

# Early Years Childcare and Play Training Programme

May 2018 - March 2019





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## Important Information

### Who is the training for?

Training can be accessed by all staff working in Ofsted registered PVI childcare settings and childminders, Community Family Hub or early years staff in Newcastle Primary Schools. If you do not work for one of these organisations you may need to pay to access the training programme. You can seek further guidance about this from the Early Years Sector Support Team.

### When is in this programme for?

This programme is for May 2018 - March 2019 to help you to plan ahead.

### How do I book onto training?

In order to attend a training course, 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 you will receive a confirmation straight away and then a reminder letter one week before the training by email or post and your manager will receive a confirmation email. If no confirmation is received please contact us on 0191 277 2091. If you have 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](mailto: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. You must inform your manager once confirmation has been received. 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](mailto: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](mailto:lila.barnett@newcastle.gov.uk) 0191 277 4618 or [gemma.mcdonough@newcastle.gov.uk](mailto:gemma.mcdonough@newcastle.gov.uk) or phone 0191 277 4640

### **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.

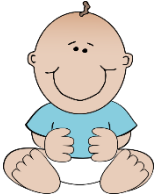
Civic Centre arrangements - there are charges to park during the day, parking after 6pm is free.

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

# Training News

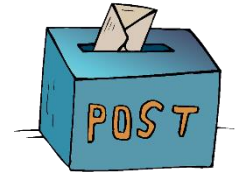


- There are changes to the booking and cancellation policy please read these.



- Gemma is on maternity leave, Lila will be the point of contact for any training queries.  
Email: [lila.barnett@newcastle.gov.uk](mailto:lila.barnett@newcastle.gov.uk) tel.0191 277 4618

- Please note the address to submit booking forms by post has changed. It is Workforce Development Admin, People Directorate, Floor 3, Civic Centre, Newcastle upon Tyne, NE1 8QH, or email an electronic copy to [wfdadmin@newcastle.gov.uk](mailto:wfdadmin@newcastle.gov.uk) Phone 0191 277 2091, Fax 0191 277 4437



- Saturday Training- 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 programme 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.

# Support Meetings

## Sure Start Teacher Cluster Meetings

Type	Day	Date	Time	Venue	Booking
Settings	Tuesday	Dates for summer coming soon	12.30-3pm	Armstrong Room, Civic Centre	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 <a href="mailto:wfdadmin@newcastle.gov.uk">wfdadmin@newcastle.gov.uk</a>
Settings	Wednesday	Dates for summer coming soon	2.30-5pm	Swan Parsons Room, Civic Centre	
Childminders	Tuesday	19 <sup>th</sup> June 2018	6.30-8.30pm	Ouseburn Community Centre	Childminders to book onto their sessions please email <a href="mailto:Irene.bainbridge@newcastle.gov.uk">Irene.bainbridge@newcastle.gov.uk</a>
Childminders	Wednesday	20 <sup>th</sup> June 2018	6.30-8.30pm	Fawdon Community Family Hub Building	

## 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	
Tuesday	5th June	1:30-2:30	Sure Start Family Hub Children Centre, Galafield, Newbiggin Lane, Newbiggin Hall, NE5 1LZ	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.
Wednesday	6th June	1:30-2:30	Heaton Community Centre, Trew hitt Road, Newcastle upon Tyne, NE6 5DY	

**Termly Childcare Briefings  
Early Years Sector Support**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>	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 <a href="mailto:wfdadmin@newcastle.gov.uk">wfdadmin@newcastle.gov.uk</a> Phone 0191 277 2091, Fax 0191 277 4437
Monday	4 <sup>th</sup> June 2018	9-11.30am	Armstrong room, civic centre	
Tuesday	5 <sup>th</sup> June 2018	12.30-3pm	Collingwood room, civic centre	
Wednesday	6 <sup>th</sup> June 2018	5.30-8pm	Collingwood room, civic centre	

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.

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
Thursday	5 <sup>th</sup> July 2018	9.30-12.30pm	Civic Centre
Wednesday	6 <sup>th</sup> February 2019	9.30-12.30pm	Civic Centre

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**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](mailto:wfdadmin@newcastle.gov.uk) Phone 0191 277 2091, Fax 0191 277 443

## 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 old 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
Thursday	7 <sup>th</sup> June 2018	1.30-4.30pm	Civic Centre
Saturday	26 <sup>th</sup> January 2019	1.30-4.30pm	Civic Centre *Same day as Equality and Diversity
Friday	22 <sup>nd</sup> March 2019	9.30-12.30pm	Civic Centre

## Communicating Effectively with Children Early Years Sector Support

Who is this course for?

Practitioners who work with children aged 0-5 years old 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
Saturday	2 <sup>nd</sup> June 2018	9.30-12.30pm	Civic Centre *Same day as Supporting children's fantasy and imaginative play
Thursday	1 <sup>st</sup> November 2018	9.30-12.30pm	Civic Centre

## Early Years SENCO Training EEAST Team

Who is this course for?

Those who are new to the SENCO role within early years 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	9 <sup>th</sup> May	10-3.30pm	City Library, Bewick Room

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## Early Years Vocabulary NHS Speech and Language

Who is this course for?

Practitioners working with children aged 2-5 years old.

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
Friday	5 <sup>th</sup> October 2018	9.30-11.30am	Civic Centre

## Effective Leadership and Management Sure Start Teachers

Who is this course for?

Managers and leaders of early years settings who want to work towards an Outstanding Ofsted judgement.

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	28 <sup>th</sup> June 2018	9.30-12.30pm	Civic Centre

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## Effective Supervision Early Years Sector Support

Who is this course for?

Managers and deputies who are responsible for delivering supervision in their 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
Wednesday	24 <sup>th</sup> October 2018	9.30-4.30pm	Civic Centre
Saturday	30 <sup>th</sup> March 2019	9.30-4.30pm	Civic Centre

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## Equality and Diversity Early Years Sector Support

Who is this course for?

This course is suitable for all practitioners working in early years and childcare settings.

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

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
Thursday	24 <sup>th</sup> May 2018	9.30-12.30pm	Civic Centre
Friday	15 <sup>th</sup> June 2018	9.30-12.30pm	Civic Centre
Thursday	19 <sup>th</sup> July 2018	6-9pm	Civic Centre
Friday	28 <sup>th</sup> September 2018	1.30-4.30pm	Civic Centre
Monday	15 <sup>th</sup> October 2018	9.30-12.30pm	Civic Centre
Friday	23 <sup>rd</sup> November 2018	9.30-12.30pm	Civic Centre
Tuesday	22 <sup>nd</sup> January 2019	9.30-12.30pm	Civic Centre
Saturday	26 <sup>th</sup> January 2019	9.30-12.30pm	Civic Centre *Same day as Child development refresher
Friday	22 <sup>nd</sup> February 2019	9.30-12.30pm	Civic Centre
Wednesday	27 <sup>th</sup> March 2019	1.30-4.30pm	Civic Centre

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## Getting children moving Sure Start Teachers

Who is this course for?

All practitioners working with children aged 0-5 years in early years settings, including childminders.

What will I learn?

This course will help you understand the importance of physical development in children's learning with fun, and practical activities to encourage physical development for all ages

Day	Date	Time	Venue
Thursday	14 <sup>th</sup> February 2019	1.30-4.30pm	Ouseburn Community Centre

## Improving Quality of Teaching and Learning Sure Start Teachers

Who is this course for?

Managers and leaders of early years settings who want to work towards an Outstanding Ofsted judgement.

What will I learn?

This course will help you recognise quality teaching and learning and will enable you to support practitioners to improve through coaching and mentoring

Day	Date	Time	Venue
Wednesday	6 <sup>th</sup> March 2019	9.30-12.30pmm	Civic Centre

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## **Lets Get Ready for School Sure Start Teachers**

Who is this course for?

Leaders and practitioners working with 3-5 year olds.

What will I learn?

This course will help you explore the term 'school readiness' and develop effective partnerships and smooth transitions for children

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday	1 <sup>st</sup> May 2018	12.30-3.30pm	Civic Centre

## **Loose parts and open ended play Sure Start Teachers**

Who is this course for?

Practitioners working with children ages 2-5 years old in early years settings, including childminders.

What will I learn?

This course will help you understand the benefits of providing open-ended play opportunities, extend children's learning through a 'curiosity approach' and you will explore different types of open-ended resources

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Thursday	5 <sup>th</sup> July 2018	1.30-4.30pm	Ouseburn Community Centre

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## **Makaton Training NHS Speech and Language**

Who is this course for?

This course is for anyone interested in using Makaton in their setting. 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.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Monday	12 <sup>th</sup> and 19 <sup>th</sup> November 2018	9.30-11.30am	Civic centre
Wednesday	20 <sup>th</sup> and 27 <sup>th</sup> March 2019	9.30-1130am	Civic Centre

## **Narrowing the Gap Sure Start Teachers**

Who is this course for?

Manager and leaders of early years settings who want to work towards Outstanding Ofsted judgements.

What will I learn?

This course will help you understand children's starting points and next steps to help them make good progress, support practitioners to understand the needs of individual and groups of children, and develop a 'quality first' teaching approach

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday	13 <sup>th</sup> November 2018	9.30-12.30pm	Civic Centre

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## Observation, Assessment and Next Steps Sure Start Teachers

Who is this course for?

For all practitioners working with children aged 0-5 years old in early years settings, including childminders.

What will I learn?

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

Day	Date	Time	Venue
Wednesday	4 <sup>th</sup> July 2018	1.30-4.30pm	Civic Centre
Thursday	28 <sup>th</sup> March 2019	9.30-12.30pm	Civic Centre

## Outstanding Outdoors Early Years Sector Support

Who is this course for?

This course is for all practitioners working with children aged 0-5 years old wishing to develop their outdoor provision.

What will I learn?

In this course you will begin to identify the reasons and benefits for offering good quality outdoors experiences, make an action plan for your outdoor area, make links with delivery of EYFS and explore some practical outdoor activities and possible sources and resources

Day	Date	Time	Venue
Dates and Venue to be confirmed			

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**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](mailto:wfdadmin@newcastle.gov.uk) Phone 0191 277 2091, Fax 0191 277 4437

## **Positive Behaviour Strategies Sure Start Teachers and Early Years Sector Support**

Who is this course for?

All practitioners working with children ages 1-5 years old in early years settings, including childminders.

What will I learn?

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

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday	20 <sup>th</sup> June 2018	9.30-12.30pm	Civic Centre
Thursday	31 <sup>st</sup> January 2019	9.30-12.30pm	Civic Centre

## **Preschool Phonics Sure Start Teachers**

Who is this course for?

Practitioners working in early years settings with children 3-5 years old.

What will I learn?

This course will help you understand the use of practical activities for introducing phonics to preschool children.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday	23 <sup>rd</sup> October 2018	1.30-4.30pm	Civic Centre

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## **Practical Maths Sure Start Teachers**

Who is this course for?

Practitioners working in early years settings with children 2-5 years old in early years settings, including childminders.

What will I learn?

This course will help you develop practical indoor and outdoor experiences and resources which support children's mathematical thinking and problem solving.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday	12 <sup>th</sup> December 2018	1.30-4.30pm	Fawdon Childrens Centre

## **Promoting Early Writing Sure Start Teachers**

Who is this course for?

Practitioners working in early years settings with children 1 ½ -5 years old in early years settings including childminders.

What will I learn?

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

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday	12 <sup>th</sup> September 2018	1.30-4.30pm	Ouseburn Community Centre

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## Sustained Shared thinking Sure Start Teachers

Who is this course for?

All practitioners working with children aged 0-5 years in early years settings, including childminders.

What will I learn?

This course will help you extend children's thinking and language, support children's spontaneous learning, increase the opportunity for quality adult-child interactions and explore Sustained Shared Thinking strategies

Day	Date	Time	Venue
Thursday	20 <sup>th</sup> September 2018	9.30-12.30pm	Civic Centre

## 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.

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
Saturday	2 <sup>nd</sup> June 2018	1.30-4.30pm	Civic Centre *Same day as Communicating Effectively in the morning
Thursday	17 <sup>th</sup> January 2019	9.30-12.30pm	Civic Centre

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## Story Making Early Years Sector Support

Who is this course for?

Practitioners who work with children aged 3 years and older

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
Saturday	22 <sup>nd</sup> September 2018	9.30-12.30pm	Civic Centre
Monday	3 <sup>rd</sup> December 2018	1.30-4.30pm	Civic Centre

## 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. 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	13 <sup>th</sup> and 20 <sup>th</sup> March 2019	9.30-11.30am	Civic Centre

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## **Working with 2 year olds Sure Start Teachers**

Who is this course for?

Practitioners working with 2 year olds in early years settings, including childminders.

What will I learn?

This course will help you understand the unique needs of 2 year olds and explore successful routines, boundaries and resources to support 2 year olds' development and learning.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Monday	21 <sup>st</sup> January 2019	1.30-4.30pm	Civic Centre

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# 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](mailto: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 you can access and information

## Safeguarding Training

All safeguarding training is delivered by the Newcastle Safeguarding Children Board training team. This means the training delivered will be to a multi-disciplinary group. So, when you attend the training there will be a variety of other professionals from the Children's Workforce in Newcastle. This will be a great chance to find out what other professionals do, an opportunity to tell them about what you do and a chance to share good practice.

Safeguarding training dates and information are available online.

Please check the website as new dates for training are added frequently: <http://www.nscb.org.uk/> you can also access online Safeguarding training via the link, which you apply for online directly. Alternatively, you can Phone 0191 277 2091 or Email [wfdadmin@newcastle.gov.uk](mailto:wfdadmin@newcastle.gov.uk)

### **Would you like to be a trainer in Safeguarding for your setting?**

You can access the training below and become a trainer to train the staff in your setting on safeguarding.

### **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](mailto:wfdadmin@newcastle.gov.uk) telephone 0191 2772091.

#### Cancellation Policy

**If for any reason you are unable to attend, please advise the Course Administrator by e-mail at [wfdadmin@newcastle.gov.uk](mailto: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

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

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

## **Food Safety (Face to Face)**

To Book through Safety Food and Health Improvement Department Phone 0191 211 6124.  
Charges for this course is £50 +vat (£60) per person and it must be a Level 2 course.

Alternatively you can access this training from another training provider of your choice please be aware charges may vary, please follow their booking procedures and policies.

Please note charges will vary between training companies and you will need to follow the companies booking policies and procedures.

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