search, please complete any of the fields on the page. If you do not have any course details, select **FINISH** and all the courses will appear

If you require further details of the course, select **Details**

If you wish to book a place on a course, select **Request places**

Tick **Request Booking** for your staff member and press **Submit**.

We request that all applicants check the target group for each course prior to applying to ensure the course is relevant to them. Bookings should be made at least two weeks before the course date as organisers will be deciding on course viability at that time.

In order to ensure that the courses remain cost effective, please be aware that lunch will not be provided

Charges and Payments

Full details of the course including the cost is shown on the Course Website link.

Once your booking has been confirmed, please call 020 8583 2735 to make your payment over the phone. We can no longer take payments by cheque.

Cancellations

Applicants who have been approved for a place on a course can cancel their place up to two weeks before the course date without charge. After this date, course charges are non-refundable.

Cancellations on courses can only be accepted via email to:

earlyyearstraining@hounslow.gov.uk

Cancellations cannot be accepted by phone as evidence of cancelling your place is required to avoid charges being made.

Course Attendance

Please ensure you arrive 10 minutes early for the course that you have booked, late arrival will not be accepted for both online and face to face training. Parking is often limited and there are parking restrictions at most of the venues. Therefore, please use public transport where possible

Many courses are now delivered online – please see below:

If your course is an online course, all participants will join the training online from their own location. Your trainer will run the session in an interactive way, seeing and hearing directly from participants.

Microsoft Teams is a very reliable platform, however, we cannot control internet connectivity in your own home/ location. If you do tend to have occasional bandwidth issues at your location, we are advised that physically shutting down other devices while you are on your course can make a real difference. Even when on standby, devices such as iPads, phones etc are often performing background updates – so if you have concerns about your connectivity, turn everything else totally off during the course.

Managing participation during the course

The key aim for your session will be that the course is delivered in a positive, relaxed and stress-free way. In order to best achieve this, your trainer will talk through the suggested protocols for the day. We generally suggest you keep your microphone muted while the presentation is underway – and unmute during invited discussion time.

Early Years and Childcare Services
Children's and Adults' Services Hounslow House
7 Bath Road
Hounslow TW3 3EB
Tel: 020 8583 2735
Email: earlyyearstraining@hounslow.gov.uk

Early Years & Childcare Services

Universal Training Autumn 2022

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<u>Social Communication Difficulties: Steps to Toileting</u>	Thurs 6 October 2022	9.30am – 11.30am
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<u>Child Protection for a Designated Safeguarding Lead</u>	Tues 11 October 2022	9.30am – 2.30pm
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<u>Welcoming Bi-Lingual Children to Early Years Settings</u>	Tues 15 November 2022	9.30am – 12.30pm
Venue: Hounslow Professional Development Centre	Facilitator: Hounslow Language Service	Page: 39
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<u>Culture of Safeguarding for Early Years Practitioners</u>	Thurs 24 November 2022	10am – 12pm
Venue: Heston Hyde Hotel	Facilitator: Early Years & Childcare Service	Page: 41
<u>Identifying & dealing with racist incidents in the EYFS</u>	Tues 29 November 2022	9.30am – 11am
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<u>Group Intervention Workshop: Building Blocks</u>	Thurs 8 December 2022	1.30pm – 3.30pm
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Food Safety & Hygiene Level 2 Course for Catering

Target Audience

Early Years Practitioners

Course Outline

Fully online course and assessment with no time limits

This Level 2 Food Hygiene course has been designed to help anyone who handles, prepares or serves food in the catering industry understand their legal responsibilities and know what constitutes best practice in regards to controlling food safety hazards, controlling temperatures, food storage, food preparation, personal hygiene and premises cleaning.

By law, all food handlers must have an understanding of the basic principles of food hygiene and know how to work safely so as to protect the food they serve from contamination.

The course provides learners with up-to-date food hygiene information using a range of written text, interactive exercises and video content to ensure learners thoroughly comprehend their food safety responsibilities.

Course Content

- Introduction to Food Hygiene and Safety
- Food Safety Legislation
- Microbiological Hazards
- Physical, Chemical and Allergenic Hazards
- Food Storage
- Food Preparation
- Personal Hygiene
- Food Premises Design, Layout, Size and Suitability
- Food Premises Cleaning and Disinfection

Course Aims

By the end of the course, you will:

- Understand your responsibilities, and those of your employer, under UK and EU food hygiene regulations, and be able to explain the principles of food safety management systems.
- Identify microbiological, physical, chemical, and allergenic hazards and understand why it's important to control contamination and how you can control it.
- Understand how premises should be designed to reduce hazards and be aware of your responsibilities around cleaning and pest control.
- Understand safe practices around food storage for different types of food, be able to explain the difference between 'use by' and 'best before' dates and know how to carry out effective stock rotation.
- Be aware of the importance of personal hygiene, how to carry out proper handwashing procedures, and recognise when it's important to wash your hands.
- Understand how to prepare food safely, including how to thaw, cook, cool, reheat, and hold hot food, as well as how to properly take food temperatures

Assessment

The online assessment is taken on completion of the training material. You will be asked 30 multiple choice questions with a pass mark of 80%.

To book onto this course, please email: earlyyearstraining@hounslow.gov.uk

Once you have booked onto the course, you will be sent a username and password that will give you instant access to your training.

Cost: £18 per delegate

Facilitator: High Speed Training

Fire Warden Training

Target Audience

Early Years Practitioners

Course Outline

Fully online course and assessment with no time limits

Having a designated fire warden at work is an important part of fire safety. The fire warden works together with the employer to ensure that fire safety measures and evacuation procedures are in place and effective.

This course will provide you with the necessary training required to be a qualified fire warden. It will educate you about what your legal duties are, will provide you with an understanding of fire, familiarise you with fire hazards and fire safety arrangements, and detail what your emergency evacuation procedures should entail. The information in the course will enable you to take responsibility for fire safety in your workplace and protect everyone's wellbeing.

Course Content

- Introduction to Fire Warden Training
- Understanding Fire
- Fire Risk Assessment
- Fire Safety Arrangements
- Personal Emergency Evacuation Plans
- Fire Evacuation Procedures

Course Aims

By the end of this course, learners will understand:

- Their role as a fire warden and their legal duties.
- The different types of fires.
- How fires may start and spread in a workplace.
- The different types of fire extinguishers and their uses.
- How to carry out a fire risk assessment.
- Common causes of fires in the workplace.
- Control measures to minimise the risk of fire.
- Fire detection, fire warning, and fire equipment.
- Requirements for fire plans.
- What their specific role is during emergency evacuation procedures.
- How to create Personal Emergency Evacuation Plans.
- How to carry out fire drills.

Assessment

The online assessment is taken on completion of the training material. You will be asked 12 multiple choice questions with a pass mark of 75%

To book onto this course, please email: earlyyearstraining@hounslow.gov.uk

Once you have booked onto the course, you will be sent a username and password that will give you instant access to your training.

Cost: £30 per delegate

Facilitator: High Speed Training

Challenging Behaviour Training

Target Audience

Early Years Practitioners
Out of School Scheme practitioners

Course Outline

Fully online course and assessment with no time limits

As someone who works with children, it's likely that difficult behaviour is one of the most challenging issues that you face. Challenging behaviour can be hard work to manage, but it's important to consider the situation from the child's perspective: children rarely misbehave for the sake of it; rather there is an underlying cause that needs to be identified and supported.

This Challenging Behaviour training course provides learners with the knowledge they need to respond appropriately to a child's challenging behaviour. The course teaches learners how to communicate with children effectively, how to help children deal with any issues, and how to improve children's behaviour in a confident and constructive manner. The course explains a range of child behaviour management techniques that you can use in your setting.

The techniques discussed are applicable to children of all ages.

The course includes a series of activities for you to complete in order to help you relate the information given to your setting. At the end of the course, these activities can then be put together to create a context-specific plan for you to use.

Course Content

- Understanding challenging behaviour
- Establishing expectations
- How to respond using praise
- How to use rewards and incentives
- How to use commands effectively
- Dealing with non-compliance

Course Aims

By the end of this course, learners will:

- Understand what challenging behaviour is and how it is defined in your setting.
- Understand what might cause difficult behaviour and how to build positive relationships with children.
- Be aware of the different strategies and techniques for managing and responding to difficult behaviour.
- Understand how incentives and rewards can be used to motivate change.
- Understand how to communicate clearly with children in order to set limits and boundaries and help the child to learn what is appropriate behaviour.
- Know how to deal with non-compliance.

Assessment

- The online assessment is taken on completion of the training material. **You will be asked 20 multiple choice questions with a pass mark of 80%.**

Cost: £25 per delegate

Facilitator: High Speed Training

Health & Safety Training for Employees

Target Audience

Early Years Practitioners

Course Outline

Fully online course and assessment with no time limits

A thorough understanding of health and safety is essential in all workplaces, regardless of job role and industry. This accredited Level 2 Health and Safety course ensures that you understand the most common health and safety risks in your workplace and the control measures that are needed to keep you safe.

The course covers the most crucial aspects of health and safety that are present in every workplace, such as manual handling, working at height, and fire and electrical safety. It also explains the necessary components of workplace welfare, including workplace stress and conflict.

Course Content

- Introduction to Health and Safety Law
- Risk Assessment
- Workplace Safety
- Workplace Welfare
- Manual Handling and Display Screen Equipment
- Hazardous Substances and Working at Height
- Noise, Vibration and Vehicle Safety

Course Aims

- Have knowledge of key health and safety topics and how to ensure good practice within them.
- Understand the responsibilities of employers and employees under health and safety legislation.
- Understand the importance of, and the key factors in, undertaking a risk assessment to prevent and control hazards.
- Know the hazards and ill health effects associated with specific work activities and processes.

Assessment

The online assessment is taken on completion of the training material. You will be asked 20 multiple choice questions with a pass mark of 80%.

To book onto this course, please email: earlyyearstraining@hounslow.gov.uk

Once you have booked onto the course, you will be sent a username and password that will give you instant access to your training.

Cost: £30 per delegate

Facilitator: High Speed Training

Settling: supporting children and families to feel settled

Target Audience

Early Years Practitioners

Course Content

Children and their families are likely to return or start your provision with mixed feelings about leaving their child with you. This session will help us think together about some of the complexities involved in the *settling* process and the type of *emotionally connected* adult- child interactions as well as systems that are most helpful. Providing an insight into some of the behaviours you might observe when children and families are struggling to feel settled, this session promotes trauma informed practice and draws on attachment theory.

The session will be structured around the following questions:

- What do we mean by emotionally connected interactions and why do they help us feel settled?
- Why can emotionally connected interactions feel difficult to put into practice?
- What interaction techniques and systems can we put in place to help us to be more *consciously* emotionally connected in our approach?

Date	Thursday 1 September 2022
Time	9.30am – 12.30pm
Venue	Hounslow Professional Development Centre, 78 St John's Road, Isleworth, TW7 6RU
Cost	£15 per delegate (childminders, day nurseries & playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Debbie Brace

Bite Size Introduction to the Learning and Development Templates

Target Audience:

Early Years Practitioners and Childminders

Course Aims

This 45 minute bite size online session will provide an introduction to the Hounslow Learning and Development templates and how they can be used to support planning and assessment in your provision.

The templates we will look at will include:

- The Levels of Development Reference Tool
- Guidance for using the Levels of Development Reference Tool
- Individual Progress Tracker

Please download and print out the templates ready for the session. These will be emailed to you when you book a place.

PLEASE SELECT DATE & TIME

Dates and times: Thursday 15 September 2022 6.45pm to 7.30pm

Friday 30 September 2022 10am to 10.45am

Tuesday 11 October 2022 6pm to 6.45pm

Monday 17 October 2022 9.30am to 10.15am

Platform: Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.

Cost: Free of Charge - This training is being provided free of charge. However, a charge may be applied for late cancellation or non-attendance

Facilitator: Early Years & Childcare Service

Social Communication Difficulties – Identification and Next Steps

Target audience

SENCOs and Early Years Practitioners

Course outline

The purpose of this session is to develop practitioners' knowledge and understanding of the main characteristics of social communication difficulties in order to support early identification of need and to be able to identify appropriate next steps of support.

Course objectives

- To share the main characteristics of social communication difficulties in order to support early identification of needs
- To consider the relationship between social communication difficulties (SCD) and autistic spectrum disorder (ASD)
- To share and explain how to use assessment tools to support the early identification of social communication difficulties
- To consider ways of identifying appropriate next steps for children with social communication difficulties
- To share information on relevant health agencies in Hounslow involved in the assessment of children with social communication difficulties

Course outcomes

Practitioners will have increased:

- Knowledge of what is meant by '*social communication difficulties*' and the relationship with autistic spectrum disorder (ASD)
- Knowledge of the main characteristics of social communication difficulties and how these may present through their behaviours and/or communication
- Confidence in using early identification tools, outside agency advice and the EYFS to support identification of next steps and track progress

Date Wednesday 21 September 2022

Time 9.30am – 11.30am

Platform Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.

Cost £15 per delegate (childminder, day nurseries & playgroups)
£75 per delegate (maintained & non-maintained schools)

Facilitator Early Years SEN Team

Safeguarding Refresher

Including Child Protection and Understanding Hounslow Referral Pathways

Target Audience

Early Years practitioners that need to update their training or refresh their knowledge of the referral processes

Course Outline

The overall aim of the course is for Early Years Practitioners to be confident in:

- Recognising signs and symptoms of abuse
- Making referrals where there are concerns about a child
- Procedures for making referrals to the LADO where any allegations are made against any professional in your setting or if you are a Childminder, anyone in your household

On this course you will

- Explore the procedures to protect children
- Consider raising concerns with parents
- Explore information sharing and decision making
- Consider working together towards positive outcomes for children
- Think about safeguarding issues relating to yourself

PLEASE SELECT ONE OF THE FOLLOWING DATES

Date	Thursday 22 September 2022
Time	10am – 12pm
Venue	Spring Grove House, West Thames College, London Road, TW7 6HS
Date	Wednesday 12 October 2022
Time	6pm – 8pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.

Date	Saturday 19 November 2022
Time	10am – 12pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (childminders, day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years & Childcare Service

Full Paediatric First Aid – Blended

Target Audience

Early Years Practitioners

Course Outline

This innovative course blends 6 hours of practical training with 6 hours of eLearning. It focuses on the emergency scenarios that face professionals looking after young children and infants, including teachers, playgroup leaders, childcare providers, nannies and childminders. It meets the standards of Ofsted/EYFS and HSE requirements.

Course Content

Day 1: Practical Day

- Roles & Responsibilities of the First Aider
- Assessing an Emergency Situation & Prioritising Action
- Unresponsive Casualty (Not Breathing) – Infant & Child
- Unresponsive Casualty (Breathing) – Infant & Child
- Choking – Infant & Child
- Head Injuries
- Seizures
- Burns, Bleeds & Shock
- Anaphylaxis
- Assessment

Day 2: Interactive eLearning

- Asthma
- Croup
- Bites & Stings
- Suspected Fracture
- Neck & Back Injuries
- Head Injuries (recap)
- Burns & Scalds (recap)
- Diabetes
- Meningitis
- Minor Injuries
- Fevers
- Poisons
- Electric Shock
- Drowning
- Extreme Temperatures
- Assessment

Assessment

Learners are continuously assessed by the trainer throughout the course and they must also complete the Final Assessment at the end of the eLearning.

The interactive eLearning is completed online and must be completed before the practical training day.

Certification

On completion of the course, learners receive a Full Paediatric First Aid certificate valid for 3 years, which meets OFSTED / EYFS and HSE requirements

Date	Saturday 24 September 2022
Time	9am – 4.30pm
Venue	Grasshoppers RFC, Syon Lane, Osterley, TW7 5PN
Date	Saturday 15 October 2022
Time	9am – 4.30pm
Venue	Holiday Inn, Commerce Road, Brentford, TW8 8GA
Date	Thursday 10 November 2022
Time	9am – 4.30pm
Venue	Hounslow Professional Development Centre, 78 St John's Road, Isleworth, TW7 6RU
Date	Saturday 26 November 2022
Time	9am – 4.30pm
Venue	Grasshoppers RFC, Syon Lane, Osterley, TW7 5PN
Cost	£95 per delegate (childminders, day nurseries, playgroups, voluntary run OOSS)
	£150 per delegate (maintained & non-maintained schools)
Facilitator	Tiger Lily Training

Additional Funding for SEND: Disability Access Fund and SEN Inclusion Fund (Part 1 and Part 2)

Target audience

- Early years providers who are eligible to access additional funding i.e. Disability Access Fund and/or SEN Inclusion Fund
 - Childminders that offer government funded places
 - Schools with nursery provision
 - PVI's
- Setting SENCOs that are new to the role and have recently completed the four sessions of Hounslow SENCO training
- Early Years Practitioners who are going to be taking on the role of SENCO in their setting
- School/Setting SENCOs who need more information and/or need to refresh their knowledge on this subject
- Early years providers who are not familiar with the processes for requesting additional funding via the Provider Portal

Course outline

The purpose of this session is to provide information on the two additional funding streams that early years providers can access to support the inclusion of children with SEND in their provision and the processes and systems for these via the Provider Portal.

Please note that there are two sessions and attendance at both is recommended.

Course objectives

- To consider the legislative background for both additional funding streams
- To clarify the purpose of each additional funding stream
- To clarify where to access information on each additional funding stream
- To consider the eligibility criteria for each funding stream
- To explain the Local Authority systems and processes via the Provider Portal
- To explore relevant documents for each additional funding stream
 - DAF Parent Declaration Form
 - SEN Inclusion Fund Request Form
 - SEN Inclusion Fund Review Document
 - Provision Maps

Course outcomes

Early years providers will have increased knowledge and understanding of:

- The legislative background to each additional funding stream
- The purpose of Disability Access Fund and SEN Inclusion Fund
- Where to access information on each of the additional funding streams
- The eligibility criteria for both Disability Access Fund and SEN Inclusion Fund
- The Local Authority systems and processes for accessing each additional funding stream via the Provider Portal
- Relevant documents for both additional funding streams and how to complete these with accurate content

Date	Wednesday 28 September & Wednesday 5 October 2022
Time	1.30pm – 3.30pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (childminders, day nurseries & playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Music and Phonics in the Early Years

Target Audience

Early Years Practitioners

Course Outline

Sharing songs and rhymes with our children is one of the best ways we have of encouraging their communication and language skills.

This practical workshop is about how to use music making to enhance language development and communication.

Delegates will:

- Learn new highly enjoyable and memorable songs and rhymes
- Learn how this material helps the development of phonological awareness both in hearing and speaking
- Learn how to relate their musical activities to each aspect of Letters and Sounds – Phase 1
- Learn ways to make effective use of this material as well as the songs they already know to promote communication and language development

As well as a comprehensive handout with all the lyrics and ideas in the course practitioners will be able to access recordings of all the songs, rhymes and games online after the course at <https://stevegrocott.bandcamp.com/>

Steve Grocott

Steve is a professional musician, composer and qualified teacher who specialises in music and storytelling in the Early Years. He has appeared on television, radio and concert venues throughout the country and recorded many CDs for the Educational publishers A&C Black including the widely used Music Express and Singing Phonics series.

He has given practitioner training for over twenty institutions and universities including local authorities, The Institute for Education, The Child-minders Association and for The Centre for Literacy in Primary Education, who use his CDs in their own courses.

He has written articles for publications such as Nursery World and presented papers to conferences for BECERA the British Early Childhood Education Research Association and is a trustee of MERYC Music Educators and Researchers of Young Children.

During thirty years of making music in Early Years settings he has collected and recorded more than a hundred tried and tested songs, games, rhymes and stories for his Sparks series and Story Song CDs that form a basis for his courses. The material is accessible, infectious and multicultural ensuring that practitioners are keen to share it with their children.

Date: Tuesday 4 October 2022

Time: 10am – 3.30pm

Venue: Hounslow Professional Development Centre, 78 St John's Road,
Isleworth, TW7 6RU

Cost: £15 per delegate (childminders, day nurseries, playgroups)
£75 per delegate (maintained & non-maintained schools)

Facilitator: Steve Grocott

Social Communication Difficulties – Steps to Toileting

Target audience:

Setting SENCOs and Early Years Practitioners

Course outline

The Social Communication Difficulties Steps to Toileting Information Pack has been designed and produced by the EY SEN Team to provide practitioners in the Early Years with best practice guidance on supporting the toileting development of children with Social Communication Difficulties.

Course objectives:

The session will aim to:

- Introduce the Social Communication Difficulties Steps to Toileting Pack and provide an overview of the contents
- Share the particular considerations to be taken into account when planning and implementing toileting support for children with Social Communication Difficulties that may impact toileting development
- Share best practice in planning and preparing for toileting support
- Provide guidance on how to use screening tools to support identification of starting points
- Share an overview of the 4 steps to toileting approach outlining the key aims of each step
- Share possible next steps and outcomes linked to the 4 steps to toileting
- Provide practical suggestions of activities, strategies and interventions linked to the 4 steps to toileting

Course outcomes:

Practitioners will have increased:

- Knowledge of the contents of the Social Communication Difficulties Steps to Toileting Information Pack
- Understanding of the particular factors that may impact toileting development for children with Social Communication Difficulties
- Understanding of factors to take into account when planning and implementing a small step approach to toileting for children with Social Communication Difficulties
- Knowledge of how to use screening tools to support identification of starting points
- Knowledge of the key aims of each of the 4 Steps to Toileting
- Ability to identify appropriate next steps using the Steps to Toileting approach
- Ability to plan, prepare and deliver activities, strategies and interventions linked to the Steps to Toileting

Date	Thursday 6 October 2022
Time	9.30am – 11.30am
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (childminders, day nurseries & playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Child Protection for a Designated Safeguarding Lead

Target audience

This course is for designated safeguarding leads, deputy safeguarding leads and designated safeguarding officers working with children in early years settings.

Course outline

This course is particularly aimed at staff who:

- Hold specific responsibilities for safeguarding children
- Are expected to provide support to staff in settings
- Are responsible for managing concerns about staff conduct

Aims:

The overall aim of the course is to raise awareness of child safeguarding and the key responsibilities of the Designated Safeguarding Lead. We will explore types, signs and indicators of abuse and vulnerabilities. Furthermore, we will discuss factors to consider when there is a child welfare concern or allegation. We will address some of the possible challenges in managing the lead role as well as identifying best practice for confidentiality, sharing of information and recording processes.

On this course you will:

- Explore the roles and responsibilities of Safeguarding leads
- Consider how people interpret information
- Discuss how to overcome organisational barriers to reporting concerns
- Explore information sharing and decision making
- Consider working together towards positive outcomes for children
- Think about safeguarding issues relating to staff
- Practice safeguarding case scenarios

Our Local Children's Safeguarding board suggest that designated leads complete training of a child protection element every year. This is not the same designated training however it is elements of child protection such as female genital mutilation, domestic violence etc.

Date	Tuesday 11 October 2022
Time	9.30am – 2.30pm
Venue	Spring Grove House, West Thames College, London Road, Isleworth, TW7 4HS
Cost	£25 per delegate (day nurseries, playgroups) £150 per delegate (maintained & non-maintained schools)
Facilitator	Early Years and Childcare service

Becoming a Setting SENCO - Session 1: Statutory Requirements

Target audience:

- SENCOs in PVI settings that have not completed the Hounslow SENCO training
- Early Years Practitioners who are new to the SENCO role
- Early Years Practitioners who are going to be taking on the role of SENCO in their setting
- SENCOs who need to refresh their knowledge in this particular area/subject

Course outline

This first session, in a series of four, will focus on relevant legislation relating to Special Educational Needs and Disability. Information on key statutory requirements and duties will be shared with consideration for policy and practice implications to ensure adherence to statutory requirements and duties. There will also be signposting throughout the session to the Hounslow SEND framework.

N.B. This course is part of a group of four sessions and practitioners are advised to attend all four sessions.

Course objectives

- To provide an overview of the key concepts and share settings' statutory requirements and duties within the Equality Act 2010
- To highlight key implications for policy and practice in fulfilling duties within the Equality Act 2010
- To provide an overview of the key statutory requirements and duties from the SEND Code of Practice 2010
- To consider implications for policy and practice in fulfilling duties within the SEND Code of Practice 2015
- To signpost to key information on the Hounslow SEND Framework and where to obtain further information

Course outcomes

Practitioners will have increased:

- Knowledge and understanding of key statutory duties within the Equality Act 2010 on Early Years settings
- Knowledge and understanding of key statutory duties on Early Years Settings set out in the SEND Code of Practice 2015
- Ability to make links between statutory duties and policy and practice within their settings
- Knowledge of where to find information on the Hounslow SEND Framework

Date	Wednesday 12 October 2022
Time	1.30pm – 3.30pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Becoming a Setting SENCO - Session 2: SENCO Role

Target audience

- SENCOs in PVI settings that have not completed the Hounslow SENCO training
- Early Years Practitioners who are new to the SENCO role
- Early Years Practitioners who are going to be taking on the role of SENCO in their setting
- SENCOs who need to refresh their knowledge in this particular area/subject

Course outline

This second session, in a series of four, will focus on the SENCO role, providing a clear overview of the role of the SENCO along with guidance on setting up effective systems to support in co-ordinating SEND provision within the setting.

N.B. This course is part of a group of four sessions and practitioners are advised to attend all four sessions.

Course objectives

- To provide clarity on the SENCO role with particular emphasis on how to set up day to day systems to meet the statutory requirements of the SENCO role
- To provide guidance on setting up clear formalised systems to support the SENCO in organising and co-ordinating SEND provision
- To explore systems relating to the Hounslow SEND Framework
- To provide guidance to set up clear electronic file management systems

Course outcomes

Practitioners will have increased:

- Insight into and understanding of the role of the SENCO and the skills and professional qualities required to fulfil the role within the statutory requirements
- Confidence in setting up systems to support SEND co-ordination within the setting including the SEND Support Register and the Hounslow SEND Framework
- Knowledge of Hounslow systems that support settings with SEND / Inclusion including the Hounslow SEND Folder / computer management system
- Knowledge and understanding of how the SENCO supports and advises colleagues to build skills and competencies in all aspects of SEN Support

Date	Wednesday 19 October 2022
Time	1.30pm – 3.30pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Becoming a Setting SENCO - Session 3: Early Identification

Target audience

- SENCOs in PVI settings that have not completed the Hounslow SENCO training
- Early Years Practitioners who are new to the SENCO role
- Early Years Practitioners who are going to be taking on the role of SENCO in their setting
- SENCOs who need to refresh their knowledge in this particular area/subject

Course outline

This third session, in a series of four, will focus on early identification. The session will support SENCOs with understanding the importance of early identification and give examples of effective systems and different assessment tools that can be used to support with this task.

N.B. This course is part of a group of four sessions and practitioners are advised to attend all four sessions.

Course objectives

- The session will aim to explore how early identification can support improved outcomes for children with SEND
- To consider systems for early identification relating to admissions and registration processes
- To consider tools to support early identification such as the EYFS two-year progress check, development tools and checklists
- To consider parental engagement and its integral role in the early identification of SEND
- To consider partnership working in relation to identifying appropriate agencies to refer to as part of the graduated approach to SEND

Course outcomes:

Practitioners will have increased:

- Understanding of early identification with a focus on the 'assess' part of the SEND Support cycle
- Knowledge and understanding of how effective early identification can improve outcomes for children identified with additional needs
- Knowledge of how effective admissions/registration systems in their setting can support early identification
- Understanding of how to use the EYFS two-year progress check to support early identification
- Knowledge of developmental tools to support in the early identification of needs
- Knowledge of specific assessment tools to support in the early identification of needs
- Confidence in engaging parents in the process of early identification
- Confidence in identifying appropriate agencies for involvement and knowledge of referral routes

Date	Wednesday 9 November 2022
Time	1.30pm – 3.30pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Becoming a Setting SENCO - Session 4: Early Intervention

Target audience

- SENCOs in PVI settings that have not completed the Hounslow SENCO training
- Early Years Practitioners who are new to the SENCO role
- Early Years Practitioners who are going to be taking on the role of SENCO in their setting
- SENCOs who need to refresh their knowledge in this particular area/subject

Course outline

This fourth session, in a series of four, will focus on early intervention. There will be opportunity to look at how to co-ordinate intervention matched to the needs of children as part of SEND Support. The session will also consider how to evidence the impact of interventions.

N.B. This course is part of a group of four sessions and practitioners are advised to attend all four sessions.

Course objectives

- The session will aim to explore how early intervention can improve outcomes for children identified with SEND
- To explore the 'plan, do and review' part of the SEND Support cycle as part of the graduated approach
- To consider tiers of good SEND practice from environmental factors, group interventions to individual targeted plans which can be implemented as part of the SEND Support cycle
- To consider the importance of parental engagement in this process
- To share ideas on how to monitor and track progress over time

Course outcomes

Practitioners will have increased:

- Knowledge and understanding of how effective early identification and intervention can improve outcomes for children identified with SEND
- Consideration of factors in the environment with knowledge of good early years SEND practice
- Knowledge of interventions and understanding of when these might be appropriate
- Understanding of the targeted plan cycle (Targeted Plan)
- Understanding of how to demonstrate impact on progress through evidence matched to targets
- Confidence in identifying next steps based on evidence
- Understanding of ways to engage parents and outside agencies in the targeted plan cycle (Targeted Plan)
- Knowledge of tools / documents and use of these to monitor and track progress over time

Date	Wednesday 16 November 2022
Time	1.30pm – 3.30pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Supporting Children with Speech, Language & Communication Needs

Target audience

SENCOs and Early Years Practitioners

Course outline

- The purpose of this session is to develop practitioners' knowledge and understanding of the main characteristics of children's speech, language and communication needs to support early identification of need. The session will also consider what you can do within your own setting to support the inclusion of children with speech, language and communication needs, as well as provide practitioners with a number of practical ideas and strategies that can be used to support early intervention.

Course objectives

- To develop knowledge of the main characteristics of speech, language and communication needs and why it is important to recognise these needs
- To explore a range of checklists and/or assessment tools that can be used to support early identification
- To consider the importance of working with parents/carers
- To provide information on referral route and links with health professionals
- To consider the environment and resources to support the inclusion of children with speech, language and communication needs
- To provide information on a range of strategies and interventions and demonstrate their use to support children identified with speech, language and communication needs

Course outcomes

Practitioners will have increased:

- Knowledge of the main characteristics of speech, language and communication needs and why it is important to recognise these needs
- Knowledge and confidence in using a range of checklists and/or assessment tools to support early identification of need
- Confidence in working in partnership with parents/carers
- Knowledge on the referral routes and links with health professionals
- Understanding of how to develop the environment and use resources to support the inclusion of children with speech, language and communication needs
- Confidence to select strategies and interventions used to support children with speech, language and communication needs

Date	Thursday 13 October 2022
Time	1pm – 3.30pm
Venue	Hounslow Professional Development Centre, 78 St John's Road, Isleworth, TW7 6RU
Cost	£15 per delegate (childminders, day nurseries & playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years SEN Team

Childminders – How to have discussions with parents when you have concerns about a child's development

Target audience:

Childminders

Course outline:

If you have wondered how to broach the subject of SEND and/or share concerns with parents about children's progress this might be the session for you. We will consider why it is important to approach parents with concerns at the earliest point as well as considering how and when you should approach parents to share concerns. There will exploration of some common concerns that you might have when thinking about or having discussions with parents. There will be opportunity to explore practical ways to approach these concerns so that you can aim for more effective, collaborative and sensitive communications with parents.

Course objectives:

This session will aim to cover:

- Factors to consider when talking with parents of children with SEND and why it is important to develop effective communication
- Practical advice on how to develop effective listening skills when talking with parents
- Tips and useful ways of speaking with parents to promote effective communication
- How and when to share concerns about children's progress with parents
- How to deal with and respond to parent queries / concerns
- Sources of support available to parents

Course outcomes:

Childminders will have increased knowledge and understanding of:

- The importance of having discussions at the earliest point of identification of need
- When to have discussions to support early identification
- Important and specific factors to be aware of when communicating with parents of children with SEND
- Effective listening skills when talking with parents
- Ways of speaking with parents to promote effective communication
- Ways to share concerns about children's progress with parents
- Tips to deal with and respond to parent queries / concerns
- Where to look for information and sources of support available to parents

Date	Thursday 13 October 2022
Time	6.30pm – 8.30pm
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	Free of Charge - This training is being provided free of charge. However, a charge may be applied for late cancellation or non-attendance
Facilitator	Early Years SEN Team

Yoga and Mindfulness Taster for Early Years Settings

Target Audience

Early Years Practitioners working with children aged 2 ½ - 5 years

Course Outline

This 3-hour workshop is a very brief introduction to yoga and mindfulness. Early years practitioners will be given a tool kit of ideas on how to start their children's session with some basic yoga poses, breathing techniques and mindful exercises. The effects from these will soon be rippling through your settings. Not only do the children benefit but so do their parents, siblings, friends and of course the teacher/care givers themselves.

We explore how to link mindful movement and creative activities to the early years curriculum and child development, creativity, mental and physical wellbeing etc. Fun and easy-to-use yoga lesson plans are used as a springboard to explore a full range of learning areas - from the creative arts and physical education/health to maths, language, culture and the sciences. Early years practitioners will also learn various relaxation methods and gain some great tools for classroom management.

Training includes:

- Basic Yoga poses, introduction to meditation and mindful techniques to explore with children 2 1/2 - 5 years.
- Breathing techniques, relaxation and guided imagery to explore with children 2 1/2 - 5 years.
- Yoga games and ideas for partner poses and group activities - social and emotional development
- How to encourage creativity in the early years settings
- Explore the benefits of yoga and see how you can incorporate parts of your curriculum into these sessions
- Classroom management skills and mindful teaching tips

Please bring to the course:

- **A yoga mat (or a large towel)**
- **A notebook & pen**

Please wear comfortable clothing that you can move around in.

Please note that this 3-hour workshop will not qualify you as a yoga or mindfulness teacher but will offer many fun and highly beneficial tools and techniques to incorporate into your early years settings.

Date: Friday 11 November 2022

Time: 10am – 1pm

Cost: £30 per delegate (childminders, day nurseries & playgroups)
£75 per delegate (maintained & non-maintained schools)

Venue: Spring Grove House, West Thames College, London Road, Isleworth,
TW7 4HS

Facilitator: YogaBeez

Welcoming Bilingual Children to Early Years Settings

Target Audience

Early Years Practitioners

Course Outline

This session will raise awareness of the needs of bilingual learners in Early Years settings and explore ways to meet those needs

Course Aims

- Examine strategies and resources that develop the language of EAL children at different stages of learning English
- Understand how fluency in home language can facilitate the acquisition of English
- Create a welcoming ethos that will foster an effective partnership with parents
- Raise the self-esteem of EAL pupils and motivate them to achieve well and meet their targets
- Assess your settings and identify strengths and areas for development

This course is suitable for practitioners in Early Years settings working with young children who speak a range of languages.

Date Tuesday 15 November 2022

Time 9.30am – 12.30pm

Venue Hounslow Professional Development Centre, 78 St John's Road, Isleworth, TW7 6RU

Cost £20 per delegate (childminders, day nurseries & playgroups)
£75 per delegate (maintained & non-maintained schools)

Facilitator Hounslow Language Service

Positive Interaction

Developing the quality of communication and talk in the early years

Target Audience

Early Years Practitioners and Teachers working in the foundation stage

Course Aims

- Increase knowledge and understanding of how communication and attachment relationships develop from birth
- Show how the adult can use specific interaction strategies to create a language rich environment for all children

This informative, interactive course covers:

Positive Interaction -

It's all about you - Developing a shared understanding of why the positive interactions a child experiences from birth play such an important role in their future as well as taking a moment to reflect on the impact of not having enough positive interactions.

Positive interaction strategies in practice - What are the PI strategies, and can we identify them being used?

Can we spot missed opportunities?

It's not all talk - Understanding communication development as a pyramid of skills.

Being a clear model - Through analysing more video footage, practitioners will be supported to look again at key positive interaction strategies in more detail and identify the role of the adult in developing communication, language and literacy in the early years.

Time to reflect

Participants will have an opportunity to reflect and identify a key area for developing positive interactions in their own practice.

Date	Wednesday 23 November 2022
Time	9.30am – 3.30pm
Venue	Hounslow Professional Development Centre, 78 St John's Road, Isleworth, TW7 6RU
Cost	£30 per delegate (childminders, day nurseries, playgroups) £150 per delegate (maintained & non-maintained schools)
Facilitator	Bhavna Acharya & Debbie Brace

Culture of Safeguarding for Early Years Practitioners

Target Audience

Early Years Providers

Course Aims

This 2 hour interactive training course will help you to develop your knowledge and it will support you to:

- Understand the essential elements of a safeguarding culture within your setting
- Create a positive culture and ethos where safeguarding is an important part of everyday life
- Understand how to gather information in relation to effective safeguarding practice
- Understand how a safeguarding culture is paramount for your setting
- Develop clear, professional communication techniques to maximise the benefits of having a strong safeguarding culture
- Gain an understanding of how the conflicting cultural styles of safeguarding and learning are managed within your setting culture

Course Outline:

This course is designed to help you to identify the essential elements within your setting for safeguarding. The course will help you to recognise strong practice and identify areas where your mission statement may not align with your safeguarding culture in practice. Creating a culture of safeguarding means embedding safeguarding into everything an organisation does.

Date	Thursday 24 November 2022
Time	10am – 12pm
Venue	Heston Hyde Hotel, North Hyde Lane, Hounslow, TW5 0EP
Cost	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
Facilitator	Early Years & Childcare Service

Identifying and Dealing with Racist Incidents in the EYFS

Target Audience

All Early Years Practitioners including Setting Managers, Childminders, and School Based Nursery Staff.

Course Content

The course aims to provide EYFS staff with:

- An understanding of unconscious bias, identifying racism in early years, the impact of racist abuse on pupils' achievement and learning as well as the community as a whole
- The ability to identify BAME pupils and their wider needs within their setting
- An understanding of the importance of reporting and recording of racist incidents and how to deal with racist incident complaints as well as strategies to support
- The ability to critically analyse the policies and procedures to ensure they meet the statutory duties under the Equality Act 2010

Course Outcomes

Delegates will be able to:

- Identify areas of concern and support EYFS staff in regards to addressing the needs of BAME pupils, their achievement within settings and schools to ensure they provide an inclusive curriculum
- Have up-to-date knowledge of strategies and the procedures of dealing with racist incidents and complaints
- Analyse and challenge their schools/settings' policies and practice in relation to the reporting of racist incidents

Date	Tuesday 29 November 2022
Time	9.30am – 11am
Platform	Microsoft Teams - This course is being delivered via Microsoft teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
Cost	Free of Charge - This training is being provided free of charge. However, a charge may be applied for late cancellation or non-attendance
Facilitator	Multicultural Development Team – Telford & Wrekin Council

Group Intervention Workshop: Building Blocks

Target audience:

Setting SENCOs and Early Years Practitioners

Course outline

Building Block Play Therapy or Lego Based Therapy is a child-led and peer based social skills group intervention that was initially developed for children with Autism Spectrum Disorder (ASD) by Dr. Daniel LeGoff, a Clinical Neuropsychologist from Philadelphia, USA. The purpose of this session is to provide practitioners with practical ways to plan and deliver a Building Blocks Group Intervention.

Course objectives

- The session will aim is to provide practitioners with practical ways to plan and deliver a Building Blocks group with young children that have been identified as needing additional support with their social interaction and language skills and development
- The session will include practical ideas and modelling of small group work

Course outcomes

Practitioners will have increased:

- Knowledge and understanding of how social interaction and language skills develop in young children
- Understanding of how to identify links to the new EYFS
- Confidence to identify children that would benefit from attending the Building Blocks Group
- Understanding of ways to support the development of social interaction and language skills and development
- Confidence to plan and deliver a Building Blocks Group in their setting
- Understanding of how to identify targets for individual children and monitor their progress during the group

Date Thursday 8 December 2022

Time 1.30pm – 3.30pm

Venue Hounslow Professional Development Centre, 78 St John's Road, Isleworth, TW7 6RU

Cost £15 per delegate (childminders, day nurseries & playgroups)
£75 per delegate (maintained & non-maintained schools)

Facilitator Early Years SEN Team