



Services for Early Years Providers 2019-2020

**Early Years Service
Children's Service**

Services for Early Years Providers 2019-2020

We offer a wide range of services for Early Years Providers in Buckinghamshire and beyond. This booklet provides a summary of the different options available to you, organised by key themes in EYFS practice. For full details of our services and training programme, please visit our website.

If you have any questions, or would like to discuss your requirements further, please contact us using the details below:

Email: earlyyears@buckscc.gov.uk

Tel: 01296 387037

Services for Early Years Providers 2019-2020	2
A Guide to Observation, Assessment & Planning in the Early YearsEYFS 19/0042	3
Being an Effective Manager and SupervisorEYFS 20/00105	4
Being Two: Understanding and supporting the needs of two year oldsEYFS 19/0037	5
Childminders - Safeguarding Children for the Designated OfficerEYFS 20/0048	6
Early Years Inspection Framework (Replacing the Autumn IABN meeting)EYFS 19/0062	7
Encouraging and Nurturing Early WritersEYFS 20/0075	8
Epilepsy AwarenessDCW/19/366	9
EYFS Network meetings (Childminders)EYFS 20/00127	10
Paediatric First Aid (13th & 14th January 2020)EYFS 20/005	11
Paediatric First Aid (4th & 11th July 2020)EYFS 20/0013	12
Practitioners new to the EYFSEYFS 20/0085	13
Safeguarding Children for AIEYFS 20/0030	14
Safeguarding Children for AIEYFS 20/0042	16
Safeguarding Children Refresher for the Designated Officer for Early YearsEYFS 20/00107	18
Safeguarding Children Refresher for the Designated Officer for Early YearsEYFS 20/0053	19
Safeguarding Children Refresher for the Designated Officer for Early YearsEYFS 20/0054	20
SENCO Briefing Session 1EYFS 19/0054	21
Teaching Phonics in the Reception Year - Overview of Letters and Sounds Phase 2-4EYFS 20/0094	22



A Guide to Observation, Assessment & Planning in the Early Years

EYFS 19/0042

Course Description:

The Statutory Framework for the EYFS states that “Assessment plays an important part in helping parents, carers and practitioners to recognise children’s progress, understand their needs, and to plan activities and support.”

This course supports practitioners working in the Early Years to understand the importance of the Observation, Assessment and Planning cycle. Each component will be reviewed and discussed as a group with time set aside for practitioners to consider how the cycle could work in their setting.

Target Audience:

Playworker, Nursery Nurse, Early Years Practitioner, Childminder

Learning Outcomes:

By the end of the course you will have increased confidence and knowledge of observation, assessment and planning.

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Monday 21 October 2019	09:30 - 12:30	Princes Risborough Golf Club, Princes Risborough	Marc Frost



Being an Effective Manager and Supervisor

EYFS 20/00105

Course Description:

This training develops confidence and skills in line management and supervision.

It provides a good introduction for those new to the role, or for those with wider experience wanting to learn the main theories and techniques for effective management.

It has been specially developed for leaders in early years, childcare and playwork settings.

It uses practical exercises to practice the skills and strategies learned in the training.

Target Audience:

Teacher, Playworker, Parent, Nursery Nurse, Governor, Early Years Practitioner, EAL Lead, Deputy Headteacher / Assistant Headteacher / Senior Teacher, Chair of Governors, Bursar / School Business Manager

Learning Outcomes:

- Understand the role of the line manager
- Be aware of the purpose and benefits of effective supervision
- Understand the team development process and how to apply line management skills appropriate to the needs of the individual and team
have the skills and knowledge to effectively line manage my staff team
- Be able to support the delivery of quality early years and childcare provision through effective management

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Thursday 6 February 2020	09:30 - 16:00	Southcourt Baptist Church, Aylesbury	Hempsall Consultancies



Being Two: Understanding and supporting the needs of two year olds EYFS 19/0037

Course Description:

Understanding and supporting the needs of two year olds

This course is designed to develop practitioners' understanding of how two year olds experience and try to make sense of their world in this critical year. Areas covered include schema, brain development, attachment and a focus on the prime areas as well as a chance for you to ask about any areas of practice to support learning and development for this group. Reference is made to the Progress Check at two and funding. The course explores how practitioners can support two year olds to flourish and enable parents to engage with this at home too.

Target Audience:

Nursery Nurse, Early Years Practitioner, Childminder

Learning Outcomes:

- Increased confidence in how to tune in to 2 Year Olds
- Consideration of brain development in early childhood
- Increased understanding of the world from the perspective of a 2 Year Old
- Increased knowledge and understanding of our expectations of 2YOs
- Increased knowledge and understanding of schema
- Increased confidence in talking with parents about 2 Year Olds and how to support their learning and development

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Thursday 17 October 2019	09:30 - 12:30	Princes Risborough Golf Club, Princes Risborough	Helen Smith



Childminders - Safeguarding Children for the Designated Officer EYFS 20/0048

Course Description:

Children rely on adults to keep them safe. As a childminder you have a responsibility to ensure children achieve the best life chances, the designated lead is an essential role for a childminder in supporting children to achieve this outcome.

This training will give you greater confidence and awareness to recognise, respond and refer if you have any concerns about a child's welfare. You will also explore your role in working with parents and other professionals to keep children safe.

Session aims:

- Consider the role and responsibilities of the childminder as the designated lead

Target Audience:

Childminder

Learning Outcomes:

By the end of the course you will have increased your knowledge and confidence in your role in safeguarding children.

- Know what to do when you have a concern and where to go to for help
- Understand your next steps for training.

Lunch is provided for this course

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Saturday 13 June 2020	09:30 - 15:30	Princes Risborough Golf Club, Princes Risborough	Hempsall Consultancies



Early Years Inspection Framework (Replacing the Autumn IABN meeting)

EYFS 19/0062

Course Description:

This is aimed at Management Teams, Committee members, Managers and Owners who have not attended practitioner events. This will be looking at the New Ofsted Inspection Framework.
No more than two tickets per setting please.

Target Audience:

Youth Worker, Teaching Assistant, Teacher, Subject Leader, Speech and Language Therapist, Specialist Teacher, SENDCO, Playworker, Parent, Other, Nursery Nurse, NQT Induction Tutor, Newly Qualified Teacher, Learning Support Assistant, Key Stage Coordinator, Higher Level Teaching Assistant, Headteacher, Governor, Foster Carer, Finance Officer, Early Years Practitioner, EAL Lead, Designated Safeguarding Officer, Deputy Headteacher / Assistant Headteacher / Senior Teacher, Childminder, Chair of Governors, Bursar / School Business Manager, Behaviour and Attendance Specialist, Adviser / Consultant

Learning Outcomes:

Greater knowledge of the New Ofsted Inspection Framework

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Thursday 28 November 2019	19:30 - 21:00	Green Park Village (Alf), Aston Clinton	Clare Perry



Encouraging and Nurturing Early Writers

EYFS 20/0075

Course Description:

This is a practical course that will help you to recognise the key elements that are needed in order to encourage children to write.

Target Audience:

Early Years Practitioner

Learning Outcomes:

What will they know about/ be more confident at by the end of the course?

To understand how to encourage and motivate early writers

To understand the key skills children need in order to be able to write

To gain practical ideas to develop writing for 3 - 5 year olds

To understand the adults role in supporting early writing

To understand how to promote literacy through creating an enabling environment

To gain a good understanding of the different stages of writing development with an opportunity to moderate

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Monday 13 January 2020	09:30 - 15:30	Hazlemere Golf Club, High Wycombe	Rachel Mitchell, Alison Gill



Epilepsy Awareness

DCW/19/366

Course Description:

This course is part of the Working with Disabled Children and Young People training programme.

This training will enable participants to be able to recognise and safely care for someone having an epileptic seizure.

Target Audience:

Early Years Practitioner

Learning Outcomes:

Demonstrate an understanding of what epilepsy is;

Name at least 3 causes;

Give examples of how human body can be affected by epilepsy;

Give examples of how this can impact on the person's life, psychologically and socially;

Briefly describe how epilepsy is diagnosed and treated;

List 3 actions you would take to support someone experiencing a seizure;

Have an understanding of the different types of seizures.

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Thursday 24 October 2019	19:00 - 21:30	Princes Risborough Golf Club, Princes Risborough	Andrea West



EYFS Network meetings (Childminders)

EYFS 20/00127

Course Description:

Focus on supporting language development and interactions with children and how this links to the new Education Inspection Framework

Target Audience:

Childminder

Learning Outcomes:

Update knowledge and activity ideas linking to speech, language and interactions

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Tuesday 11 February 2020	19:30 - 21:15	Sivatech Aylesbury, Aylesbury	Natalie Wrench



Paediatric First Aid (13th & 14th January 2020)

EYFS 20/005

Course Description:

This 2 day course will provide Paediatric First Aid training for Early Years and Child Care Practitioners to meet Early Years Foundation Stage requirements and as required by OFSTED.

Important information

The same person **MUST** attend both sessions to achieve a certificate

Due to the practical aspects of this course e.g. practicing CPR it is recommended that learners wear trousers and comfortable clothing. A text book is provided for each learner on this course

Target Audience:

Nursery Nurse, Early Years Practitioner, Designated Safeguarding Officer, Childminder

Learning Outcomes:

This course meets the welfare requirements of the Early Years Foundation Stage as stated on page 23 in the Practice Guidance for the Early Years Foundation Stage.

Incident management
Child & baby resuscitation
Child & baby choking
Control of bleeding
Shock management
Burns
Eppipen

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Monday 13 January 2020	09:30 - 16:00	Southcourt Baptist Church, Aylesbury	CJ Associates



Paediatric First Aid (4th & 11th July 2020)

EYFS 20/0013

Course Description:

This 2 day course will provide Paediatric First Aid training for Early Years and Child Care Practitioners to meet Early Years Foundation Stage requirements and as required by OFSTED.

Important information

The same person **MUST** attend both sessions to achieve a certificate

Due to the practical aspects of this course e.g. practicing CPR it is recommended that learners wear trousers and comfortable clothing. A text book is provided for each learner on this course

Target Audience:

Nursery Nurse, Early Years Practitioner, Designated Safeguarding Officer, Childminder

Learning Outcomes:

This course meets the welfare requirements of the Early Years Foundation Stage as stated on page 23 in the Practice Guidance for the Early Years Foundation Stage.

Incident management
Child & baby resuscitation
Child & baby choking
Control of bleeding
Shock management
Burns
Eppipen

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Saturday 4 July 2020	09:30 - 16:00	The Hub, High Wycombe, High Wycombe	CJ Associates



Practitioners new to the EYFS

EYFS 20/0085

Course Description:

This course will give the opportunity to understand the curriculum that supports all children from birth to age 5. It provides an easy to understand introduction to the Early Years Foundation Stage Framework (EYFS). It will give an opportunity to discuss good practice, share ideas and ask questions.

Target Audience:

Playworker, Nursery Nurse, Learning Support Assistant, Early Years Practitioner, Childminder

Learning Outcomes:

- An overview of the Statutory Framework for the EYFS and non-statutory documentation
- Gain knowledge of the areas of learning and development and early learning goals
- Develop greater confidence in your role and knowledge of the EYFS
- Gain an understanding of the characteristics of effective learning
- Create an enabling environment both indoors and out

This course is for all practitioners new to the EYFS

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Tuesday 10 March 2020	19:00 - 21:30	Hazlemere Golf Club, High Wycombe	Natalie Wrench



Safeguarding Children for All

EYFS 20/0030

Course Description:

Children rely on adults to keep them safe. This training will help you to develop your understanding of your role and responsibilities in safeguarding children

During the course we will look at:

- The latest legislation regarding safeguarding children and local safeguarding policy and arrangements
- Possible signs and symptoms of child abuse and neglect
- How to respond to any concerns you have about a child's welfare

Target Audience:

Youth Worker, Teaching Assistant, Teacher, Subject Leader, Speech and Language Therapist, Specialist Teacher, SENDCO, Playworker, Parent, Other, Nursery Nurse, NQT Induction Tutor, Newly Qualified Teacher, Learning Support Assistant, Key Stage Coordinator, Higher Level Teaching Assistant, Headteacher, Governor, Foster Carer, Finance Officer, Early Years Practitioner, EAL Lead, Designated Safeguarding Officer, Deputy Headteacher / Assistant Headteacher / Senior Teacher, Childminder, Chair of Governors, Bursar / School Business Manager, Behaviour and Attendance Specialist, Adviser / Consultant

Learning Outcomes:

As a result of attending this course you will:

- Have knowledge of the relevant legislation regarding safeguarding and early intervention processes in Buckinghamshire
- Have increased confidence and a better understanding of your safeguarding role and responsibilities
- Have become aware of and recognise the possible signs and symptoms of child abuse and neglect
- Have the knowledge to enable you to follow the appropriate policy and procedures if you believe abuse of neglect is taking place

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Wednesday 15 January 2020	09:30 - 12:30	Hazlemere Golf Club, High Wycombe	Hempsall Consultancies



Safeguarding Children for All

EYFS 20/0042

Course Description:

Children rely on adults to keep them safe. This training will help you to develop your understanding of your role and responsibilities in safeguarding children

During the course we will look at:

- The latest legislation regarding safeguarding children and local safeguarding policy and arrangements
- Possible signs and symptoms of child abuse and neglect
- How to respond to any concerns you have about a child's welfare

Target Audience:

Youth Worker, Teaching Assistant, Teacher, Subject Leader, Speech and Language Therapist, Specialist Teacher, SENDCO, Playworker, Parent, Other, Nursery Nurse, NQT Induction Tutor, Newly Qualified Teacher, Learning Support Assistant, Key Stage Coordinator, Higher Level Teaching Assistant, Headteacher, Governor, Foster Carer, Finance Officer, Early Years Practitioner, EAL Lead, Designated Safeguarding Officer, Deputy Headteacher / Assistant Headteacher / Senior Teacher, Childminder, Chair of Governors, Bursar / School Business Manager, Behaviour and Attendance Specialist, Adviser / Consultant

Learning Outcomes:

As a result of attending this course you will:

- Have knowledge of the relevant legislation regarding safeguarding and early intervention processes in Buckinghamshire
- Have increased confidence and a better understanding of your safeguarding role and responsibilities
- Have become aware of and recognise the possible signs and symptoms of child abuse and neglect
- Have the knowledge to enable you to follow the appropriate policy and procedures if you believe abuse of neglect is taking place

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Saturday 27 June 2020	09:30 - 12:30	Princes Risborough Golf Club, Princes Risborough	Hempsall Consultancies



Safeguarding Children Refresher for the Designated Officer for Early Years

EYFS 20/00107

Course Description:

In light of Ofsted guidance on inspecting safeguarding in early years, education and skills settings, the Designated Safeguarding Lead must complete appropriate safeguarding training every two years, and refresh their knowledge and skills at least annually.

This course will cover the broad aspects of safeguarding and promoting the wellbeing of children with the main focus on the role and responsibilities of the designated person. There will be updates on all changes to guidance and legislation around safeguarding.

Who should attend:

Target Audience:

Teaching Assistant, Teacher, Subject Leader, Speech and Language Therapist, Specialist Teacher, SENDCO, Playworker, Parent, Other, Nursery Nurse, NQT Induction Tutor, Newly Qualified Teacher, Learning Support Assistant, Key Stage Coordinator, Higher Level Teaching Assistant, Headteacher, Governor, Foster Carer, Finance Officer, Early Years Practitioner, EAL Lead, Designated Safeguarding Officer, Deputy Headteacher / Assistant Headteacher / Senior Teacher, Childminder, Chair of Governors, Bursar / School Business Manager, Behaviour and Attendance Specialist, Adviser / Consultant

Learning Outcomes:

By the end of the course you will:

- Be more confident in your role of designated safeguarding officer
- Have updated your knowledge and understanding of how to recognise risk, respond to concerns and how to make a referral
- Have the tools to help you ensure that staff in the setting have the necessary information and training they need

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Saturday 23 November 2019	09:30 - 13:00	Princes Risborough Golf Club, Princes Risborough	Hempsall Consultancies
BOOK ONLINE		cpd.buckscc.gov.uk	EYFS 20/00107



Safeguarding Children Refresher for the Designated Officer for Early Years

EYFS 20/0053

Course Description:

Who should attend: This refresher course is for Designated Officers in Early Years settings who have already attended a full day Safeguarding for the Designated Officer course.

In light of Ofsted guidance on inspecting safeguarding in early years, education and skills settings, the Designated Safeguarding Lead must complete appropriate safeguarding training every two years, and to refresh their knowledge and skills at least annually.

This course will cover the broad aspects of safeguarding and promoting the wellbeing of children with the main focus on the role and responsibilities of the designated person. There will be updates on all changes to guidance and legislation around safeguarding.

Target Audience:

Early Years Practitioner, Designated Safeguarding Officer

Learning Outcomes:

By the end of the course you will:

Be more confident in your role of designated safeguarding officer

Have updated your knowledge and understanding of how to recognise risk, respond to concerns and how to make a referral.

You will have the tools to help you ensure that staff in the setting have the necessary information and training they need

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Monday 4 November 2019	09:30 - 13:00	Green Park Village (Alf), Aston Clinton	Hempsall Consultancies



Safeguarding Children Refresher for the Designated Officer for Early Years

EYFS 20/0054

Course Description:

Who should attend: This refresher course is for Designated Officers in Early Years settings who have already attended a full day Safeguarding for the Designated Officer course.

In light of Ofsted guidance on inspecting safeguarding in early years, education and skills settings, the Designated Safeguarding Lead must complete appropriate safeguarding training every two years, and to refresh their knowledge and skills at least annually.

This course will cover the broad aspects of safeguarding and promoting the wellbeing of children with the main focus on the role and responsibilities of the designated person. There will be updates on all changes to guidance and legislation around safeguarding.

Target Audience:

Early Years Practitioner, Designated Safeguarding Officer

Learning Outcomes:

By the end of the course you will:

Be more confident in your role of designated safeguarding officer

Have updated your knowledge and understanding of how to recognise risk, respond to concerns and how to make a referral.

You will have the tools to help you ensure that staff in the setting have the necessary information and training they need

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Wednesday 13 November 2019	09:30 - 13:00	Hazlemere Golf Club, High Wycombe	Hempsall Consultancies



SENCO Briefing Session 1

EYFS 19/0054

Course Description:

A briefing for Early Years SENCOs to replace this term's SENCO liaison Group. An opportunity for the team to share important updates.

We are expecting a few changes to the way Child Specific work is organised as well as proposed development following the EY SENDIAN pilot and wanted to have an opportunity to share this information much earlier in the term. We will be looking at recent feedback from the EY SENCO liaison groups and will share that and any changes as a result

Target Audience:

SENDCO, Learning Support Assistant, Early Years Practitioner

Learning Outcomes:

n/a

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Monday 11 November 2019	13:00 - 15:00	Hazlemere Golf Club, High Wycombe	SEND Team



Teaching Phonics in the Reception Year - Overview of Letters and Sounds Phase 2-4

EYFS 20/0094

Course Description:

This is a half day course for Reception and Nursery Teachers, Teaching Assistants in YR and Early Years Practitioners who are interested in increasing their knowledge of developmentally appropriate phonics teaching for 4-5 year olds

Participants will gain an overview of the key elements in establishing a high quality, systematic approach to the teaching of phonics in the EYFS, including incisive assessment.

Ideas to develop how phonics fits into a literacy rich environment and strategies for ensuring reading is at the heart of Reception classes.

Target Audience:

Teaching Assistant, Teacher, Learning Support Assistant, Early Years Practitioner

Learning Outcomes:

As a result of attending this course you will:

- Gain an understanding of the 'no ceiling' approach to progression in phonics using systematic teaching and incisive assessment;
- Gain ideas for practical, fun and interactive activities across the Letters and Sounds phases 1-4, which can be adapted to other phonic programmes;
- Understand the overview of progression in phonics;

How To Book:

You will need an account on our online booking system

<https://cpd.buckscc.gov.uk>

Date	Time	Venue	Trainer
Thursday 23 January 2020	09:30 - 12:30	High Wycombe Cricket Club, High Wycombe	Jayne Sallows