



**Ian Morris**

**Early Years and Childcare Strategic Manager**

Email: [imorris@worcschildrenfirst.org.uk](mailto:imorris@worcschildrenfirst.org.uk)

Tel: 01905 844721

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## Early Years Bulletin

Dear Colleagues,

The last month has flown by, and February is almost here! We hope that you are managing the disruption of COVID.

Whenever the Early Years team visit a provider or when we talk to colleagues from other local authorities, one of the recurring topics of conversation is the difficulties of staff recruitment and retention. With this in mind, I would like to bring your attention to a project called the Early Years Career Progression Pathway (EYCPP).

The EYCPP is a project focusing on the Early Years sector and delivered in partnership with Birmingham City University, Newman University and West Smethwick Enterprise. EYCPP will provide students, graduates and local residents in the Greater Birmingham region, which includes Redditch, Bromsgrove and Wyre Forest, with a range of free specialist early years and soft skills workshops and webinars.

Taking part in the EYCPP project will help you to increase your career prospects within the Early Years industry and enhances the profile of Early Years as an attractive career pathway. The first of their free courses are included in the bulletin this week.

We are also pleased to inform you that our "Preparing for Inspection" training has been rescheduled for March and bookings are now being taken.

Enjoy your week.

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## Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak

The latest guidance to align with the Plan B announcement on Wednesday 19 January 2022. This includes the removal of the recommendation to wear face coverings in communal areas from 27 January. Additional guidance has also been added on staff deployment and staff shortages, EYFS flexibilities, prioritising early years places and reporting COVID cases to Ofsted.

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## Early Years Leaders and Managers Update Forum

An update on all the latest news and information from the Early Years sector both locally and nationally. 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.

- 23 March 2022, 3.45pm to 5pm, course code: EY/22/004
- 30 March 2022, 6.45pm to 8pm, course code: EY/22/005

The sessions are free to attend and will be delivered virtually via MS Teams.

To book your place please do so via [CPD Online](#) using your CPD Leader login details. If you encounter any issues when booking, please email [workforcesupport@worcschildrenfirst.org.uk](mailto:workforcesupport@worcschildrenfirst.org.uk)

## Early Years Safeguarding Leads Forum (DSL Forums)

An update of the latest in Early Years safeguarding information from our Safeguarding team. Suitable for all Early Years Designated Safeguarding Leads and Childminders in our Early Years PVI sector. If you are a DSL in a school, please speak to Denise Hannibal's Safeguarding Education Team for information on specific school DSL forums.

- 8 March 2022, 6.30pm to 7.45pm, course code: EY/22/015, virtual delivery
- 10 March 2022, 6.30pm to 7.45pm, course code: EY/22/016, virtual delivery

Book your place via [CPD Online](#) using your CPD Leader login details. Confirmations will be issued from CPD with joining instructions attached.

## Preparing for Inspection

This course is designed specifically for Leaders and Managers of PVI Nurseries, Pre-Schools and Out of School Clubs to ensure that you are fully prepared for your Ofsted inspection visit. It includes important information about the inspection framework and inspection activities and practical activities to ensure that you achieve the positive outcome you deserve.

If you are a Childminder please register your interest with Ian Morris directly via email at [IMorris4@worcschildrenfirst.org.uk](mailto:IMorris4@worcschildrenfirst.org.uk), a bespoke session will then be planned to take place during the Summer Term.

Cost: £35 + VAT

### Face to face delivery

- 15 March 2022, 9am to 12pm, Worcester, course code: EY/22/029
- 25 March 2022, 9am to 12pm, Worcester, course code: EY/22/030

### Virtual delivery

- 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
- 31 March 2022, 9am to 12pm, course code: EY/22/031

Book via [CPD Online](#) using your CPD Leader login details. Confirmations are issued to the email on CPD at the point of booking, please ensure spam / junk folders are checked. Any issues when booking please email the training team at [workforcesupport@worcschildrenfirst.org.uk](mailto:workforcesupport@worcschildrenfirst.org.uk).

## Early Years SENCo Cluster / Forums

Broad aims of the Network:

1. To bring together EYs SENCOs from Worcestershire Early Years Settings to share good practice and discuss common issues in order to continue to improve outcomes for children.
2. To update staff on National and Local Early Years and SEND initiatives to inform further CPD needs.
3. To raise awareness and expectations re Special Needs Education in the Early Years including issues and developments around planning, transition support, assessment and tracking tools, and current developments.
4. To develop a continuing working and supportive partnership between the Early Years SENCOs and Early Years Inclusion personnel.
5. An opportunity to discuss specific issues with your inclusion officer

Virtual delivery via MS Teams and free to attend.

[Malvern Hills: 01 February 2022, 4.15pm to 5.45pm, course code: EY/21/285](#)

[Pershore and Evesham: 08 February 2022, 5pm to 6.30pm, course code: EY/21/284](#)

[Bromsgrove and Redditch: 15 February 2022, 4.15pm to 5.45pm, course code: EY/21/287](#)

[Worcester City and 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](#)

Book via [CPD Online](#) using your specific setting login details. Confirmations will be issued from CPD, please ensure they are forwarded to the delegate. If the training is virtual then confirmations will include a word document which have the specific joining instructions, please ensure they are shared with the delegate accordingly.

## 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

9 February 2022, 7.30pm to 9pm, course code: EY/21/100

Book via [CPD Online](#) using your specific setting login details. Joining instructions will be attached to the confirmation email from CPD, if you have not received them 5 days before the course, please contact the training team on 01905 844 420 or email [workforcesupport@worcschildrenfirst.org.uk](mailto:workforcesupport@worcschildrenfirst.org.uk).

## 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.

Face to face delivery

Cost: £32+ VAT (£38.40inc VAT)

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

Book via [CPD Online](#) using your specific setting login details.

## Safeguarding training for Early Years sector

Did you know that DSLs and Deputy DSLs have access to Domestic Abuse, Reducing Parental Conflict (Harmony at home) and Managing Allegations training?

Our Safeguarding Lead, Denise Hannibal, actively encourages DSLs / Deputy DSLs to do these three courses as part of your Safeguarding training pathway alongside your yearly Designated Safeguarding Lead course.

Please note that the three courses mentioned do not need to be completed yearly, Domestic Abuse is every two years, Managing Allegations every three years and Reducing Parental Conflict only once.

If you would like to attend these courses, please click on the links below which will take you to CPD Online where you can search for the course name and see the dates, booking details and costs.

- [Domestic Abuse \(opens in new window\)](#)
- [Reducing Parental Conflict \(Harmony at Home\) \(opens in new window\)](#)
- [Managing Allegations \(opens in new window\)](#)

We would also recommend that those involved with the recruitment process look to undertake Safer Recruitment training. We offer Safer Recruitment in Educational settings but completely appreciate that it is school focussed and may not suit your needs. As such we'd advise looking at the NSPCC course as an online option

## Invoicing and pricing

### Pricing

A reminder to customers that our courses are plus VAT, and VAT is charged at 20%. We will not always state what the overall price with VAT will be for example £30 + VAT (£36 including VAT).

### Invoicing

- Invoices requests are undertaken once a course is held, this does not mean you will not be charged if you cancel outside of the terms and conditions you abide to at the point of booking.
- Invoices are generated by WCF finance team
- Invoices can be issued in one of two ways via the Children's Services Portal or via Email
- Once the invoice requests have been passed to WCF Finance, the training team cannot guarantee when and how you will receive the invoice
- On receipt of the invoice if you find you have been incorrectly invoiced i.e. delegate / course / price then please contact training team [workforcesupport@worcschildrenfirst.org.uk](mailto:workforcesupport@worcschildrenfirst.org.uk)

## Updates from Training

### **Effective Individual Provision Map (IPM) Writing**

This has been rescheduled to take place on 29 March 2022, 6.30pm to 8.30pm. Any delegates booked on the original course date of 02 February 2022 will be contacted via CPD with updated confirmation and joining instructions.

### **Early Years Designated Safeguarding Lead Training**

Any delegates booked onto any DSL course taking place between January and March please look out for an email from CPD with two specific word documents attached (called Levels of Need and Myths), these will be used during your training. You do not need to print them off just have them available to view. For anyone who books a place on these courses going forward they will be attached to your confirmation along with your joining instructions.

To contact the Training Team please email [workforcesupport@worcschildrenfirst.org.uk](mailto:workforcesupport@worcschildrenfirst.org.uk) or call 01905 844 420.

## Expectation of delegates who attend any virtual training course

We have been informed by one of our trainers that over the last few months they have noticed a decline in respect for other delegates during courses, and as such we'd like to re-highlight the following message.

- We ask that all delegates attending training behave in a respectful manner towards the trainer and other delegates present.
- During the training, topic dependent, you may have an emotional reaction as such please ensure you contact your manager / colleague / friends / family afterwards for support.
- You may not share the same opinion as others during the training, please be respectful of their view and challenge accordingly, the trainer will intervene to ensure any incorrect understandings are clarified.
- Delegates are representing their employer during training so be mindful of your surroundings and what can be seen by others .
- During the training if you have another device open that could be seen on your screen or during an activity you share your screen then be mindful of what you have open as this can be viewed by all present and this includes any notes you are making during the training.

As always, we do recommend

- Minimise any unnecessary background noise (muting microphones, when necessary).
- Apply a background therefore reducing the risk of confidential information being seen by others.
- Turn phones off or onto silent and do not use them during the training (unless required to as part of an activity).

Trainers are within their right to share with WCF (training team) any concerns over delegates attending their training. Depending upon the nature of the concern for example behaving inappropriately, not engaged during the training, share views or opinions which even when challenged cause the trainer uncertainty over their understanding of the sector, share materials which are not appropriate to the content of the training / discussions taking place, then the training team can contact the manager / employer of the delegate and make them aware accordingly. As always if a Safeguarding disclosure is made during any training course then the relevant parties will be contacted immediately.

If you are reading this article as the setting manager / owner / employer, we highly recommend that this is shared amongst your staff team.

## Early Years Career Progression Pathway

This brand-new innovative project delivers a programme of tailored Early Years skills interventions.

The project brings together expertise from Birmingham City University, Newman University and West Smethwick Enterprise.

### **A team of dedicated and experienced Skills Advisors will:**

Support you to identify the skills needed to develop your career and complete an action plan

Help you secure valuable placement and practical opportunities

Help you access a wide range of workshops to support your progression into Early Years employment

What is Your Understanding of Leadership & Management:

### **A Reflective Session**

MS Teams, Birmingham City University

Delivered by their Early Years Academic Team, this session will allow you to reflect on your experiences of leadership and management by discussing and piloting your own journey using reflective tools.

[Book Here: Tuesday 01st Feb | 16:30 - 18:00](#)

### **Leadership & Management: Basic Context & Concepts**

MS Teams, Birmingham City University

Delivered by their Early Years Academic Team, this session will consider the differences and similarities between the roles, responsibilities and duties of a leader and manager by exploring the role they play in an Early Years setting.

[Book Here: Tuesday 08th Feb | 16:30 - 18:00](#)

## **Qualities of a Leader and a Manager**

MS Teams, Birmingham City University

Delivered by their Early Years Academic Team, this session will explore and analyse the knowledge and skills required of leaders and managers across varying disciplines.

[Book Here: Tuesday 15th Feb | 16:30 - 18:00](#)

## **Explore Your Employability Skills**

MS Teams, Birmingham City University

Delivered by the Careers+ Team, this session will provide you with an understanding of 'soft' skills, personal qualities, and how to frame your experiences.

[Book Here: Tuesday 22nd Feb | 12:00 - 13:00](#)

## **Skills for Success in the Early Years Sector**

MS Teams, Birmingham City University

Delivered by the Careers+ Team, this session will provide an opportunity for you to recognise the sector specific skills needed to achieve your career aspirations.

[Book Here: Monday 28th Feb | 11:00 - 12:00](#)

## **Early Years Team Contact Details**

Ian Morris

Early Years and Childcare Strategic Manager

Email: [imorris@worcschildrenfirst.org.uk](mailto:imorris@worcschildrenfirst.org.uk)

Tel: 01905 844721

Nicola Burford

Nursery Education Funding Project Manager

Tel: 01905 846 581

NEF Team Tel: 01905 844 441

NEF Team email: [NEF@worcschildrenfirst.org.uk](mailto:NEF@worcschildrenfirst.org.uk)

Christine Ward

Early Years Safeguarding and Improvement Advisor

Email: [cward5@worcschildrenfirst.org.uk](mailto:cward5@worcschildrenfirst.org.uk)

Telephone: 01905 843953

Mobile: 07542028353

Early Years Team Number: 01905 844048

Email: [eycc@worcschildrenfirst.org.uk](mailto:eycc@worcschildrenfirst.org.uk)

Becky White  
Inclusion Team Coordinator  
Telephone: 01905 845231  
Mobile: 07511045703  
Email: [rwhite@worcschildrenfirst.org.uk](mailto:rwhite@worcschildrenfirst.org.uk)

Sharon Andrews  
Area SENCo - North  
Mobile: 07511 045590  
Telephone: 01905 843881  
Email: [Sandrews@worcschildrenfirst.org.uk](mailto:Sandrews@worcschildrenfirst.org.uk)

Caroline Britton  
Area SENCo - North  
Mobile: 07511 045619  
Telephone: 01905 846942  
Email: [CBritton2@worcschildrenfirst.org.uk](mailto:CBritton2@worcschildrenfirst.org.uk)

Deborah Carter  
Area SENCo - South  
Mobile: 07511 045626  
Telephone: 01905 843912  
Email: [Dcarter1@worcschildrenfirst.org.uk](mailto:Dcarter1@worcschildrenfirst.org.uk)

Claire Lowden  
Area SENCo-South  
Mobile: 07511 045678  
Telephone: 01905 844182  
Email: [CLowden@worcschildrenfirst.org.uk](mailto:CLowden@worcschildrenfirst.org.uk)

Jane Parsons  
SENCo Support Adviser-South (maternity cover)  
Telephone: 01905 844426 and 07821 301790  
Email: [JParsons4@worcschildrenfirst.org.uk](mailto:JParsons4@worcschildrenfirst.org.uk)

Paula Stearman  
SENCo Support Adviser-North  
Mobile: [07511 045700](tel:07511045700)  
Telephone: [01905 843784](tel:01905843784)  
Email: [pstearman@worcschildrenfirst.org.uk](mailto:pstearman@worcschildrenfirst.org.uk)

Best regards,

A handwritten signature in black ink that reads "Ian Morris". The signature is written in a cursive, slightly slanted style.

Ian Morris  
Early Years and Childcare Strategy Manager

