

# Early Years and Childcare Services

## Universal Training

Autumn 2023



London Borough  
of Hounslow

## Terms and Conditions

### Course Bookings

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

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

Sign in by entering your username and password.

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

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

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

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

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

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

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

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

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

### Charges and Payments

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

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

### Cancellations

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

Cancellations on courses can only be accepted via email to:

[earlyyearstraining@hounslow.gov.uk](mailto:earlyyearstraining@hounslow.gov.uk)

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

### Course Attendance

Please ensure you arrive 10 minutes early for the course that you have booked, late arrival will not be accepted for both online and face to face training. Parking is often limited and there are parking restrictions at most of the venues and no parking at some venues. Therefore, please use public transport where possible.

## **Many courses are now delivered online – please see below:**

If your course is an online course, all participants will join the training from their own location. Online courses are generally delivered via Microsoft Teams and Zoom, however, we cannot control internet connectivity in your own home/ location. If you do tend to have occasional bandwidth issues at your location, we are advised that physically shutting down other devices while you are on your course can make a real difference. Even when on standby, devices such as iPads, phones etc are often performing background updates – so if you have concerns about your connectivity, turn everything else totally off during the course.

The link to access your training will be sent to you approximately 2 days before the course. The link is usually sent to the Manager or the email address on your Synergy staff record – please ensure this is forwarded to the relevant staff member in advance of the course. We are not able to forward links at short notice and not at all in the evenings or weekends therefore please ensure you have the link at least 24 hours before the course.

Your trainer will run the session in an interactive way, seeing and hearing directly from participants. Therefore, please be ready to join in as you would in a face to face session by:

- Attending on time
- Dressing appropriately
- Ensuring that any children in your care are being looked after by others
- Ensuring children are not present during the course as sensitive information/language may be shared
- Ensuring that you clearly identify yourself especially if you are using someone else's login

## **Managing participation during the course**

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

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

## Early Years & Childcare Services Universal Training Autumn 2023

<a href="#"><u>Food Safety &amp; Hygiene level 2 course for Catering</u></a>	<b>eLearning</b>	<b>No time limits</b>
Platform: Online	Facilitator: High Speed Training	Page: 8
<a href="#"><u>Fire Warden Training</u></a>	<b>eLearning</b>	<b>No time limits</b>
Platform: Online	Facilitator: High Speed Training	Page: 9
<a href="#"><u>Health &amp; Safety Training for Employees</u></a>	<b>eLearning</b>	<b>No time limits</b>
Platform: Online	Facilitator: High Speed Training	Page: 10
<a href="#"><u>Unconscious Bias</u></a>	<b>eLearning</b>	<b>No time limits</b>
Platform: Online	Facilitator: High Speed Training	Page: 11
<a href="#"><u>Challenging Behaviour</u></a>	<b>eLearning</b>	<b>No time limits</b>
Platform: Online	Facilitator: High Speed Training	Page: 12
<a href="#"><u>Full Paediatric First Aid – Blended</u></a>	<b>Sat 23 September 2023</b>	<b>9am – 4.30pm</b>
Venue: Holiday Inn, Brentford	Facilitator: Tiger Lily Training	Page: 13
<a href="#"><u>Full Paediatric First Aid – Blended</u></a>	<b>Sat 14 October 2023</b>	<b>9am – 4.30pm</b>
Venue: Holiday Inn, Brentford	Facilitator: Tiger Lily Training	Page: 13
<a href="#"><u>Full Paediatric First Aid – Blended</u></a>	<b>Wed 1 November 2023</b>	<b>9am – 4.30pm</b>
Venue: Grasshoppers RFC	Facilitator: Tiger Lily Training	Page: 13
<a href="#"><u>Full Paediatric First Aid – Blended</u></a>	<b>Sat 25 November 2023</b>	<b>9am – 4.30pm</b>
Venue: Holiday Inn, Brentford	Facilitator: Tiger Lily Training	Page: 13
<a href="#"><u>Handling Sensitive Conversations (bitesize for practitioners only)</u></a>	<b>Tues 26 September 2023</b>	<b>10am – 11.30am</b>
Platform: Microsoft Teams	Facilitator: Early Years & Childcare Service	Page: 15
<a href="#"><u>Social Communication Difficulties – Identification &amp; Next Steps</u></a>	<b>Wed 27 September 2023</b>	<b>9.30am – 11.30am</b>
Platform: Microsoft Teams	Facilitator: Early Years SEN Advisory Team	Page: 16
<a href="#"><u>Safeguarding Refresher</u></a>	<b>Thurs 28 September 2023</b>	<b>10am – 12pm</b>
Platform: Microsoft Teams	Facilitator: Early Years & Childcare Service	Page: 17

[Click here to return to the contents page](#)

<a href="#"><u>Safeguarding Refresher</u></a>	<b>Tues 14 November 2023</b>	<b>6pm – 8pm</b>
Platform: Microsoft Teams	Facilitator: Early Years & Childcare Service	Page: 17
<a href="#"><u>Designated Safeguarding Lead Training for Childminders</u></a>	<b>Sat 30 September 2023</b>	<b>9.30am – 1pm</b>
Venue: Heston Hyde Hotel	Facilitator: Early Years & Childcare Service	Page: 19
<a href="#"><u>Supporting children with sensory needs</u></a>	<b>Fri 6 October 2023</b>	<b>9.30am – 1.30pm</b>
Venue: Spring Grove House, West Thames College	Facilitator: Early Years SEN Advisory Team	Page: 20
<a href="#"><u>Management of Early Years Staff: Effective induction &amp; supervisions</u></a>	<b>Tues 10 October 2023</b>	<b>10am – 12pm</b>
Platform: Microsoft Teams	Facilitator: Early Years & Childcare Service	Page: 22
<a href="#"><u>Multi-sensory song and rhyme time</u></a>	<b>Wed 11 October 2023</b>	<b>9.30am – 10.45am</b>
Venue: Spring Grove House, West Thames College	Facilitator: Debbie Brace	Page: 24
<a href="#"><u>Multi-sensory song and rhyme time</u></a>	<b>Wed 11 October 2023</b>	<b>11.15am – 12.30pm</b>
Venue: Spring Grove House, West Thames College	Facilitator: Debbie Brace	Page: 24
<a href="#"><u>SENCO Session 1: Statutory Requirement</u></a>	<b>Wed 11 October 2023</b>	<b>1.30pm – 3.30pm</b>
Platform: Microsoft Teams	Facilitator: Early Years SEN Advisory Team	Page: 25
<a href="#"><u>SENCO Session 2: SENCO Role</u></a>	<b>Wed 18 October 2023</b>	<b>1.30pm – 3.30pm</b>
Platform: Microsoft Teams	Facilitator: Early Years SEN Advisory Team	Page: 27
<a href="#"><u>SENCO Session 3: Early Identification</u></a>	<b>Wed 8 November 2023</b>	<b>1.30pm – 3.30pm</b>
Platform: Microsoft Teams	Facilitator: Early Years SEN Advisory Teams	Page: 29
<a href="#"><u>SENCO Session 4: Early Intervention</u></a>	<b>Wed 15 November 2023</b>	<b>1.30pm – 3.30pm</b>
Platform: Microsoft Teams	Facilitator: Early Years SEN Advisory Teams	Page: 31
<a href="#"><u>Child Protection for a Designated Safeguarding Lead</u></a>	<b>Thurs 12 October &amp; Thurs 19 October 2023</b>	<b>9.30am – 1pm</b>
Venue: Spring Grove House, West Thames College	Facilitator: Early Years & Childcare Service	Page: 33
<a href="#"><u>Loose Parts</u></a>	<b>Tues 17 October 2023</b>	<b>9.30am – 3.30pm</b>
Venue: Spring Grove House, West Thames College	Facilitator: Kathryn Solly	Page: 34
<a href="#"><u>Oral Health Training</u></a>	<b>Mon 6 November 2023</b>	<b>10am – 12pm</b>
Platform: Microsoft Teams	Facilitator: NHS Trust	Page: 35

<a href="#"><u>Oral Health Training</u></a>	<b>Mon 13 November 2023</b>	<b>6pm – 7.30pm</b>
Platform: Microsoft Teams	Facilitator: NHS Trust	Page: 35
<a href="#"><u>Making a request for an EHC needs assessment</u></a>	<b>Tues 21 November &amp; Tues 28 November 2023</b>	<b>9.30am – 11.30am</b>
Platform: Microsoft Teams	Facilitator: Early Years SEN Advisory Team	Page: 36
<a href="#"><u>Yoga &amp; Mindfulness Taster for Early Years Setting</u></a>	<b>Wed 22 November 2023</b>	<b>10am – 1pm</b>
Venue: Spring Grove House, West Thames College	Facilitator: YogaBeez	Page: 38
<a href="#"><u>Everyday Maths Through Everyday Provision</u></a>	<b>Fri 1 December 2023</b>	<b>9.30am – 3.30pm</b>
Venue: Spring Grove House, West Thames College	Facilitator: Elaine Bennett	Page: 40
<a href="#"><u>Designated Safeguard Lead Refresher</u></a>	<b>Tues 5 December 2023</b>	<b>9.30am – 12pm</b>
Platform: Microsoft Teams	Facilitator: Early Years & Childcare Service	Page: 41
<a href="#"><u>Hounslow's Neglect Strategy</u></a>	<b>Wed 27 September 2023</b>	<b>9.30am – 12pm</b>
Platform: Microsoft Teams <b>To book, email: LSCB@hounslow.gov.uk</b>	Facilitator: HSCP	Page: 42
<a href="#"><u>Hounslow's Neglect Strategy</u></a>	<b>Mon 4 December 2023</b>	<b>1pm – 3.30pm</b>
Platform: Microsoft Teams <b>To book, email: LSCB@hounslow.gov.uk</b>	Facilitator: HSCP	Page: 42
<a href="#"><u>Working with Neglectful Parents</u></a>	<b>Tues 12 September 2023</b>	<b>9.30am – 4.30pm</b>
Venue: TBC <b>To book, email: LSCB@hounslow.gov.uk</b>	Facilitator: HSCP	Page: 43
<a href="#"><u>Working with Neglectful Parents</u></a>	<b>Tues 14 November 2023</b>	<b>9.30am – 4.30pm</b>
Venue: TBC <b>To book, email: LSCB@hounslow.gov.uk</b>	Facilitator: HSCP	Page: 43
<a href="#"><u>Private Fostering</u></a>	<b>Tues 14 November 2023</b>	<b>2pm – 3.30pm</b>
Platform: Microsoft Teams <b>To book, email: LSCB@hounslow.gov.uk</b>	Facilitator: HSCP	Page: 44
<a href="#"><u>Parental Substance Misuse: Awareness/treatment</u></a>	<b>Tues 3 October 2023</b>	<b>10am – 12pm</b>
Platform: Microsoft Teams <b>To book, email: LSCB@hounslow.gov.uk</b>	Facilitator: HSCP	Page: 45

<a href="#"><u>Domestic Abuse &amp; Violence</u></a>	<b>Thurs 16 November 2023</b>	<b>9am – 1pm</b>
Platform: Microsoft Teams To book, email: LSCB@hounslow.gov.uk	Facilitator: HSCP	Page: 46
<a href="#"><u>Familial child sexual abuse</u></a>	<b>Mon 25 September 2023 &amp; Tues 26 September 2023</b>	<b>9am – 1.30pm</b>
Venue: TBC To book, email: LSCB@hounslow.gov.uk	Facilitator: HSCP	Page: 47
<a href="#"><u>Familial child sexual abuse</u></a>	<b>Thurs 7 December 2023 &amp; Fri 8 December 2023</b>	<b>9am – 1.30pm</b>
Venue: TBC To book, email: LSCB@hounslow.gov.uk	Facilitator: HSCP	Page: 47

# 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%.

PLEASE BOOK VIA THE PROVIDER PORTAL: <https://fsd.hounslow.gov.uk/SynergyWeb/>

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

**Cost:** £18 per delegate

**Facilitator:** High Speed Training

[Click here to return to the contents page](#)



# 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%

PLEASE BOOK VIA THE PROVIDER PORTAL: <https://fsd.hounslow.gov.uk/SynergyWeb/>

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

**Cost:** £30 per delegate

**Facilitator:** High Speed Training

[Click here to return to the contents page](#)

# 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%.

PLEASE BOOK VIA THE PROVIDER PORTAL: <https://fsd.hounslow.gov.uk/SynergyWeb/>

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

**Cost:** £30 per delegate

**Facilitator:** High Speed Training

[Click here to return to the contents page](#)

# 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%.

PLEASE BOOK VIA THE PROVIDER PORTAL: <https://fsd.hounslow.gov.uk/SynergyWeb/>

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

**Facilitator:** High Speed Training

[Click here to return to the contents page](#)

# 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%.**

PLEASE BOOK VIA THE PROVIDER PORTAL: <https://fsd.hounslow.gov.uk/SynergyWeb/>

**Cost:** £25 per delegate  
**Facilitator:** High Speed Training

[Click here to return to the contents page](#)

# 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

[Click here to return to the contents page](#)

**Date** Saturday 23 September 2023  
**Time** 9am – 4.30pm  
**Venue** Holiday Inn, Commerce Road, Brentford, TW8 8GA

**Date** Saturday 14 October 2023  
**Time** 9am – 4.30pm  
**Venue** Holiday Inn, Commerce Road, Brentford, TW8 8GA

**Date** Wednesday 1 November 2023  
**Time** 9am – 4.30pm  
**Venue** Grasshoppers RFC, Syon Lane, Osterley, TW7 5PN

**Date** Saturday 25 November 2023  
**Time** 9am – 4.30pm  
**Venue** Holiday Inn, Commerce Road, Brentford, TW8 8GA

**Cost** £95 per delegate (childminders, day nurseries, playgroups, voluntary run OOSS)

£150 per delegate (maintained & non-maintained schools)

**Facilitator** Tiger Lily Training

# Handling sensitive conversations

## Target audience

This bitesize session is for practitioners in early years settings.

## Course outline

Following the successful delivery of 'handling sensitive conversations' at the Spring 2023 manager clusters, we now want to extend this learning opportunity to the early years practitioners in non-managerial roles. This course aims to support early years practitioners in having sensitive conversations which are necessary, but often ones that are difficult. It could be a conversation with a parent, or a conversation with another practitioner.

## Aims

The overall aim of the course is to:

- have increased confidence to plan for sensitive conversations.
- feel confident in initiating sensitive conversations.
- understand the requirement to record, reflect and respond following a sensitive conversation.

## On this course you will:

- Understand possible strategies and techniques for practitioners to use which will develop confidence and professionalism.
- Explore the importance of listening and empathy, along with best practice when handling sensitive conversations.

<b>Date</b>	Tuesday 26 September 2023
<b>Time</b>	10am – 11:30pm
<b>Platform</b>	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.
<b>Cost</b>	£10 per delegate
<b>Facilitator</b>	Early Years and Childcare service

## Social Communication Difficulties – Identification and Next Steps

### Target audience

SENCOs and Early Years Practitioners

### Course outline

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

### Course objectives

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

### Course outcomes

*Practitioners will have increased:*

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

<b>Date</b>	Wednesday 27 September 2023
<b>Time</b>	9.30am – 11.30am
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team

[Click here to return to the contents page](#)



# 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.
- Receive 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 28 September 2023

**Time** 10am – 12pm

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

[Click here to return to the contents page](#)

<b>Date</b>	Tuesday 14 November 2023
<b>Time</b>	6pm – 8pm
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years & Childcare Service

# Designated Safeguarding Lead training for Childminders

## Target audience

This course is for childminders acting as designated safeguarding leads within their childminding settings.

## Course outline

### ***This course is particularly aimed at staff who:***

- Hold specific responsibilities for safeguarding children.
- Are expected to take the lead safeguarding role within their childminding settings.
- Are responsible for managing concerns about children.
- Are responsible for reporting allegations against professionals or themselves.

## Aims:

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

## On this course you will:

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

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

<b>Date</b>	Saturday 30 September 2023
<b>Time</b>	9.30am – 1pm
<b>Venue</b>	Heston Hyde Hotel, North Hyde Lane, Hounslow, TW5 0EP
<b>Cost</b>	£15 per delegate (childminders)
<b>Facilitator</b>	Early Years and Childcare service

## Supporting Children with Sensory Needs

### Target audience:

Setting SENCOs and Early Years Practitioners

### Course outline:

An introduction to the sensory world:

- Do you have children in your setting who seek certain sensations over and over again such as spinning, jumping or putting things in their mouths? Do you wonder why?
- Do you have children who refuse to touch messy play activities?
- Do you know why some children might find some sensations challenging?
- Are you looking for some suggestions of how to help whilst awaiting advice from the Occupational Therapist?

This session will be delivered jointly by the Early Years SEN Team and Occupational Therapy Service. The session will aim to answer these questions and more in order to provide an introduction to the sensory world to support early identification. In exploring sensory needs, the session will aim to develop practitioners' theoretical knowledge and understanding of sensory processing and look at some typical behaviours that may arise from sensory processing challenges, along with some general good practice strategies and adaptations that can be implemented.

### Course objectives:

- To provide a basic overview of how sensory systems work
- To consider reasons for children's sensory behaviours
- To share information on how difficulties with processing sensory information can impact a child's ability to carry out daily functions
- To share some common adaptations, approaches and strategies to try and support children with sensory needs

### Course outcomes:

*Practitioners will have increased ~*

- Knowledge of what is meant by sensory needs
- Confidence in identifying children presenting with sensory needs through observations of behaviour and learning
- Knowledge of ways in which sensory processing can impact ability to carry out daily functions
- Knowledge of some practical strategies and adaptations that may support children with sensory needs and how to deliver these strategies based on observations of the child

<b>Date</b>	Friday 6 October 2023
<b>Time</b>	9.30am – 1.30pm
<b>Venue</b>	Spring Grove House, West Thames College, London Road, Isleworth, TW7 4HS
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team

# **Management of Early Years Staff: Effective inductions and supervisions**

## **Target Audience**

This course is aimed at managers and supervisors of early years provisions or childminders with assistants.

## **Aims**

- To understand what the EYFS means by the term supervision and induction
- To understand the theory behind induction and supervision
- To understand the role of supervisor and supervisee
- Effectively manage staff and team performance
- The importance of inductions and supervisions in supporting teams
- Peer observations to support staff, to develop their skills and knowledge
- Coaching and mentoring

We will provide sample templates that you can use or adapt in practice. There is an opportunity to reflect on case studies and work through scenarios.

## **Course Aims**

A robust induction programme and consistent supervisions are key components to improving staff performance and retention. It is imperative for inductions and supervisions to be conducted efficiently and effectively to ensure staff feel motivated and remain competent and engaged in their own professional development. This course will help participants to reflect and understand the various benefits of effective inductions and supervisions. Furthermore, we will explore the role of the supervisor and the supervisee. This course will ensure your practice is in line with the requirements of the Early Years Foundation Stage.

## **By the end of the course you will:**

- Understand how to implement and evidence the statutory requirements for induction and supervision
- Understand the need to ensure new staff understand their roles and responsibilities
- Understand the value of induction programmes in supporting staff to have a clear understanding of roles and responsibilities
- Recognise the importance of supervision in developing staff
- Be able to measure the impact of staff performance

<b>Date</b>	Tuesday 10 October 2023
<b>Time</b>	10am – 12pm
<b>Venue</b>	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.
<b>Cost</b>	£15 per delegate (childminders, day nurseries, playgroups, voluntary run Out of School Setting) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years & Childcare Service

# Multi-sensory song and rhyme time

## Target Audience

Early Years Practitioners

## Course Description

Take part in a practical demonstration of multi-sensory song and rhyme time. Song words and a planning /reflection crib sheet will be shared and discussed

## Course Aims

- Have a renewed energy for and understanding of how to plan and deliver a song and rhyme time
- Understand how delivering a well-planned multisensory song and rhyme time supports early language development
- Think about how songs and rhymes can be used as a starting point from which to broaden and extend children's language and experiences.

## PLEASE SELECT A TIME

**Date & Time**                      Wednesday 11 October 2023                      9.30am – 10.45am

OR

Wednesday 11 October 2023                      11.15am – 12.30pm

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

**Cost**                                        £10 per delegate (Childminders, Day Nurseries,  
Playgroups)

**Facilitator**                              Debbie Brace



## **Becoming a Setting SENCO - Session 1: Statutory Requirements**

### **Target audience:**

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

### **Course outline:**

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

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

### **Course objectives:**

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

### **Course outcomes:**

*Practitioners will have increased ~*

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

<b>Date</b>	Wednesday 11 October 2023
<b>Time</b>	1:30pm – 3:30pm
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team

## Becoming a Setting SENCO - Session 2: SENCO Role

### Target audience:

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

### Course outline:

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

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

### Course objectives:

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

### Course outcomes:

*Practitioners will have increased ~*

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

<b>Date</b>	Wednesday 18 October 2023
<b>Time</b>	1:30pm – 3:30pm
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team

## **Becoming a Setting SENCO - Session 3: Early Identification**

### **Target audience:**

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

### **Course outline:**

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

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

### **Course objectives:**

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

### **Course outcomes:**

*Practitioners will have increased ~*

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

<b>Date</b>	Wednesday 8 November 2023
<b>Time</b>	1:30pm – 3:30pm
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team

## Being a Setting SENCO - Session 4: Early Intervention

### Target audience

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

### Course outline

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

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

### Course objectives

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

### Course outcomes

*Practitioners will have increased:*

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

<b>Date</b>	Wednesday 15 November 2023
<b>Time</b>	1:30pm – 3:30pm
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team



# Child Protection for a Designated Safeguarding Lead

## Target audience

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

## Course outline

### ***This course is particularly aimed at staff who:***

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

## Aims:

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

## On this course you will:

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

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

## PLEASE ATTEND BOTH DATES

<b>Date</b>	Thursday 12 October 2023 & Thursday 19 October 2023
<b>Time</b>	9.30am – 1pm
<b>Venue</b>	Spring Grove House, West Thames College, London Road, Isleworth, TW7 4HS
<b>Cost</b>	£25 per delegate (day nurseries, playgroups) £150 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years and Childcare service

[Click here to return to the contents page](#)

# Loose Parts

## Using ordinary things to encourage learning

### Target Audience

Early Years Practitioners

### Course Aims

- \* To understand the basic theory and usage of loose parts.
- \* To get ideas and deeper understanding of what is possible with loose parts.
- \* To be able to make a plan to collect your own loose parts and resources.
- \* To explore through 'hands on' experience some of the possibilities of loose parts.

The course will be a mixture of highly illustrated presentation and practical experiences.

<b>Date</b>	Tuesday 17 October 2023
<b>Time</b>	9.30am – 3.30pm
<b>Venue</b>	Spring Grove House, West Thames College, London Road, Isleworth, TW7 4HS
<b>Cost</b>	£20 per delegate (childminders, day nurseries & playgroup) £125 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Kathryn Solly

# Oral Health training session

The Oral Health Promotion Team at Whittington Health NHS, Community Dental Services invite you to join their free interactive and informative training session on Oral health on Microsoft teams

## Course Objectives:

The course will cover the following information:

- Oral health and its importance
- Oral health- General health and wellbeing
- Impact of poor oral hygiene
- Importance of good oral care
- Brushing Techniques
- Diet and Oral hygiene advise.
- Tooth friendly food and drinks
- Sugar awareness
- Referral pathway
- The importance of regular visits to the Dentist

## PLEASE SELECT DATE & TIME

**Date** Monday 6 November 2023

**Time** 10am – 12pm

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

**Date** Monday 13 November 2023

**Time** 6pm – 7.30pm

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

**Cost** Free of Charge

**Facilitator** Whittington Health NHS

[Click here to return to the contents page](#)

## Making a Request for EHC Needs Assessment: Part 1 & Part 2

### Target audience

Early Years Setting Managers and SENCOs

### Course outline

***Please note that this is a two-part session and attendance at both sessions is advised***

These sessions aim to provide information for practitioners who are considering making a request for an Education, Health and Care needs assessment or for SENCOs as part of their continuing professional development. Reference will be made to relevant legislation with a thorough exploration of the Local Authority systems and processes including completion of relevant documentation.

### Course objectives

*This session will consider:*

- Requesting an EHC needs assessment within the context of the SEND Code of Practice 2015
- Where to find information on the EHC needs assessment process in Hounslow
- Using Hounslow EHC Needs assessment Guidance to inform decisions on when it would be appropriate to make request for EHC Needs Assessment
- Local Authority systems and documents relating to making a request for an EHC needs assessment
- Preparing for an EHC needs assessment request in readiness for completing the Statutory Assessment Request and Part B Advice form
- How to obtain person-centred parent and child contributions as part of the EHC needs assessment request process
- How to formulate and write SMART outcomes as part of person-centred engagement with the EHC Needs Assessment request
- How to complete the Statutory Assessment Request and Part B Advice form

### Course outcomes

*Managers/SENCOs will have increased:*

- Knowledge of statutory guidance that relates to requesting an EHC needs assessment within the context of the SEND Code of Practice 2015
- Understanding of the EHC needs assessment process and timescales involved which may lead to an EHC plan
- Knowledge of the Hounslow Local Offer page on EHC plans and where to find relevant information and documents
- Knowledge and understanding of the Hounslow EHC Needs Assessment Guidance and documents and forms related to making an EHC needs assessment request in Hounslow
- Confidence in knowing when it would be appropriate to make a request for an EHC needs assessment
- Knowledge of the Local Authority systems and forms for making a request for an EHC needs assessment using the Request for Statutory Assessment & Part B Advice form
- Increased confidence in preparing for and completing the Statutory Assessment Request and Part B Advice form.

[Click here to return to the contents page](#)

- Confidence in completing the Statutory Assessment Request and Part B Advice form and be able to:
  - Demonstrate clear assess – plan – do – review cycles of SEN Support over time
  - Awareness of the evidence required to support the request for EHC needs assessment
  - Use quality statements on attainment, strengths, needs and impact
  - Use a person-centred approach to obtain parental and child contributions
  - Know how to record and summarise person-centred contributions to inform decisions about key priorities outcomes
  - Confidence in formulating and writing Outcomes jointly with parents linked to person-centred contributions

<b>Date</b>	Tuesday 21 November AND Tuesday 28 November 2023
<b>Time</b>	9.30am – 11.30am
<b>Platform</b>	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.
<b>Cost</b>	£15 per delegate (day nurseries, playgroups) £75 per delegate (maintained & non-maintained schools)
<b>Facilitator</b>	Early Years SEN Team

# Yoga and Mindfulness Taster for Early Years Settings

## Target Audience

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

## Course Outline

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

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

## Training includes:

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

## Please bring to the course:

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

**Please wear comfortable clothing that you can move around in.**

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

[Click here to return to the contents page](#)

**Date:** Wednesday 22 November 2023

**Time:** 10am – 1pm

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

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

**Facilitator:** YogaBeez

# Everyday Maths through everyday provision

## Target Audience

Early Years Practitioners working with 3-5 year olds

## Course Outline

This interactive day course provides a balance of theory, practice and lively discussion exploring how practitioners can ensure that the children in their care get the very best mathematical start to their learning journey. It's a day full of inspiring yet simple ideas and real stories straight from a busy, bustling EYFS setting. A course rich in practical ideas to inspire you to weave maths through the very heart of your setting and have fun whilst doing it without resorting to formal, developmentally inappropriate approaches!

## Course Objectives

Delegates will have opportunities to:

- Explore how maths can be promoted through continuous provision inside and outside in the enabling EYFS environment.
- Consider the vital role of the adult in supporting mathematical learning and talk.
- Think reflectively about the mathematical opportunities offered to children in their care and ways to enhance and improve it further.
- Consider and challenge the negative attitudes sometimes perceived about mathematics and consider how this affects young children and the provision offered.

**Date** Friday 1 December 2023

**Time** 9.30am – 3.30pm

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

**Cost** £40 per delegate (childminders, day nurseries, playgroups)  
£125 per delegate (maintained & non-maintained school)

**Facilitator** Elaine Bennett



# Designated Safeguarding Lead Refresher

## Target audience

Safeguarding Leads who have previously attended a full Designated Role course in Hounslow and require an update to their knowledge and skills.

## Course outline

***This course is particularly aimed at staff who:***

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

## Aims:

The overall aim of the course is to recap all the core aspects of the designated safeguarding lead (DSL) role, as defined in statutory guidance. You'll update your knowledge of the latest requirements and best practice in safeguarding children.

To develop and build on your knowledge and skills to identify, manage, and refer safeguarding concerns appropriately. We will discuss how to confidently protect the children you work with by implementing improved procedures through Lessons Learned.

## On this course you will:

- Describe recent safeguarding updates and how these changes translate into your settings
- Identify emerging themes arising from the 2022 triennial analysis report
- Describe sources of risk and understand the consequences for our children
- Consider working together towards positive outcomes for children
- Think about safeguarding issues relating to staff
- Feel equipped to work proactively with other agencies, and be ready to contribute confidently to case conferences
- Practice safeguarding case scenarios

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

<b>Date</b>	Tuesday 5 December 2023
<b>Time</b>	9:30am – 12:00pm
<b>Venue</b>	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.
<b>Cost</b>	£20 per delegate (day nurseries, playgroups)
<b>Facilitator</b>	Early Years and Childcare service

[Click here to return to the contents page](#)

# Hounslow's neglect strategy. Quality of Care tool

## Target Audience

Designated Safeguarding Lead

## Course Aims

Neglect is an ongoing priority for Hounslow's Safeguarding Children Partnership. The 2.5 hour session promotes awareness and understanding of our neglect strategy. The strategy aims to improve how we all work with families where parental quality of care is of concern and considered inadequate. The session will introduce our quality of care tool, enable people across all agencies to use it in practice and ensure that it is widely used

## Course Objectives

Outline Hounslow's multi professional strategy for improving our work with families  
Enable use of the Quality of Care tool in all agencies  
Promote working together in cases of neglect via the tool  
Share workers 'top tips' on using the tool in practice  
Emphasise the importance of inter-agency collaboration to understand the nature of neglect  
Illustrate the benefit of using the Quality of Care tool

<b>Date</b>	Wednesday 27 September 2023
<b>Time</b>	9.30am – 12pm
<b>Platform</b>	MS Teams - This course is being delivered via MS Teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
<b>Date</b>	Monday 4 December 2023
<b>Time</b>	1pm – 3.30pm
<b>Platform</b>	MS Teams - This course is being delivered via MS Teams. Please ensure your device is compatible. We recommend you access this through a computer or laptop for the best experience.
<b>Cost</b>	Free of Charge

To book onto this course, please email 'Neglect QoC' and preferred date to [LSCB@hounslow.gov.uk](mailto:LSCB@hounslow.gov.uk)

[Click here to return to the contents page](#)

## **Working with neglectful parents and their children.**

### **Learning together. Improving children's lives.**

Improving multi agency practice and quality of care for children living with neglect.  
A reflective practice day.

#### **Target Audience**

Designated Safeguarding Lead

Neglect is a Hounslow priority for improvement following audits across all agencies, and several safeguarding practice reviews. We know neglectful parenting continues to present significant challenges for all workers and agencies trying to improve the quality of life for children whose needs are not adequately met by their family. It is difficult to do this work at all levels of concern, from early prevention to child protection.

Using Ofsted ratings in our most recent audit of 12 cases; 7 required improvement 3 were inadequate and only 2 were good. All Hounslow partners have committed to change this and the course is part of that effort. The day will be led by the independent consultant who undertook our audit work. She has already worked with us to improve at an organisational level. On this course she will use her unique insight to explore how individual practitioners can better collaborate and work together to improve work with families at all levels of concern from early help/prevention, child in need and child protection.

#### **Learning outcomes. The course provides the opportunity to:**

- Gain a more sophisticated appreciation of the varied nature and presentation of neglectful parenting
- Explore the impact of neglect on different areas of a child's care including how neglect enables other forms of harm
- Think about how to motivate parents who be resistant to change
- Think about direct work with children and young people to improve their lives
- Improve professional grasp of factors that might underly lack of parental care
- Consider the use of our structured judgement Quality of Care tool to assist professional assessment
- Think about effective plans to help parents to make lasting change
- Consider the dilemmas often involved in decision making in cases of neglect

**Date** Tuesday 12 September 2023

**Time** 9.30am – 4.30pm

**Venue** To be confirmed

**Date** Tuesday 14 November 2023

**Time** 9.30am – 4.30pm

**Venue** To be confirmed

**Cost** Free of Charge

**For places email 'Reflective practice neglect' and preferred date to [LSCB@hounslow.gov.uk](mailto:LSCB@hounslow.gov.uk)**

[Click here to return to the contents page](#)

# Private Fostering

## Target Audience

Designated Safeguarding Lead

## Course Outline

HSCP has a responsibility to ensure professionals and volunteers meet their statutory responsibility to safeguard children's welfare and safety. This includes those working for children's and adult services.

## Course Aims & Outcomes

- Private fostering a safeguarding issue? Understand the legislation and regulation
- Local authority – LA duties for privately fostered children
- Guidance and support – Where to find information, advice and support on private fostering
- Your role - Know your responsibility to identify privately fostered children
- Cascade information – Enable you to share best practice with your colleagues

**Date** Tuesday 14 November 2023

**Time** 2pm – 3.30pm

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

**Cost** Free of Charge

**To book onto this course, please email 'Private fostering' and preferred date to [LSCB@hounslow.gov.uk](mailto:LSCB@hounslow.gov.uk)**

# Parental Substance Misuse Awareness and treatment

## Target Audience

Designated Safeguarding Lead

Parental substance misuse is one of three major areas of known risk to children's health development and welfare, the others being domestic abuse and mental ill health. This course is provided to develop essential learning from the introductory level for all frontline Social Care Health, Wellbeing and Education Practitioners, anyone whose work involves safeguarding children and young people and promoting their welfare.

## Aims and Outcomes:

- Different substance – Know commonly used substances, their classes, methods of use and potential impact on parenting
- Recognising concerns – Enable practitioners to identify when there could be an issue with a parent or carer's substance misuse
- Attitudes to substance misuse – Examine personal and societal beliefs about drug and alcohol users, including stereotypes and myths
- Theoretical underpinning – Examine prevalent ideas on substance misuse, including the disease model and social learning theory
- Changing Behaviour – Appreciate the Cycle of Change to enable behaviour change
- Different treatment models – Know and understand treatment models delivered at ARC
- Referrals – Information on referral routes and partnership working

**Date** Tuesday 3 October 2023

**Time** 10am – 12pm

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

**Cost** Free of Charge

For places email 'Parental substance misuse' to [LSCB@hounslow.gov.uk](mailto:LSCB@hounslow.gov.uk)

[Click here to return to the contents page](#)

# **Domestic Abuse and Violence, an introduction Basic Professional Awareness and Understanding**

## **Target Audience**

Early Years Practitioners

## **Course Outline**

Domestic abuse and violence is a fact of life for a high proportion of children living in families where there are safeguarding or child protection concerns (45-90% of families).

Abusive and violent behaviour in intimate relationships is a complex and puzzling phenomenon both from the perpetrators and survivor point of view. There are many myths and huge stigma that can get in the way of professionals being able to effectively help women; mothers to make decisions that are in their own and their children's best interests.

This course offers professionals the opportunity to explore reflect and gain insight and understanding to be able to better connect with and help women who find themselves in violent and abusive relationships.

## **Course Aims & Outcomes**

- Impact of Abuse – Better understand the impact on women of being subject to relationship abuse
- Power and control – Consider the dynamics of power and control and the impact on women and girls
- Perpetrator reactions – Are alert to perpetrators diversionary reactions to professional's interventions
- Substance misuse – Explore the role that alcohol and other drugs have in many abusive relationships
- Early help – Appreciate the importance of early intervention

**Date** Thursday 16 November 2023

**Time** 9am – 1pm

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

**Cost** Free of Charge

**To book onto this course, please email 'Domestic Abuse' and preferred date to [LSCB@hounslow.gov.uk](mailto:LSCB@hounslow.gov.uk)**

[Click here to return to the contents page](#)

# Familial child sexual abuse

## Target Audience

Designated Safeguarding Lead

## Course Aims

Hounslow Safeguarding Children Partnership has made familial child sexual abuse a priority and is developing a strategy to improve our work in this important area of child protection. In the UK we 'miss' most children who are sexually abused. According to the Office of the Children's Commissioner we identify only 1 in 8 children at risk. We asked Hounslow professionals what they need to help them to keep children safe. They told us they need training as a starting point. This course aims to equip professionals across the children's workforce with basic knowledge about familial sexual abuse and enhance confidence in our existing communication skills with children and young people.

- Findings from Hounslow's audit
- Numbers of children at risk
- What inhibits the protection of children?
- Responding to children's help seeking behaviour
- The impact of sexual abuse
- Signs and indicators
- Who sexually harms children?
- Understanding sexually harmful adults' behaviour
- Impact of sexually harmful adults on professional practice
- Working with non-abusing parents/carers
- Consider dynamics of power in families

**Date** Monday 25 September & Tuesday 26 September 2023  
**Applicants must attend both days**

**Time** 9am – 1.30pm

**Venue** To be Confirmed

**Date** Thursday 7 December & Friday 8 December 2023  
**Applicants must attend both days**

**Time** 9am – 1.30pm

**Venue** To be Confirmed

**Cost** Free of Charge

**To book onto this course, please email 'Familial sexual abuse' and preferred date to [LSCB@hounslow.gov.uk](mailto:LSCB@hounslow.gov.uk)**

[Click here to return to the contents page](#)