

Early Help and Early Years Training Programme

May 2019 - March 2020



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Important Information

Who is the training for?

The training programme is available to all practitioners who are part of the range of services that we describe as Early Help. These services include universal services such as schools, health and early years and childcare provision. It also includes targeted services delivered through the Community Family Hub, and services delivered by Children's Social Care.

When is in this programme for?

This programme is for May 2019 - March 2020 to help you to plan ahead.

How do I book onto training?

In order to attend a training course, you must get permission from your manager and you must fill in and return a copy of the booking form you can do this by post, online, email or fax. No telephone bookings will be accepted. The bottom of every page tells you where your booking form must be sent. You can find the booking form on our webpage under 'How to book'. <http://www.newcastle.gov.uk/education-and-learning/training-and-development-for-the-childrens-workforce/early-years-training-programme>

Bookings are taken on a first come first served basis. If there is a place available your manager will receive confirmation straight away by email or post. Your manager will receive a reminder letter one week before the training and will receive a confirmation email. If no confirmation is received please contact us on 0191 277 2091. If your manager has not received confirmation you cannot attend and may be turned away by the trainer, so if you have any doubts please ring 0191 277 2091 or email wfdadmin@newcastle.gov.uk. If a course is full you will be sign posted to the next available date.

Settings can only book 2 practitioners per setting to attend one course at a time, we will consider exceptional circumstances, please telephone to discuss this.

If you would like to book a course that is within the next 3 days, forms can be returned via email or fax, please ring to ensure we have received it. We cannot accept provisional telephone bookings. This means you are committed to attending the training and will be subject to our cancellation policy. Incomplete forms cannot be processed and will be returned.

Practitioners must be prepared to share good practice examples and sometimes maybe asked to bring along resources.

Booking Cancellation Policy

Training and continuing professional development is vital to the children's workforce. We use funding in the most effective way possible to enable childcare settings to access high quality training which meets their needs. We have developed a cancellation policy to ensure we are using the funding effectively.

If you are unable to attend a course please inform us by email or telephone. Phone 0191 277 2091 or email wfdadmin@newcastle.gov.uk

If practitioners fail to attend without cancelling their place we will contact settings after training.

If you would like to speak to the Early Years Sector Support Officer regarding any aspect of the training programme please email Lila Barnett lila.barnett@newcastle.gov.uk 0191 277 4618 or gemma.mcdonough@newcastle.gov.uk or phone 0191 277 4674

Cancellation of a course

If a course is cancelled a member of the team will contact all delegates to inform them before the training is due to start. We would only cancel a course due to lack of bookings or circumstances beyond our control which might affect the running of the course.

Is there parking available?

Some venues have restricted parking (please check with the venue prior to training), so please be prepared to make appropriate travel and parking arrangements.

Civic Centre arrangements - there are charges to park during the day, parking after 6pm is free.

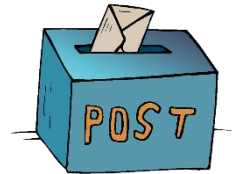
<http://www.newcastle.gov.uk/parking-roads-and-transport/parking/car-parks-and-on-street-parking/park-and-pay-by-phone>



Training News



- Due to refurbishment some of the training that you might expect to be in Civic Centre will be at Newcastle City Library. Please ensure that you check venues as changes to settings may occur.
- To submit booking forms by post send to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437
- For some delegates there may be a slight change in confirmation procedure. The admin team will be using a new database to record your bookings. You should not notice a difference except that confirmations may go to the email you supply for your manager. You should check carefully that a confirmation has been sent to you or your manager. If you think this has not happened, you should ring the admin team on 0191 277 2091
- Saturday Training- for practioners in Ofsted registered childcare settings where possible we try to run 2 courses on a Saturday one in morning one in afternoon to use time effectively. It is flagged within the training progamme in red text beside the date of the course.
- Practitioners should come along to training ready to share good practice and challenges in a confidential manner. This will enhance everybody's learning experience and help you apply the training to your workplace.
- Contact Workforce Admin for any training queries on wfdadmin@newcastle.gov.uk or 0191 277 5901
- If your query is about training for Ofsted register early years and childcare settings you could contact Early Years Sector Support Team:
 - Email: lila.barnett@newcastle.gov.uk tel. 0191 277 4618
 - Email: gemma.mcdonough@newcastle.gov.uk tel. 0191 277 4640



Support Meetings

Sure Start Teacher Cluster Meetings

Type	Day	Date	Time	Venue	Booking
Settings	Wednesday	26 June 2019	9.30am-11.30am	Nunsmoor	Complete a booking form and return to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk
Settings	Thursday	27 June 2019	1pm-3pm	Families Matters	
Settings	Thursday	27 June 2019	3.30pm-5.30pm	Families Matters	
Childminders	Tuesday	2 July 2019	6.30pm-8.30pm	Fawdon	Childminders to book onto their sessions please email Irene.bainbridge@newcastle.gov.uk
Childminders	Wednesday	3 July 2019	6.30pm-8.30pm	Fawdon	

SENCO Network Meetings

Please note that if you are not a new SENCO you can access support and training through the SENCO network meetings

Day	Date	Time	Venue	
Wednesday	12/06/2019	1.30pm-2.30pm	Westgate College	It doesn't matter which area you work in you can attend any of the sessions. There's no need to book, you can just turn up.
To be confirmed				

**Termly Childcare Briefings
Early Years Sector Support**

Day	Date	Time	Venue	To book a place please complete a booking form and return to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437
To be confirmed				

There will be further ones in the autumn term. Details will be confirmed nearer the time. Further information from Early Years Sector Support team 0191 277 4674

Continuing Professional Development



Being Creative Early Years Sector Support

Who is this course for?

This course is for practitioners who work with all ages of children who work in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders.

What will I learn?

In this course delegates will think about the theory and value of providing creative activities. They will explore a variety of messy and creative activities suitable for a range of children. Please come dressed in comfortable clothes suitable for outdoor/messy activities.

Day	Date	Time	Venue
Saturday	26 October 2019	9.30am – 12.30pm	Civic Centre NB: you could also book C.M. Supervision following on from this session
Saturday	15 February 2020	1.30pm – 4.30pm	Civic Centre NB: you could also book Equality and Diversity prior to this session

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 443

Breast Feeding Training Healthworks

Who is this course for?

Infant Feeding Level 2 Training is available to staff within The Community Family Hub and partnership organisations including Ofsted registered early years and childcare settings.

What will I learn?

You will gain an understanding of the health values of breastfeeding and the importance of positive early relationships. how to signpost mothers for additional help and gain an understanding of the UNICEF Baby friendly Initiative.

Day	Date	Time	Venue
Wednesday	2 October 2019	9.30am – 3pm	East - West Walker
Wednesday	9 October 2019	9.30am – 3pm	West – Nunsmoor
Wednesday	16 October 2019	9.30am – 3pm	Central – Fawdon Community Family Hub

Child Development Refresher Early Years Sector Support

Who is this course for?

This course is for all practitioners who work with children aged 0-5 years who work in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders, who may be new in post or wish to refresh their knowledge of how children develop.

What will I learn?

In this course you will refresh the ways in which children learn and develop, some theories about how children learn and develop, how we can support children's development

Day	Date	Time	Venue
Friday	20 September 2019	9.30am -12.30pm	Civic Centre
Monday	2 March 2020	10am -1pm	City Library

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 443

Communicating Effectively with Children Early Years Sector Support

Who is this course for?

Practitioners who work with children aged 0-5 years old who work in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders, who may be new in post and would like some support in developing their strategies for communicating with children.

What will I learn?

This course will help you think about how children's communication skills develop and what that means for the skills and strategies you need at each stage.

Practitioners will benefit from this course by bringing along and sharing key worker processes.

Day	Date	Time	Venue
Friday	4 October 2019	9.30am – 12.30pm	Civic Centre
Monday	27 January 2020	10am – 1pm	City Library

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 443

Developing Mathematical Thinking in Everyday Practice Sure Start Teachers

Who is this course for?

Practitioners working with children 2-4 years old in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders.

What will I learn?

This course will help you develop indoor and outdoor experiences for children which support their mathematical thinking and problem solving.

Day	Date	Time	Venue
Thursday	06/02/2020	1pm-4pm	City Library – Bewick Hall

Early Years SENCO Training EEAST Team

Who is this course for?

Those who are new to the SENCO role within early years and childcare settings including playgroups and nurseries. This course is not suitable for childminders.

What will I learn?

In this course you will cover a range of topics including the role of the SENCO (Special Educational Needs Coordinator), code of practice, how to devise and review individual plans for children

Day	Date	Time	Venue
Wednesday	15/05/2019	10am-3pm	Mansion House

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 443

Early Help Plan Training

The course is for:

Managers and Practitioners from all agencies working with children, young people, families or adults who are carers or parents

The participant will learn the following:

- What Early Help is in Newcastle
- How to complete good quality Early Help Plans for the whole family
- An understanding of more effective ways to bring about positive change for families at the earliest opportunity
- How to demonstrate that we are making a difference to families by demonstrating outcomes

This supports Newcastle's vision for Early Help agreed by the Newcastle Safeguarding Children Board

Day	Date	Time	Venue
Monday and Tuesday	14 th October and 5 th November 2019	10.00-5pm and 12.30-4.00pm	City Library
Monday	21 st October and 25 November 2019	10.00-5pm and 12.30-4.00pm	Day 1 city Library Day 2 Galafield café, sure start centre
Thursday	14 th November and 12 th December 2019	9.30-4.00pm and 12.30-4.00pm	Civic Centre
Monday	20 th January and 24 th February 2019	9.30-4.00pm and 12.30-4.00pm	Civic Centre
Thursday	13 th February and 19 th March 2019	9.30-4.00pm and 12.30-4.00pm	Civic Centre
Wednesday	4 th March and 1 st April 2019	9.30-4.00pm and 12.30-4.00pm	Civic Centre

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Early Years Vocabulary NHS Speech and Language

Who is this course for?

This course is for practitioners working with children aged 0-3 years. It is two mornings, and you need to be able to attend all sessions.

What will I learn?

This course will focus on supporting early years practitioners in the provision of effective vocabulary development in preschool children. It will focus on the key principles of vocabulary teaching and give practical strategies to enhance word learning in early years settings

Day	Date	Time	Venue
Wednesday	26 June 2019	9.30am-11.30am	Council Chamber

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Effective Leadership and Management Sure Start Teachers

Who is this course for?

Managers and leaders of Ofsted registered early years and childcare settings who want to work towards or maintain an outstanding Ofsted judgement based on the new inspection framework.

What will I learn?

In this course you will learn how to self-evaluate your leadership and management skills to enable you to drive forward your settings quality.

Day	Date	Time	Venue
Thursday	19/11/2019	1pm-4pm	City Library – Room 2

Effective Supervision for Staff Early Years Sector Support

Who is this course for?

Managers and deputies who are responsible for delivering supervision in Ofsted registered early years and childcare settings.

What will I learn?

In this course you will explore the connection between effective supervision and effective safeguarding, identify what good supervision looks like and what the benefits for staff are, study a model for implementing a positive supervision culture and practitioners will need to bring with them their supervision policy and agreement for discussion

Day	Date	Time	Venue
Tuesday	19/11/2019	9.30am – 4.30pm	Civic Centre

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Equality and Diversity Early Years Sector Support

Who is this course for?

This course is suitable for all practitioners working in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders.

It is for staff new in post or as a refresher for experienced practitioners.

It may also be suitable for other practitioners who work with young children. If you are unsure contact Early years sector support team to discuss further (see page 5 for contact details).

What will I Learn?

You will learn about latest legislation, British Values, the Prevent Duty and be given best practice advice relating to equality, diversity and disability issues both current and past. You will also explore action plans and policies.

Day	Date	Time	Venue
Monday	13 May 2019	9.30am – 12.30pm	Civic Centre
Wednesday	12 June 2019	1.30pm – 4.30pm	Civic Centre
Monday	15 July 2019	1.30pm – 4.30pm	Civic Centre
Monday	5 August 2019	9.30am – 12.30pm	Civic Centre
Monday	4 November 2019	10am-1pm	City Library
Monday	2 December 2019	10am-1pm	City Library
Monday	3 February 2020	10am-1pm	City Library
Saturday	15 February 2020	9.30am – 12.30pm	Civic Centre NB: you could also book Being Creative following on from this session

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437D

Makaton Training NHS Speech and Language

Who is this course for?

This course is for anyone interested in using Makaton in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders. It is two afternoons, and you need to be able to attend both.

What will I learn?

In this course you will learn how Makaton is used by many children in Newcastle, some learning and/or language difficulties. This enable you to support the inclusion of all children age 0-5 years old, you are encouraged to embed the use of Makaton in your day to day practice to support all children's learning.

Day	Date	Time	Venue
Wednesday	4 September 2019	9.30am -11.30am	Mansion House
Wednesday	11 September 2019	9.30am -11.30am	Mansion House
Wednesday	22 January 2020	9.30am - 11.30am	Mansion House
Wednesday	29 January 2020	9.30am - 11.30am	Mansion House

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 443

Observation, Assessment and Next Steps Sure Start Teachers

Who is this course for?

For all practitioners working with children aged 0-4 years old in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders.

What will I learn?

This course will help you to understand how to use observations and assessments of children's learning to plan effectively for their next steps in learning.

Day	Date	Time	Venue
Thursday	10/10/2019	1pm-4pm	City Library – Room 4

Positive Behaviour Strategies Sure Start Teachers and Early Years Sector Support

Who is this course for?

All practitioners working with children ages 1-4 years old in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders.

What will I learn?

This course will help you understand reasons for children's challenging behaviour and explore strategies to promote positive behaviour

Day	Date	Time	Venue
Tuesday	10/03/2020	1pm-4pm	City Library – Bewick Hall

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Reducing Parental Conflict Training Programme

There are 4 modules of training to support you with working with parents (or co-parents) who are in conflict with each other. If you've done How to Argue Better you won't need to do this but if you are a new practitioner or if you missed HTAB this will provide you with some useful tools.

There are 4 modules:

- On-line :Module 1 introduces parental conflict and how to interpret and use the evidence base
- Face to Face :Module 2 and Module 3 introduce practical tools to support frontline practitioners, identify and explore parental conflict and support couples/co-parents in parental conflict stations no matter what their role. They focus on skills practice with an emphasis on applying the appropriate tools and actions with respect to the evidence base
- Module 4 is aimed at supervisors and managers only and their approach to supporting practitioners.

You need to do Module 1 online before you access 2,3 and 4 but you will automatically receive e-version of all the modules when you book into 2, 3 or 4. If you do 4 you could do modules 1-3 online, although if you wish you can book into 2 and 3 face to face.

To book onto the online training please fill out a booking form and return to wfdadmin@newcastle.gov.uk

Face to face dates are:

Module	Day	Date	Time	Venue
2	Monday	14/10/19	9am-12.30pm	St Martins Centre
2	Monday	11/11/19	9am-12.30pm	St Martins Centre
2	Monday	09/12/19	9am-12.30pm	St Martins Centre
2	Monday	13/01/20	9am-12.30pm	St Martins Centre
2	Monday	10/02/20	9am-12.30pm	St Martins Centre
2	Monday	09/03/20	9am-12.30pm	St Martins Centre

3	Monday	14/10/19	1.30pm-5pm	St Martins Centre
3	Monday	11/11/19	1.30pm-5pm	St Martins Centre
3	Monday	09/12/19	1.30pm-5pm	St Martins Centre
3	Monday	13/01/19	1.30pm-5pm	St Martins Centre
3	Monday	10/02/20	1.30pm-5pm	St Martins Centre
3	Monday	09/03/20	1.30pm-5pm	St Martins Centre
4	Friday	18/10/2019	9am-12.30pm	St Martins Centre
4	Friday	18/10/19	1.30pm-5pm	St Martins Centre
4	Friday	15/11/19	9am-12.30pm	St Martins Centre
4	Friday	15/11/19	1.30pm-5pm	St Martins Centre
4	Wednesday	11/12/19	9am-12.30pm	St Martins Centre
4	Wednesday	11/12/19	1.30pm-5pm	St Martins Centre
4	Wednesday	15/01/19	9am-12.30pm	St Martins Centre
4	Wednesday	15/01/19	1.30pm-5pm	St Martins Centre
4	Wednesday	12/02/19	9am-12.30pm	St Martins Centre
4	Wednesday	12/02/19	1.30pm-5pm	St Martins Centre
4	Wednesday	11/03/19	9am-12.30pm	St Martins Centre
4	Wednesday	11/03/19	1.30pm-5pm	St Martins Centre

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Supporting Children’s Imaginative and Fantasy Play Early Years Sector Support

Who is this course for?

Practitioners who work with children aged 2-5 years old in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders.

What will I learn?

This course will help you understand the importance of imaginary and fantasy play, how to offer good quality opportunities for imaginative and fantasy play and how to use fantasy and imaginary play to support children’s development

Day	Date	Time	Venue
Monday	14 October 2019	9.30am – 12.30pm	Civic Centre
Monday	16 March 2020	9.30am – 12.30pm	City Library

Squiggles to words Sure Start Teachers

Who is this course for?

All practitioners working in Ofsted registered early years and childcare settings with children 2-4 years, including playgroups, nurseries and childminders.

What will I learn?

This course will help you develop ways of using practical and imaginative resources to engage children in early writing.

Day	Date	Time	Venue
Thursday	20 June 2019	1pm – 4pm	City Library

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Story Making Early Years Sector Support

Who is this course for?

Practitioners who work with children aged 3 years and older in Ofsted registered early years and childcare settings including playgroups, nurseries and childminders.

What will I learn?

This training will help you consider the importance of encouraging children to make stories, highlight the importance of storytelling to the development of children's speech and language development and support practitioners to feel confident about using children's stories and developing their own stories.

Day	Date	Time	Venue
Friday	5 July 2019	9.30am – 12.30pm	Civic Centre
Monday	9 December 2019	10am-1pm	City Library

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Supporting speech and language in the early years NHS Speech and Language

Who is this course for?

This course is for practitioners working with children aged 0-3 years old in Ofsted registered early years and childcare settings, including playgroups, nurseries and childminders. It is three mornings, and you need to be able to attend them all.

What will I learn?

In this course you will learn to consider the importance of communication in the 0-3s, to consider the links between PSED and communication, about observation and monitoring of communication and language, how to plan for communication and language development and how to assess.

Day	Date	Time	Venue
Wednesday	18 September 2019	9.30am – 11.30am	Mansion House
Wednesday	25 September 2019	9.30am – 11.30am	Mansion House

Workshop to Raise Awareness of Prevent (WRAP) Prevent Co-ordinator

Who is this course for?

For frontline staff to raise awareness of key signs someone is displaying or is potentially at risk to radicalised thinking and/or behaviours.

What will I learn?

I will learn how to

- Describe what Prevent is and understand its aims
- Think about who may be vulnerable to radicalisation
- See why some people can influence others to commit crimes
- Recognise when an individual may be in need of your help
- Be clear what support looks like and who to contact

This training is about supporting you and the wider city. It is not about any specific concern in Newcastle. This is a certified Home Office accredited training session.

Day	Date	Time	
Tuesday	2 July	10am	Newcastle Civic Centre
Thursday	1 August	10am	Newcastle Civic Centre
Thursday	5 September	10am	Newcastle Civic Centre
Friday	20 September	9am	Newcastle Civic Centre
Tuesday	1 October	5pm	Newcastle Civic Centre
Friday	18 October	10am	Newcastle Civic Centre

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Online Training

Online Food Safety Refresher ESKY

Who is this course for?

This course is for all practitioners who need to refresh their knowledge of Food Safety. It is aimed at practitioners who deal with the handling, preparing or serving food and menu selection, recipes and ingredients.

What will I learn?

It will provide you with a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. This course is assessed with a multiple-choice examination at the end and results are certified.

NB: This course is a refresher for practitioners who need to renew their qualification after 3 years

How do I book a place? To book a place please return a booking form to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437

Once your booking form is received the Early Years Sector Support Team will issue your access information via email, consisting of a webpage, username and password.

Other Training and information you can access

Active Inclusion Newcastle training:

Introduction to budgeting:

Day	Date	Time
Tuesday	24 September	9.30-12.30

Introduction to housing and homelessness in Newcastle:

Day	Date	Time
Wednesday	24 July	9.30-12
Thursday	24 October	1.30-4.30

Introduction to benefits:

Day	Date	Time
Thursday	25 July	1-4pm
Tuesday	15 October	1-4 pm

Preventing benefit sanctions (joint session with JCP):

Day	Date	Time
Friday	5 July	10-12pm
Thursday	12 September	1.30-3.30pm

How do I book a place? To book onto these courses please complete a booking form and return it to Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to wfdadmin@newcastle.gov.uk Phone 0191 277 2091, Fax 0191 277 4437



The Solihull Approach Foundation Training
– The first five years
The School Years

The Solihull Approach provides a framework for thinking about and working with the relationship between the parent and child. It is an integrated model of working, for care professionals working with families', babies, children and young people who are affected by emotional and behavioural difficulties. It is an early intervention model and is also used for prevention and group work. The model incorporates three concepts of containment, reciprocity and behaviour management.

Places are limited to 12 per course and it is necessary to attend the three full days. Places will be confirmed.
Dates for the next sets of Foundation Training are:

Day	Date	Time	Venue	Trainers
Tuesday	10 th September 2019	9am - 5pm	Room 2 & 3 Molineux Centre NE6 1SG	Debbie, Alice & Julie
Tuesday	24 th September 2019	9am - 5pm	Room 2 & 3 Molineux Centre NE6 1SG	Debbie, Alice & Julie
Tuesday	12 th November 2019	9am - 1pm	Room 2 & 3 Molineux Centre NE6 1SG	Debbie, Alice & Julie
Wednesday	6 th November 2019	9am - 5pm	Kenton Centre, Hillsview Avenue, NE3 3QJ	Kim & Viv
Wednesday	20 th November 2019	9am - 5pm	Kenton Centre, Hillsview Avenue, NE3 3QJ	Kim & Viv
Wednesday	15 th January 2020	9am - 1pm	Kenton Centre, Hillsview Avenue, NE3 3QJ	Kim & Viv

- Places can be booked online for block 1 (Sept-Nov dates) by clicking on this link:

<https://solihull-september-foundation.eventbrite.co.uk>

then enter the password **Solihullapproach** when requested

- Places can be booked online for block 2 (Nov-Jan dates) by clicking on this link:

<https://solihullfoundationnovember.eventbrite.co.uk>

then enter the password **Solihullapproach** when requested

- Please see <https://solihullapproachparenting.com/> for further information about the approach.

Safeguarding Children Training Face to Face Courses @ www.nscb.org.uk April 2019 – March 2020 (May update)

If you are unsure as to which course/courses you should be attending please look at the [Minimum Standards and Capability Framework](#) on the NSCB website and/or check with your employer.

Core mandatory training courses:

[Safeguarding Children Level 1](#) This course is also available as an [e-learning module](#) provided by 'The Virtual College' an external provider and that is the preferred route, however there are a limited number of multi-agency courses throughout the year.

[Safeguarding Children Level 2](#) There are 16 multi-agency courses available throughout the year and 4 of these are on a Saturday.

[Safeguarding Children Level 3](#) There are at least 2 level 3 multi-agency courses in the programme each month. Some organisations like the health service require staff to update their level 3 training on an annual basis so if you need to refresh your multi-agency level 3 training any of the *courses from the CPD list below would be appropriate as an alternative to repeating the course.

Continuing Professional Development (CPD) courses:

[Trustees Training](#): 12/07/2019

[County Lines Workshops](#): June dates are now full; a waiting list is being kept for a new date

[Mental Health Impact*](#): 30/10/2019

[Physical Injuries*](#): 18/07/2019 and 20/11/2019

[Effective Record Keeping](#): 21/06/2019 and 15/01/2020

[Disguised Compliance](#): 03/07/2019 and 20/02/2020

[Neglect*](#): 10/09/2019

[Sexual Abuse*](#): 05/06/2019, 24/09/2019 and 10/01/2020

Female Genital Mutilation (FGM) Training: This course is operating on a waiting list please contact Workforce Development Admin Team below.

Booking Details: Use the hyperlinks above to take you to the course details and online booking or if you have any queries or are unable to complete an online form, please contact the Workforce Development Admin Team: wfdadmin@newcastle.gov.uk or on 0191 277 2091

Training the Trainer

This 2-day generic course is aimed at multi agency practitioners who have no specific qualification in training but have been identified to support delivery of either Safeguarding Children or Safeguarding Adults courses.

Learners should have previously attended either NSCB or NSAB training relevant to their post and preferably be working in a related/relevant field of activity. Participants should have agreement from their employers and be able to meet the commitments laid down by the NSCB or the NSAB training committees which may include:

- attending multi agency trainer's meetings as part of a training pool
- being able to contribute to planning and developing courses

Learning Outcomes

- Know your role and responsibilities as a trainer
- Understand the importance of planning and preparation
- Understand the skills needed to manage a group
- Have practiced your presentation skills
- Be familiar in the use of training equipment and materials

Dates to be confirmed on the website - <https://www.nscb.org.uk/training-courses/face-to-face/training-trainer>

To book a place visit the website above or contact the Training administrator wfdadmin@newcastle.gov.uk telephone 0191 2772091.

Prevent Training

The prevent duty for childcare providers is covered in Equality and Diversity training which can be found in the main part of this training programme. All practitioners can access Workshop to Raise Awareness of Prevent (WRAP) which is also in the programme.

Safe Newcastle website includes links to government online training

<https://www.safenewcastle.org.uk/>

Domestic Violence

Safe Newcastle deliver training on domestic violence, hate crime and other issues around anti-social behaviour. This can be found on their website:

<https://www.safenewcastle.org.uk/>

Active Inclusion

The Active Inclusion Newcastle Unit is providing the following free face to face training and e-learning opportunities for City Council and non City Council professionals, volunteers and Councillors.

Introduction to Budgeting

Preventing sanctions

E-learning modules

Debt awareness -Level 1

Introduction to Benefits – Stage 1

Introduction to benefits – Stage 2

Introduction to Universal Credit

To find further information:

<https://www.newcastle.gov.uk/benefits-and-council-tax/welfare-rights-and-money-advice/information-professionals-and-volunteers#Training>

Other Information

Cancellation Policy

If for any reason you are unable to attend, please advise the Course Administrator by e-mail at wfdadmin@newcastle.gov.uk as soon as possible so the place can be offered to someone else. If cancelling with short notice (i.e. day before) please telephone 2772091.

The booking organisation may be asked to pay a fee of **£30.00** for anyone who does not attend and did not cancel his or her place. Cancellations must be received within 24 hours of the course start date, although will be accepted on the morning of the course for those professionals who are ill or have other extenuating circumstances, which have been approved by their line manager.

Paediatric First Aid

This information is for practitioners in Ofsted registered early years and childcare settings.

If you visit <http://www.newcastlefis.org.uk/> and click on the education and learning button you will be able to view a variety of training providers.

Alternatively you can access your training through another training provider of your choice.

The course you access must cover course content as for St Johns or Red Cross 12 Hour (2day) stated by Ofsted;

dealing with accidents	hygiene techniques	sickness and fever
unconscious and breathing baby and child	bleeding and wounds	Meningitis
unconscious and not breathing baby and child	burns and scalds	broken bones
choking baby and child	objects in eyes, ears and nose	head, neck and back injuries
shock	recording reporting and administering medication	swallowed something harmful
first aid kits	extremes of hot and cold	Adult first aid

<http://www.redcrossfirstaidtraining.co.uk/Courses/First-aid-at-work-courses-uk-mainland/Scheduled-courses/Paediatric-first-aid.aspx>

Emergency Paediatric First Aid

Newly Qualified Staff

This information is for practitioners in Ofsted registered early years and childcare settings.

There have been amendments to the paediatric first aid requirements in the Statutory Framework for the Early Years Foundation Stage (EYFS) that newly qualified early years staff (with a full and relevant level 2 or level 3 childcare qualification) must have either a full paediatric first aid (PFA) or an emergency PFA certificate before they can be included in the required adult: child ratios in an early years setting.

For more information visit:

<http://www.foundationyears.org.uk/files/2016/07/First-Aid.pdf>

The course you access must cover course content as follows:

- is unresponsive and breathing
- is unresponsive and not breathing, including:
- the chain of survival
- the use of an automated external defibrillator (AED) on a child
- is choking
- is bleeding
- is suffering from shock
- is burnt or has a scald
- has a medical emergency, including seizures.
- accident reporting and administering medication

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