

Early Years and Childcare Services

Holiday Activity & Food Programme

Training

Spring 2023



London Borough
of Hounslow

Terms and Conditions

In order to meet the framework standards there are particular training requirements, and these can be checked during our monitoring visits. We will focus on:

- Safeguarding training
- Food Hygiene
- First Aid
- Staff competency to complete risk assessments

As a supportive measure the programme will offer each provision with the following before each holiday:

- 1 free place at Full Paediatric First Aid training (12 hours)
- 4 free places on Food Safety & Hygiene training (online)
- 1 free place on Fire Warden training (online)
- 1 free place on Health & Safety training for employees (online)
- 1 free place on Level 2 Award in Health & Safety in the workplace
- 1 free place on Challenging Behaviour (online)
- 1 free place on Unconscious Bias (online)
- 5 free places on Safeguarding refresher and understanding Hounslow pathways of referral/Introduction to Safeguarding – (This is mandatory for any providers that are new to Hounslow)
- 1 free place on Playwork Principles

Course bookings

To apply for a course, please submit your booking directly by email and send it to earlyyearstraining@hounslow.gov.uk with the following information for approval:

- Course Title
- Course Date
- Time
- Full Name
- Job Title
- Full name of setting or workplace
- Correspondence Address
- Email Address (for course confirmations)
- Work Telephone Number
- If applicable – any Disability/Requirement

Bookings can be made by individual practitioners or by setting managers. 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.

Course Fees

The cost of each course is shown on the course description page.

Course Attendance

Please ensure you arrive 10 minutes early for the course that you have booked, late arrival will not be accepted.

Parking

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Parking is often limited and there are parking restrictions at most of the venues. Therefore please use public transport where possible.

Cancellations

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

Applicants that do not attend a course without cancelling will be charged the full course fee. Applicants that have booked the online courses must complete their online training within 2 weeks of receiving their username and password. If applicants have not completed their training within this timescale, full course fees will be applied. This applies to the free courses that are offered to HAF providers and can be taken from any payments due to you.

Course cancellation fees/failure to attend fees:

Full Paediatric First Aid	£95
Food Safety & Hygiene	£18
Fire Warden training	£30
Unconscious Bias	£25
Health & Safety training for employees	£30
Level 2 Award in Health & safety in the Workplace	£40
Challenging Behaviour	£25
Safeguarding Refresher	£15
Introduction to Safeguarding	£15
Makaton	£30
Playwork Principles	£15

Cancellations on courses can only be accepted via email to:

earlyyearstraining@hounslow.gov.uk

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

Early Years and Childcare Services

London Borough of Hounslow

7 Bath Road

Hounslow, TW3 3EB

Tel: 020 8583 2735

Email: earlyyearstraining@hounslow.gov.uk

Early Years & Childcare Services

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<u>Safeguarding Refresher</u>	Thurs 26 January 2023	6pm – 8pm
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<u>Safeguarding Refresher</u>	Sat 25 February 2023	9.30am – 11.30am
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<u>Full Paediatric First Aid – Blended</u>	Sat 25 February 2023	9am – 4.30pm
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<u>Full Paediatric First Aid – Blended</u>	Tues 7 March 2023	9am – 4.30pm
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<u>Full Paediatric First Aid – Blended</u>	Sat 11 March 2023	9am – 4.30pm
Venue: Holiday Inn, Brentford	Facilitator: Tiger Lily Training	Page: 13
<u>Makaton Beginner's Workshop</u>	Wed 1 February 2023 & Wed 8 February 2023	9.30am – 3.30pm
Venue: Spring Grove House, West Thames College	Facilitator: Mike Harris	Page: 15

Introduction to Safeguarding	Wed 8 February 2023	6pm – 8pm
Platform: Microsoft Teams	Facilitator: Early Years & Childcare Service	Page: 16
Health & Safety in the Workplace	Thurs 23 February 2023	9.30am – 3.30pm
Venue: Spring Grove House, West Thames College	Facilitator: Armadillo Training	Page: 17
Playwork Principles	Thurs 9 March 2023	6.30pm – 8.30pm
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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%.

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 (4 free places per provision per term) To be completed within 2 weeks of receiving login details

Facilitator: High Speed Training

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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%

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 (1 free place per provision per term) To be completed within 2 weeks of receiving login details

Facilitator: High Speed Training

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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 (1 free place per provision per term) To be completed within 2 weeks of receiving login details

Facilitator: High Speed Training

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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%.**

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 (1 free place per provision per term) To be completed within 2 weeks of receiving login details

Facilitator: High Speed Training

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Unconscious Bias Training

Target Audience

This course is suitable for anybody who wants to better understand unconscious bias and how it can impact decision making. It would be particularly beneficial for managers and supervisors.

Course Outline

Fully online course and assessment with no time limits

We all have unconscious bias. Our background, society and culture, stereotypes, and the media all influence how our brain makes judgements and assessments of people and situations. While this can be beneficial in speeding up our decision making, it can have a detrimental impact on our personal and working lives.

This Unconscious Bias training will give you the skills that you need to recognise your own prejudgements and learn how to manage them. It will explain the types of bias, how they can impact your life, and give you techniques to stop them from taking control. By the end of the training, you will be confident in identifying and overcoming your own implicit biases.

Course Content

- What is Unconscious Bias? - Defining unconscious bias, types of unconscious bias, and positive bias.
- Unconscious Bias at Work - The impact of unconscious bias, hiring and recruitment, performance evaluations, and promotions and opportunities.
- How to Overcome Unconscious Bias - Benefits of diversity, controlling unconscious bias, identifying unconscious bias, implicit association test, steps to overcome bias, combating your bias, and case studies.

Aims of the course

- Upon completion of this course, you will:
- Understand the difference between unconscious bias, prejudice and stereotyping, and understand the different types of bias.
- Be aware of the impact unconscious bias can have on the workplace, from recruitment to job progression and marketing.
- Develop the skills needed to overcome unconscious bias by understanding how to consciously make changes and break old habits.

Assessment

The online assessment is taken on completion of the training material. You will be asked 10 multiple choice questions with a pass mark of 80%.

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: £25 per delegate (1 free place per provision per term) To be completed within 2 weeks of receiving login details

Facilitator: High Speed Training

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 abuse – identify and discuss signs and indicators that may suggest a child is being abused.
- Responding to concerns and making referrals – knowing how to respond to concerns about suspected child abuse or allegations against professionals, who to talk to, what actions to take and how to make a referral.
- Good practice in responding to concerns – possible barriers for reporting concerns, why safeguarding is important and what to do if a child makes a disclosure.

On this course you will:

- Refresh your safeguarding knowledge and discuss recent serious case reviews.
- Explain the duty of care that applies to all practitioners.
- Updates on key changes in safeguarding.
- Explore indicators and behaviours that may cause concern in the context of safeguarding.
- Explain reporting procedures
- Improve confidence in knowing what is considered best practice in safeguarding children.
- Explore your understanding of professional curiosity and the voice of the child.
- Discuss safer working practices and how to be part of a developing safeguarding culture within your setting.
- Be able to apply these in the context of your day-to-day work.

PLEASE SELECT ONE OF THE FOLLOWING DATES

Date **Thursday 26 January 2023**

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 25 February 2023
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 (day nurseries, playgroups, OOSS) (5 free places per provision per term)
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 25 February 2023
Time 9am – 4.30pm
Venue Holiday Inn, Commerce Road, Brentford, TW8 8GA

Date Tuesday 7 March 2023
Time 9am – 4.30pm
Venue Grasshoppers RFC, Syon Lane, Osterley, TW7 5PN

Date Saturday 11 March 2023
Time 9am – 4.30pm
Venue Holiday Inn, Commerce Road, Brentford, TW8 8GA

Cost £95 per delegate (childminders, day nurseries, playgroups, voluntary run OOSS) (1 free place per provision per term)

Facilitator Tiger Lily Training

Makaton – Beginner’s Workshop

Target audience

This workshop is for early years and childcare practitioners **who work directly with children who have communication problems or special needs.**

Course Outline

The Makaton Levels 1 & 2 workshops are a fun and practical way of learning a wide range of everyday vocabulary in signs and symbols. We learn what the ‘Makaton Language Programme’ is, how it works and who it works for!

A must have training for Parents, Carers and Professionals if you care for or work with children and adults who have specialist and/or complex communication needs

Makaton workshops are carefully divided into sessions that cover a little theory and information giving and learning how to use the signs and symbols.

You will be provided with all necessary learning resources and resources to use in your settings.

PLEASE ATTEND BOTH SESSIONS

Date	Wednesday 1 February & Wednesday 8 February 2023
Time	9.30am – 3.30pm
Venue	Spring Grove House, West Thames College, London Road, Isleworth, TW7 4HS
Cost	£30 per delegate (day nurseries, playgroups)
Facilitator	Mike Harris

Introduction to Safeguarding

Including Child Protection and Understanding Hounslow Referral Pathways

Target Audience

Early Years practitioners that are new to their role in Hounslow

Course Outline

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

- Recognising abuse – identify and discuss signs and indicators that may suggest a child is being abused.
- Responding to concerns and making referrals – knowing how to respond to concerns about suspected child abuse or allegations against professionals, who to talk to, what actions to take and how to make a referral.
- Good practice in responding to concerns – possible barriers for reporting concerns, why safeguarding is important and what to do if a child makes a disclosure.

On this course you will:

- Explore your role in safeguarding children.
- Consider types of abuse, signs and indicators.
- Improve confidence in knowing what is considered best practice in safeguarding children.
- Gain an understanding about what to do if you are concerned about a child.
- Explore your understanding of professional curiosity and the voice of the child.
- Discuss safer working practices and how to be part of a developing safeguarding culture within your setting.

Date	Wednesday 8 February 2023
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.
Cost	£15 per delegate (childminders, day nurseries, playgroups) (5 free places per provision per term)
Facilitator	Early Years & Childcare Service

LEVEL 2 AWARD IN HEALTH & SAFETY IN THE WORKPLACE

Target Audience

Designated person for Health & Safety in your setting

The designated person for Health and Safety needs to:

- be competent to carry their responsibilities
- undertake health and safety training
- regularly update knowledge and understanding to meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements

Course Outline

The Level 2 Award, which is suitable for all employees, has been developed to address the revised national occupational standards in health & safety.

Course Aim

The course aims to provide employees with Health and Safety understanding which will enable them to contribute and relate to health and safety topics in their own working environment.

The course is designed for employees working in any sector of business, whether catering, manufacturing, commerce, or the public sector.

Course Content

- Introduction
Health and Safety at Work
Health and Safety Law
- Accidents and Ill Health - Prevention of Accidents and Ill Health
Risk Assessment
First Aid at Work/RIDDOR
Personal Protective Equipment
- Workplace Safety - Workplace Health, Safety & Welfare
Work Equipment
Fire Prevention
- Occupational Health - COSHH
Manual Handling

Objectives

By the end of the programme, the candidate will be able to: -

- Work in a safe and healthy manner and contribute to improving Health and Safety within an organisations policy.
- Identify key hazards in their own workplace.
- Understand the importance of health and safety rules and working procedures.
- Report potential health and safety problems.
- Be responsible for their own actions.

Examination Information

There is a short multiple-choice test at the end of the course. Candidates are required to correctly answer 20 out of 30 questions in order to achieve an Ofqual accredited Level 2 Award in Health and Safety in the Workplace certificate.

Date	Thursday 23 February 2023
Time	9.30am – 3.30pm
Venue	Spring Grove House, West Thames College, London Road, Isleworth, TW7 4HS
Cost	£40 per delegate (day nurseries, playgroups) (1 free place per provision per term)
Facilitator	Armadillo Training

Playwork Principles

Target Audience

For all Playworkers working with children aged 5-11 years, registered with Ofsted and committed to delivering high quality play opportunities for children.

Course Aims

Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their **play**, by following their own instincts, ideas and interests, in their own way for their own reasons

- How can we support this approach?
- Explore and explain Child Development vs Child Education
- Understand the theory behind play
- Discover the impact COVID has had on children's play opportunities

Date	Thursday 9 March 2023
Time	6.30pm – 8.30pm
Venue	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	£20 per delegate (Out of School Settings) (1 free place per provision per term)
Facilitator	Early Years & Childcare Service