

Early years training directory

April 2021 to March 2022

Edition 1 (13.04.2021)



If you require any support accessing training contact the training team on

Tel: 01905 844 420 | Email: Worforcesupport@worcschildrenfirst.org.uk

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Training team availability until October 2020

Due to staff shortages please be aware of the following which will be in place until October 2021:

- The training team will be available to speak to directly on Tuesday and Wednesday 8.30am to 4pm and Thursday 8.30am to 2pm by calling 01905 844420. Any voicemails received outside of these days will be responded to on Tuesday to Thursday
- Any emails received to workforcesupport@worcechildrenfirst.org.uk will be responded to based on date / time of enquiry and will be dealt when the team is available.
- We highly recommend checking that joining instructions have been received a minimum of 5 days before the training course is due to take place and contacting the team if you need them to be re-sent
- Our training directories provide details of our future courses – these can be accessed from our [Education Services training website \(opens in new window\)](#)
- To support the team and use of CPD we advise downloading the CPD user guide (from the CPD home page) to provide support in relation to bookings, cancellations, accessing certificates and completing evaluations. The user guide is also available from our [Education Services training website \(opens in new window\)](#)
- If you have an **urgent matter** (relating to a course that day) that has not been dealt with for any reason then please contact Mark Ballett, Traded Services Manager, directly on 01905 843828

Service delivery COVID-19 statement

Our priority is to continue to deliver high quality educational support to schools and settings, whilst maintaining focus on the health, safety and wellbeing of our employees and colleagues.

We are working in partnership with the local authority, monitoring the spread of COVID-19 and government guidelines in order to react to the dynamically changing situation and adapt our measures accordingly.

A programme of both virtual and face to face training is now being planned.

Our venues and method of delivery have been carefully considered with your safety in mind. We are only using venues that can comply with appropriate social distancing requirements and safely operate with suitable measures in place, to ensure the health and wellbeing of our staff and delegates.

Delegates attending events in-person are encouraged to wear masks. Hand sanitizer and/or hand washing facilities will be available; however, delegates are welcome to bring their own hand sanitizer.

Coronavirus

To support our trainers, delegates and venues with managing the risk and spread of COVID-19, if any of the statements below apply to you:

- You are experiencing symptoms of the virus
- You have been abroad and must quarantine or feel you have been put at risk and should self-isolate.
- You are required to care for or isolate with someone in your family who has virus symptoms
- You are required to care for someone in your family because their usual care provision has been disrupted due to the virus, i.e. school or facility closure

Then

1. Notify your setting / school immediately, if this has not already been done
2. Contact the training team on 01905 844 420 or email WorkforceSupport@worcschildrenfirst.org.uk where we will organise a transfer to another course.

Virtual course joining instructions

We would like to remind delegates if you are due to attend a virtual training course, and you have not received your joining instructions please contact the training team a **minimum of 5 days** before your course is due to take place. The training team cannot guarantee that they will be available the 24 hours before your course to be able to reissue joining instructions and/ or provide support. The training team can be contacted on 01905 844 420 or email workforcesupport@worcschildren.org.uk

Forums, clusters, and update meetings

All the meetings listed below are FREE to attend and MUST be booked via CPD to ensure venue health and safety

Early Years Safeguarding Leads forum (EY DSL Forum)

The Early Years DSL forum is open to all PVI childminders, nurseries, pre-schools, out of school / holiday clubs and school ran / governor led nurseries and is FREE to attend.

Delivered by Denise Hannibal our Education Safeguarding Lead and Hayley Doyle they will provide updates on policy, legislation, guidance and local procedures, as well as giving you the opportunity for peer discussion.

- 08 June 2021, 6.30pm to 8pm, course code: EY/21/094
- 10 June 2021, 6.30pm to 8pm, course code: EY/21/095

Joining instructions will be attached to the confirmation email from CPD.

SENCo forum / clusters

All Spring SENCo forum / clusters will be taking place using Microsoft Team on the date / time shown below. Please ensure you book a place as we only issue a link to those who have formally booked a place via CPD as part of the CPD confirmation

Summer term 2021

- Worcester City & Droitwich: 11 May 2021, 5pm to 6.30pm, course code: EY/21/274
- Malvern: 12 May 2021, 6.15pm to 7.45pm, course code: EY/21/276
- Wye Forest: 13 May 2021, 4pm to 5.45pm, course code: EY/20/111
- Pershore & Evesham: 19 May 2021, 5pm to 6.30pm, course code: EY/21/275
- Bromsgrove & Redditch: 15 June 2021, 4.15pm to 5.45pm, course code: EY/20/127

Autumn term 2021

- Malvern: 12 October 2021, 4.30pm to 6.15pm, course code: EY/21/280
- Bromsgrove & Redditch: 12 October 2021, 6.15pm to 7.45pm, course code: EY/21/282
- Worcester City & Droitwich: 19 October 2021, 6.15pm to 7.45pm, course code: EY/21/278
- Pershore & Evesham: 03 November 2021, 5pm to 6.30pm, course code: EY/21/279
- Wyre Forest: 11 November 2021, 4pm to 6pm, course code: EY/21/281

Spring term 2022

- Malvern: 01 February 2022, 6.15pm to 7.45pm, course code: EY/21/285
- Pershore & Evesham: 08 February 2022, 5pm to 6.30pm, course code EY/21/284
- Bromsgrove & Redditch: 15 February 2022, 4.15pm to 5.45pm, course code: EY/21/287
- Worcester City & Droitwich: 02 March 2022, 4.30pm to 6pm, course code: EY/21/283
- Wyre Forest: 31 March 2022, 4pm to 6pm, course code: EY/21/286

NEF Childminding registration briefing

This is an introduction to Nursery Education Funding (NEF) for registered and prospective Childminders, including information about Statutory requirements and Worcestershire processes. The session is specifically for Childminders who are interested in offering NEF in Worcestershire

- Cost: Free
- 30 June 2021, 7.30pm to 9pm course code: EY/21/098
- 20 October 2021, 7.30pm to 9pm, course code: EY/21/099
- 09 February 2022, 7.30pm to 9pm, course code: EY/21/100
- Joining instructions will be attached to the confirmation email from CPD, if you have not received them 5 days before the course contact the training team on 01905 844 420 / workforcesupport@worcschildrenfirst.org.uk

NEF Providers meetings

This is an update session to highlight any changes to NEF in Worcestershire for September.

- Cost: Free
- 23 June 2021, 7pm to 8pm course code: EY/21/101
- 24 June 2021, 7.30pm to 8.30pm, course code: EY/21/102
- 25 June 2021, 10am to 11am, course code: EY/21/103

Joining instructions will be attached to the confirmation email from CPD, if you have not received them 5 days before the course contact the training team on 01905 844 420 / workforcesupport@worcschildrenfirst.org.uk

New training courses

Get Safe – EY specific sessions

Delivered by West Mercia Police this raising awareness of exploitation & vulnerability course aims to raise your awareness of:

- Vulnerability,
- Adverse childhood experiences
- Organised crime groups/gangs
- Modern day slavery,
- Consent for sexual activity
- Child Sexual Exploitation (CSE),
- Criminal exploitation
- Appropriate language and use of,
- National referral mechanism
- GDPR/disclosure
- Pathways/ diversionary/sharing of intelligence

Cost: Free to attend

Audience: Designated Safeguarding Lead (DSL) and deputy DSL's.

- Tuesday 04 May, 1 pm to 2.30pm, course code: EY/21/048
- Friday 07 May, 9.30am to 11am, course code: EY/21/049
- Monday 10 May, 7pm to 8.30pm, course code: EY/21/050
- Wednesday 12 May, 7pm to 8.30pm, course code: EY/21/051
- Tuesday 18 May, 1pm to 2.30pm, course code: EY/21/053
- Friday 21 May, 9.30am to 11am, course code: EY/21/054

Joining instructions will be attached to your confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Introduction to the New EYFS

Our Introduction to the NEW EYFS session is open to all Childminders, Settings and school ran / governor led school nursery / pre-schools across the county and free to attend.

Join the Early Years team (Ian Morris, Sam Barrett, Sharon Jones) to prepare for the statutory introduction of the revised EYFS in September 2021 and to develop your understanding of the revised Development Matters materials

Cost: free

- 03 July 2021, 9.30am to 12pm, course code: EY/21/115
- 06 July 2021, 9am to 11.30am, course code: EY/21/116
- 07 July 2021, 6pm to 8.30pm, course code: EY/21/117
- Joining instructions will be attached to the confirmation email from CPD, if you have not received them 5 days before the course contact the training team on 01905 844 420 / workforcesupport@worcschildrenfirst.org.uk

Managing Allegations

This course is aimed at those head teachers, chairs of governing bodies, early years and childcare managers / owners and other senior managers with responsibility for dealing with allegations of abuse against teachers and other staff, including supply teachers and volunteers.

The course will cover all aspects of Part 4 of Keeping Children Safe in Education (September 2020), including your duties as an employer, initial considerations when an allegation is received, providing support, and managing the situation.

It will provide information which will help you to better understand the Management of Allegations processes, the role of the Local Authority Designated Officer (LADO), and the role of the multi-agency network.

It will provide you details on the legislation, procedures, and processes; ensure you know what to do if there is an allegation against a professional; and better understand your role as professionals working in regulated activity.

The course objectives include how to identify children and young people who are suffering or likely to suffer significant harm and then take action with the aim of making sure they are kept safe.

Cost:

- Early Years & childcare settings: £25 + VAT
- Schools: £50 + VAT

Virtual delivery: via zoom, instructions are attached to CPD confirmation

- 13 May 2021, 4pm to 7pm, Worcester, course code: SCH/21/038

Face to face delivery

- 14 June 2021, 4pm to 7pm, Bromsgrove, course code: SCH/21/039

Safer recruitment in educational settings

This course covers the following areas;

- Safer recruitment and the wider context of safeguarding
- Prevalence of abuse and profile of abusers
- How abusers operate within organisations
- Features of a safer recruitment process
- Planning a safer recruitment process
- Making the right decisions: interview and selection
- Setting acceptable standards of behaviour
- Maintaining an ongoing culture of vigilance

Aims:

- To identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- To be able to produce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- To begin to review their own organisation's places and practices to make them safe.

Audience: DSL / Deputy DSL's, Head or Deputy Teachers, any staff involved in recruitment process

Cost:

- Early Years and Childcare Settings: £40 + VAT
- Schools: £80 + VAT

Virtual delivery: via zoom, instructions are attached to CPD confirmation

- 10 May 2021, 9am to 4pm, Worcester, course code: SCH/20/358

Face to face delivery: lunch will be provided and ordered in line with current government guidance

- 09 July 2021, 9am to 4pm, Bromsgrove, course code: SCH/20/359

Course details and dates

Down syndrome training

An interactive course designed to help practitioners gain an insight into the type of difficulties children with Down Syndrome encounter. Identifying a range of strategies that can be employed to support their holistic development.

- Only available as in-house training, to find out more contact Early Years Inclusion on 01905 843 099

Drug admin for child carers: anaphylaxis and asthma

Specifically designed to meet the needs of professional who in consultation with a child's parents/carers, have identified the potential need to administer emergency medication.

Cost: £45 + VAT (£54 inc VAT)

- 08 June 2021, 6.30pm to 9.30pm, Worcester, course code: EY/20/125

Early years and childcare designated safeguarding lead (DSL) training

This training is specifically for the Designated Safeguarding Lead, Deputy DSL or those who are looking to become the DSL / Deputy DSL in early years and childcare settings across Worcestershire. The training has been devised to support DSL's who are new to the role, experienced and extremely experienced.

Content is updated regularly and includes a detailed look at signs and symptoms, legislation, guidance and responsibilities, record keeping, making referrals, multi-agency working, child protection meetings, serious case reviews, and exploring barriers to good practice.

The training meets the Worcestershire Safeguarding Children's Partnership requirements for Designated Safeguarding lead training, includes the role of the DSL and additional content relating to the EYFS and inspection

The DSL and deputy DSL are to refresh this training on a yearly basis from April 2021 onwards.

Virtual delivery via Zoom

- Joining instructions will be issued via CPD as part of your confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Cost: £40 + VAT (£48 inc VAT)

Childminders specific dates

- 08 May 2021, 9am to 1pm, course code: EY/21/123
- 20 and 27 May 2021, 7pm to 9pm, course code: EY/21/126
- 26 June 2021, 9am to 1pm, course code: EY/21/129
- 10 July 2021, 9am to 1pm, course code: EY/21/131
- 18 September 2021, 9am to 1pm, course code: EY/21/133
- 05 and 12 October 2021, 7pm to 9pm, course code: EY/21/136
- 13 November 2021, 9am to 1pm, course code: EY/21/139

- 22 January 2022, 9am to 1pm, course code: EY/21/144
- 01 and 08 February 2022, 7pm to 9pm, course code: EY/21/145
- 05 March 2022, 9am to 1pm, course code: EY/21/147

Setting specific dates

- 14 May 2021, 9am to 1pm, course code: EY/21/125
- 16 July 2021, 9am to 1pm, course code: EY/21/132
- 02 October 2021, 9am to 1pm, course code: EY/21/135
- 01 and 08 December 2021, 7pm to 9pm, course code: EY/21/140
- 12 January 2022, 9am to 1pm, course code: EY/21/142
- 09 and 16 March 2022, 6.30pm to 8.30pm, course code: EY/21/148
- 25 March 2022, 9am to 1pm, course code: EY/21/149

Mixed Settings & Childminder cohort dates

- 21 May 2021, 9am to 1pm, course code: EY/21/127
- 09 and 16 June 2021, 6.30pm to 8.30pm, course code: EY/21/128
- 28 June and 05 July 2021, 7pm to 9pm, course code: EY/21/130
- 22 and 29 September 2021, 6.30pm to 8.30pm, course code: EY/21/134
- 22 October 2021, 9am to 1pm, course code: EY/21/137
- 10 and 17 November 2021, 6.30pm to 8.30pm, course code: EY/21/138
- 18 and 25 January 2022, 6.30pm to 8.30pm, course code: EY/21/143
- 12 February 2022, 9am to 1pm, course code: EY/21/146
- 28 and 30 March 2022, 7pm to 9pm, course code: EY/21/150

Early Years Prevent and British values

The Government's Prevent Strategy talks about British Values and asks all educational establishments, including early years to be teaching these values, but what does this mean for early years practitioners, and what are Ofsted looking for?

This session aims to give practitioners an understanding of the Prevent Strategy and the requirement to teach 'British Values'. We will consider the ways in which these values reflect those already embedded in early years and identify current examples of good practice. We will also explore ways to further develop the teaching of values in order to better support the Prevent Strategy, meet the requirements of Ofsted and achieve better outcomes for children.

Virtual via Microsoft teams

- Cost: £22 + VAT (£26.40 inc VAT)
- 26 May 2021, 7pm to 9pm, course code: EY/21/096
- 14 January 2022, 10am to 12pm, course code: EY/21/097
- Joining instructions will be attached to the confirmation email from CPD, if you have not received them 5 days before the course contact the training team on 01905 844 420 / workforcesupport@worcschildrenfirst.org.uk

Face to face delivery

- Cost: £32+ VAT (£38.40inc VAT)
- 06 October 2021, 7pm to 9pm, Worcester, course code: EY/21/108

- 16 March 2022, 7pm to 9pm, Worcester, course code: EY/21/107

Effective early identification for SEND

To support the early identification of children with additional needs including tools available to support practitioners, guidance on observations and how to record progress, communicating your observations to parents / carers, individual planning guidance and the graduated response. The second session will look at provision mapping as a way of organising your information about children in a readily accessible and easy to manage format that supports your planning

Virtual delivery via Microsoft teams

- Cost: £42 + VAT (£50.40 inc VAT)
- 10 and 17 June 2021, 6.30pm to 8.30pm, course code: EY/21/255
- Joining instructions will be issued with your CPD confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Face to face delivery

- Cost: £54 + VAT (£64.80 inc VAT)
- 28 September and 04 October 2021, 6.30pm to 8.30pm, Redditch, course code: EY/21/263
- 20 and 27 January 2022, 6.30pm to 8.30pm, Wyre Forest, course code: EY/21/272

Effective individual provision map (IPM) writing

This course will enable you to deliver the Graduated Response completely. It will provide guidance on the appropriate paperwork required to demonstrate the 'additional and/or different' work you provide for children known to outside specialist agencies. IPM's will provide your team with a way of demonstrating the child's progress as a direct result of your interventions. New SENCO's will find this an essential course; however, it is also relevant for key people who will contribute to the writing of IPM's

Virtual delivery via Zoom or Microsoft teams

- Cost: £25 + VAT (£30 inc VAT)
- 01 July 2021, 6.30pm to 8.30pm, course code: EY/21/256
- Joining instructions will be issued with your CPD confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Face to face delivery

- Cost: £32 + VAT (£38.40 inc VAT)
- 02 November 2021, 6.30pm to 8.30pm, Redditch, course code: EY/21/264
- 02 February 2022, 6.30pm to 8.30pm, Wyre Forest, course code: EY/21/277

How to write support plans workshop

A 1-hour introductory course to support practitioners with writing individual support plans (ISP) for children with SEND within early years settings.

Cost: £16+ VAT (£19.20 inc VAT)

- 09 November 2021, 6.30pm to 7.30pm, Redditch, course code: EY/21/266
- 10 February 2022, 6.30pm to 7.30pm, Wyre Forest, course code: EY/21/273

Individual risk assessments and health care plans for children with SEND within early years settings

A 1-hour introductory course to support practitioners with writing individual risk assessments for children with SEND within Early Years settings.

Cost: £16 + VAT (£19.20 inc VAT)

- 10 March 2022, 6.30pm to 7.30pm, Bromsgrove, course code: EY/21/262

Introduction to speech and language difficulties

This course offers a valuable introduction to the awareness and understanding of how speech and language develops typically and how we can support children presenting with difficulties. For SENCO's and all Early Years Practitioners

Virtual delivery via Zoom or Microsoft teams

- Cost: £25 + VAT (£30 inc VAT)
- 18 May 2021, 4pm to 6pm, course code: EY/21/270
- Joining instructions will be issued with your CPD confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Face to face delivery

- Cost: £32 + VAT (£38.40 inc VAT)
- 20 January 2022, 5pm to 7pm, Wyre Forest, course code: EY/21/288

Messy Play in supporting SEMH

This training course is a reminder of the importance of messy play and sensory exploration within our development. For children with social, emotional, and mental health difficulties, messy play and sensory exploration can offer positive experience free from shame and guilt, for those children who may not have experienced it before. This immersion of such play supports brain growth, optimal learning, and emotional regulation. Children are able to explore best when they are safe and secure and free from emotional tension. This type of play supports that, in turn, preventing the child's reptilian brain from becoming triggered. As always when supporting children with SEMH, this course

discusses the importance of the adult's role within messy play and sensory exploration, along with examples of real practice within our county

Face to face delivery

- Cost: £32 + VAT (£38.40 inc VAT)
- 21 October 2021, 6.30pm to 8.30pm, Worcester, course code: EY/21/268
- 03 March 2022, 6.30pm to 8.30pm, Worcester, course code: EY/21/269

Promoting Positive Behaviour Management

All behaviour has a reason and is a form of communication. This course helps you to understand behaviour and be able to deal effectively and appropriately with it within your setting.

Virtual delivery via Zoom or Microsoft teams

- Cost: £25 + VAT (£30 inc VAT)
- 09 June 2021, 6pm to 8pm, course code: EY/21/271
- Joining instructions / link will be issued via CPD as part of your confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Face to face delivery

- Cost: £32 + VAT (£38.40 inc VAT)
- 03 November 2021, 3.30pm to 5.30pm, Bromsgrove, course code: EY/21/261
- 17 March 2022, 5pm to 7pm, Wyre Forest, course code: EY/21/289

Safeguarding in early years and childcare for practitioners

This training is aimed at all those working in early years and childcare settings, including practitioners, committee members, auxiliary staff, administrators, and anyone else who would like an introduction to safeguarding and child protection. Content includes understanding what abuse is, signs and symptoms, legislation, and guidance, and what to do if you are concerned. The training meets the Worcestershire Safeguarding Children's Partnership requirements

Delegates are expected to refresh training at this level at least every 3 years, and content is updated periodically to reflect new legislation, guidance, and practices.

Virtual delivery via Zoom

Cost: £22 + VAT (£26.40 inc VAT)

Joining instructions / link will be issued with your CPD confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

- 05 May 2021, 7pm to 9.30pm, course code: EY/21/151
- 17 May 2021, 6.30pm to 9pm, course code: EY/21/152
- 11 June 2021, 9.30am to 12pm, course code: EY/21/153
- 08 July 2021, 7pm to 9.30pm, course code: EY/21/154
- 16 September 2021, 6.30pm to 9pm, course code: EY/21/155

- 18 October 2021, 7pm to 9.30pm, course code: EY/21/156
- 24 November 2021, 6.30pm to 9pm, course code: EY/21/157
- 10 December 2021, 9.30am to 12pm, course code: EY/21/158
- 10 January 2022, 6.30pm to 9pm, course code: EY/21/159
- 17 February 2022, 7pm to 9.30pm, course code: EY/21/160
- 11 March 2022, 9.30am to 12pm, course code: EY/21/161
- 22 March 2022, 7pm to 9.30pm, course code: EY/21/162

Social emotional mental health (SEMH)

A 2-hour intermediate course for experienced practitioners. The program is designed to discuss the needs of children whose behaviour needs cannot be met via typical routes of behaviour management.

It challenges practice with concepts such as 'time-in' and 'connection before correction' to nurture the child's relationships with adults and aid the role of the adult in order to support the child's emotional literacy.

Virtual delivery via Microsoft teams

- Cost: £25 + VAT (£30 inc VAT)
- 08 June 2021, 6.30pm to 8.30pm, course code: SCH/21/257
- Joining instructions / link will be issued with your CPD confirmation, if you have not received within 5 days of the training please contact the training team on 01905 844 420

Face to face delivery

- Cost: £32 + VAT (£38.40 inc VAT)
- 06 October 2021, 6.30pm to 8.30pm, Redditch, course code: SCH/21/265
- 16 February 2022, 6.30pm to 8.30pm, Worcester, course code:

Training for new SENCo's

This course is a combined workshop covering role of SENCo and SEND code of practice. Session 1: To become more confident in understanding the SEND code of practice and putting the principles into use – this includes the graduated response. Session 2: Become more confident in the role of the SENCo, including supporting the identification of SEND within an early years setting. An essential course for all named SENCo's, new SENCo's, Managers and Room Supervisors.

Virtual delivery via Zoom or Microsoft teams

- Cost: £42 + VAT (£50.40 inc VAT)
- 21 June and 05 July 2021, 6,30pm to 8.30pm, course code: EY/21/258
- 14 and 21 September 2021, 5pm to 7pm, course code: EY/21/260
- Joining instructions / link will be issued with your CPD confirmation, if you have not received within 5 days of the training please contact the training team on

01905 844 420

Face to face delivery

- Cost: £54 + VAT (£64.80 inc VAT)
- 03 and 10 February 2022, 5pm to 7pm, Wyre Forest, course code: EY/21/290

Paediatric First Aid

As Worcestershire Children First Early Years team no longer offer Paediatric First Aid training, we hope the following helps.

Questions to ask

- Will the content they are offering meet the requirements set out within Annex A (page 36) of the Statutory Framework for the EYFS (April 2017)?
- Will the training meet 3.25 page 22 of the Statutory Framework for the EYFS (April 2017)?
- Is it a full 12 hours course?
- If a delegate on the training course misses a session / hour how will the training company, ensure these are covered?
- If the training includes an e-learning / workbook or self-study element, how will the training company ensure that this is achieved and passed before the practical element?

Below is a list of training companies that offer the 12 hour Paediatric First Aid courses, **it is your responsibility** as the owner / manager / childminder / registered person to ensure it meets the Statutory Framework of the EYFS

As mentioned in the Statutory Framework of the EYFS, April 2017,

- [St John's Ambulance \(opens in new window\)](#)
- [The British Red Cross \(opens in new window\)](#)
- [St Andrew's First Aid \(opens in new window\)](#)

All others in A – Z order. This is not an extensive or exhaustive list and it is your responsibility to ensure appropriate research is undertaken prior to booking them as your training provider

- [Anubis Training \(opens in new window\)](#)
- [Borderlands First Aid \(opens in new window\)](#)
- [Cognet Ltd \(opens in new window\)](#)
- [Ellison-Webb Training \(opens in new window\)](#)
- [FAST Training \(opens in new window\)](#)
- [First on Scene Training Limited \(opens in new window\)](#)
- [First Response First Aid Ltd \(opens in new window\)](#)
- [First Response Training & Consultancy Services Ltd \(opens in new window\)](#)
- [Heart of Worcestershire College \(opens in new window\)](#)
- [Independent Medical Solutions \(opens in new window\)](#)
- [MBK Training \(opens in new window\)](#)
- Midcounties Cooperative: email firstaid@thecooperativechildcare.coop
- [Tigerlilly \(opens in new window\)](#)
- [Tutorcare Ltd \(opens in new window\)](#)
- [Wye First Aid \(opens in new window\)](#)

In-house training

We offer a range of courses which can be delivered as In-house training on a date and time to suit you / your staff and committee, on your premises for up to a maximum of 20 delegates.

Benefits of undertaking training this way:

Employees

- All staff are trained on a subject at once
- Staff can share ideas together in order to develop and enhance practice.
- Staff develop new skills and understanding on subjects
- Staff are interested and motivated
- Staff have a sense of identity within your business
- Staff productivity can increase
- Needs of the children are being met by the whole workforce

Employer

- Cost effective and provides value for money
- Spare places can be offered to local / cluster settings to keep costs down
- Where local / cluster settings attend then this can enhance collaborative working with the aim for Outstanding
- Boosts your company image that you invest in staff and can be used as an incentive when recruiting
- Increased ability to respond to growth and demands of the business
- Ability to stay ahead of the market
- Support staff growth and development

We offer a range of in-house training, if there is a specific course in our training directory that you would like delivered as in-house on a date / time to suit you then contact:

- **Inclusion courses:** 01905 843099 | EYInclusion@Worcschildrenfirst.org.uk
- **Learning & development / committee or inspection training courses:** Early Years Improvement Advisers on 01905 844 048 | eycc@worcschildrenfirst.org.uk
- **Safeguarding training:** Training Team on 01905 844 420 | WorkforceSupport@worcschildrenfirst.org.uk
- **GDPR training:** Nicky Burford on 01905 844 441
- Alternatively the training team can be contacted to support any in-house enquiry by calling 01905 844 420 or email WorkforceSupport@worcschildrenfirst.org.uk

Our pricing is £3000 + VAT (£360 including VAT) for up to 3 hours delivery

When accessing other training (not provided by Worcestershire Children First on behalf of Worcestershire County Council), providers are recommended to undertake their own research regarding the quality and validity of the material.

Worcestershire Children First

We are now Worcestershire Children First a wholly owned council company and will be working closely with teams within Worcestershire County Council. We want to be sure that our customers continue to receive a high-quality service from the same teams.

Meeting Ofsted requirements

All courses have been planned and designed to meet the EYFS requirements and the framework for an **Ofsted inspection**. The **EIF** was updated by Ofsted for September 2019 and there is more focus on **safeguarding, parents/carers as partners and the quality of teaching and learning**.

Booking information

Course categories

Introduction to practice	Providing key information and supporting theory into practice at an individual level. For those new to practice or new to a specific role.
Developing practice	Supporting understanding of key information and theories and how this influences practice of the delegate and others in the setting. For those who have undertaken some previous CPD in this area and have some direct experience.
Enhancing practice	Developing understanding through an analysis of theories and research to come to a preferred view of how to take practice forward both at an individual level and/or across a group of staff or a setting. For those who have attended a range of CPD in this area and have significant experience.
Exempt	This specific training course does not fit into the above categories.

How to book using CPD online:

1. Visit [Worcestershire Children First CPD online \(opens in new window\)](#)
2. Enter your user ID and password to continue into CPD online
3. Select the search events option and use either the date calendar or search engine to find the course
4. Select full details for further course information
5. Select request a place to book staff onto the course
6. Each member of staff must be individually booked

Problems with CPD online

Technical problems, account queries, password re-sets, staff not attached to your establishment, staff that have left, duplicate staff, and any questions regarding booking training then contact training team: telephone 01905 844 420 or email Workforcesupport@worcschildrenfirst.org.uk

If for any reason the name on your account is not accurate then please contact the training team immediately as we will need to make this change on your behalf. We ask that you do not create new accounts as this will be a duplicate account which will affect your ability to make bookings.

Confirmation

All course confirmations occur at the time of the booking on CPD online therefore no further joining instructions will be sent out. It is the responsibility of those booking training to ensure that all cancellations and transfers follow our terms and conditions.

Please ensure that any handouts attached to the confirmation email are brought along to the training.

Waiting lists

We operate waiting lists for all our courses. As places become available, they will be allocated based upon the date and time of your original booking. You will be contacted by telephone/email to offer you the available place.

Planning your training

Please be aware that due to the popularity of some courses e.g. Safeguarding, Worcestershire Children First strongly advises that you are aware of expiry dates for statutory training and book courses well in advance.

Respect for others

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions regarding the use of mobile phones. Inappropriate conduct at training events will be reported to setting managers and/or registered providers

Replacement certificates

We are no longer able to provide replacement certificates for any courses that took place before 1st January 2015 when we moved to PLD now CPD online. We are only able to confirm the following details – attendance, course title, date, time and location - we will also indicate when the training is due to be refreshed.

Safeguarding e-learning

Safeguarding e-learning training is available via [Virtual College \(opens in new window\)](#), and this is a direct arrangement between the two parties which includes invoicing and support

Alternative e-learning providers can be used; however, it is your responsibility to ensure that the training meets the requirements of the EYFS and the Worcestershire Safeguarding Children Partnership training strategy

- [Worcestershire Safeguarding Children's Partnership \(opens in new window\)](#)
- [WSCP resources and publications \(opens in a new window\)](#)

Terms and conditions

All bookings must be made using Worcestershire Children First CPD online

All confirmation emails must be forwarded to the delegate accordingly

If needed a booking can be transferred to an alternative date with advance notice, to do this contact the relevant team below

- Early Years Settings | 01905 844 420 | WorkforceSupport@worcschildrenfirst.org.uk
- Governor Services | 01905 845 219 | Governortraining@worcschildrenfirst.org.uk
- Schools | 01905 844 420 | WorkforceSupport@worcschildrenfirst.org.uk
- Conferences | 01905 844030 | Conferences@worcschildrenfirst.org.uk

Invoices

- Invoices are generated at the point of booking your training course / conference and this does not affect your terms and conditions / cancellation rights
- Invoices will be sent via email to the main email address given, therefore it is essential that these emails are not sent to junk or spam folders
- Further information regarding invoices, disputes and payment are detailed below

Cancellations

All cancellations must be made on CPD online.

If you wish to supply additional information in support of your cancellation, then please email the relevant team listed under terms and conditions.

No cancellation charge applied	When the cancellation is made with 15 working days ** or more notice
No cancellation charge applied	Under extreme circumstances i.e. Ofsted, bereavement, hospitalisation and we ask that you inform us immediately
Full course fee applied	When the cancellation is made within 0 – 14 working days of the start date of the course (event) and there is no take up from waiting list
Full course fee applied	On return of the register where delegates did not attend and no notice for this was received

** Working days are defined as Monday to Friday

VAT

Worcestershire Children First is a VAT registered entity. Therefore, VAT at the prevailing rate will be added to all invoices. This is in line with HMRC rules and is consistent with services you may currently be purchasing from other external parties. In most cases the input VAT can be claimed back. Please seek independent financial advice should you be unsure about your VAT status.

VAT Code Explanation

Code	Description
S	Standard Rated Output VAT
L	Lower Rated Output VAT
LE	Exempt from Output VAT
O	Outside the scope of Output VAT
Z	Zero Rated Output VAT

Payment methods

Please Quote your Invoice Reference on All Payments.

Please submit payment promptly in accordance with our payment methods.

Bacs or bank transfer

- Sort Code: 20-98-87
- Account Number: 33962148

This is the most reliable, simple and secure way to make a payment. Please reference the invoice number from your Remittance Advice. If you are paying more than one invoice, quote your customer number as your reference.

Automated telephone payments

Call 0300 456 2206. You will need your invoice number and debit or credit card details to hand. Your privacy and security are our prime concern and our payments system encrypts your personal information. Calls will be charged at the local call rate. If you have a calling plan which includes free

local calls, then 0300 calls are also free and if you have a mobile contract, they are also included as part of any free minutes.

Internet payment facility

Pay your invoice online at any time using your debit or credit card. We accept Delta, JCB, Maestro, MasterCard, Solo, Switch, Visa Electron & Visa.

To make a payment online go to www.worcestershire.gov.uk and click on 'Pay'. Go to the [secure online payments site](#) link and Select Debtor Invoices. When making online payments you can add multiple invoice numbers by selecting " add to list". Your privacy and security online are our prime concern and our payments system encrypts your personal information.

[Information on Are Online Payments Safe? \(opens in new window\)](#)

Queries

Please have your Account number and Invoice reference ready.

We are open Monday to Friday 8:30am - 5:00pm

Any enquiries regarding the invoiced service contact

- Training Tel: 01905 844420 / WorkforceSupport@worcschildrenfirst.org.uk

For enquiries regarding payment please contact

- Telephone: 01905 676497 or Email: wccaccountsreceivable@linerata.com

To contact by letter: Worcestershire Children First, County Hall, Spetchley Road, Worcester WR5 2NP