

Harrow Early Years (CPD) Continuing Professional Development Programme

Autumn 2019

(Revised 10.07.19)

The Harrow Early Years (HEY) team are pleased to introduce the (CPD) Continuing Professional Development Training Programme for Autumn 2019. In this document you will find the:

- Training schedule
- Training venues
- Training outcomes and intended impact
- Terms and conditions

Harrow Early Years Safeguarding and Child Protection

Every member of staff working with children in the Early Years must complete Safeguarding training.

The Harrow Early Years Safeguarding Training will ensure you effectively manage risk and support staff, children and families in your setting.

The course includes advice on safe practices, provision compliance, safer recruitment, the Prevent and Lockdown duties.

To be the Designated Safeguarding Lead in your setting you must also complete both the Introduction and the advanced courses in Multi-agency Safeguarding and Child Protection which are offered by the Harrow Safeguarding Children Board [Harrow Safeguarding Children Board](#)

To maintain your knowledge and understanding you are advised to attend the learning and development forums run by the HSCB (many of which are lunchtime forums) please visit [Harrow Safeguarding Children Board](#) for further information of the forums.

You will be awarded a certificate for attending all the above training.

The Safeguarding training path is as follows:

1	Harrow Early Years Safeguarding and Child Protection	Single Agency	Mandatory All Staff	Delivered by Harrow Early Years. See training schedule below for dates.
2	HSCB Introduction to Multi-Agency Safeguarding and Child Protection – A Shared Responsibility	Multi Agency	Mandatory Designated Safeguarding Lead	Delivered by Harrow Safeguarding Children Board
3	HSCB Advanced Multi-Agency Risk Assessment and Decision Making in Child Protection	Multi Agency	Mandatory Designated Safeguarding Lead	Delivered by Harrow Safeguarding Children Board

Paediatric First Aid

Harrow Early Years are committed to ensuring that training is delivered to a high standard and that it is affordable to providers in Harrow. We have reviewed the Paediatric First Aid Training, available in Harrow, and are now recommending providers book on to the Paediatric First Aid Level 3 (RFQ) training course which is delivered through Learn Harrow. This course is designed for people left in charge for the care of children in the absence of their parents/guardians, and therefore is ideal for nursery staff, childminders, schools and parents.

This qualification meets the requirements of the statutory framework for the Early Years Foundation Stage (EYFS) as issued by the department for Education and Skills Foundation Stage relating to Early Years childcare. You can book directly with www.learnharrow.co.uk

Bespoke training

HEY will continue to offer bespoke training for PVI's and childminders and can cover required topics with a tailored emphasis to your setting. Some of the sessions we have run to date are as follows...

- Safeguarding
- Observation, planning and assessment
- British values
- Characteristics of effective learning
- Completing a SEF (Self Evaluation Form)
- Language development
- Autism spectrum disorder awareness
- Positive behaviour management

Bespoke courses are charged as follows:

- Childminders: Minimum of 8 delegates at £25 per person (not weekends)
- PVI's:
 - Weekday rates - Maximum of 20 delegates at £300 (half day) or £600.00 (full day). Additional places can be purchased at £40 per person up to a max of 25 delegates
 - Weekend rates - Maximum of 20 delegates at £625 (half day).

Bespoke courses can be scheduled on request through earlyyears@harrow.gov.uk.

Training Schedule

Date	Course Code	Event	Time	Venue	Cost
Saturday 14/09/19	CMSEN/19-01	SENCo for Childminders (Part 1 of 2)	9.00am-11.00am	Harrow Council Committee Rooms 1 & 2	£50.00
Saturday 21/09/19		SENCo for Childminders (Part 2 of 2)	9.00am-11.00am	Harrow Council Committee Rooms 1 & 2	
Thursday 19/09/19	FRM/19-03	HEY PVI Forum	7.00pm-9.00pm	Harrow Council Committee Rooms 1 & 2	£00.00
Monday 23/09/19	CMFRM/19-01	HEY Childminder Forum	7.00pm-9.00pm	Harrow Council Committee Rooms 1 & 2	£00.00
Thursday 26/09/19	AREYC/19-01	A Rich Early Years Curriculum	1.00pm-4.00pm	Brigade House	£50.00
Monday 30/09/19	EYF/19-05	Funding and Provider Portal Session	7.00pm-9.00pm	Harrow Council Committee Room 3	£00.00
Wednesday 02/10/19	EII/19-01	Early Identification and Intervention for ASD (Part 1 of 2)	9.30am-12.30pm	Brigade House	£70.00
Wednesday 09/10/19		Early Identification and Intervention for ASD (Part 2 of 2)	9.30am-12.30pm	Brigade House	
Thursday 03/10/19	UEY/19-01	Understanding Early Years (EYFS), Statutory Duties and Compliance	7.00pm-9.00pm	Harrow Council Committee Room 5	£50.00 for up to 3 people

Training Schedule

Date	Course Code	Event	Time	Venue	Cost
Saturday 12/10/19	EIICM/19-01	Early Identification and Intervention for ASD Childminders Only	9.30am-12.30pm	Harrow Council Committee Rooms 1 & 2	£25.00
Wednesday 16/10/19	SEC/19-01	The Social, Emotional Curriculum and Interventions for Mental Health	1.00pm-3.00pm	Brigade House	£50.00
Tuesday 29/10/19	SEN/19-05	SENCo Level 1 (Part 1 of 3)	9.30am-12.30pm	Brigade House	£80.00
Tuesday 05/11/19		SENCo Level 2 (Part 2 of 3)	9.30am-12.30pm	Brigade House	
Tuesday 12/11/19		SENCo Level 3 (Part 3 of 3)	9.30am-12.30pm	Brigade House	
Thursday 31/10/19	ATR/19-01	Assessment, Tracking and Reporting	1.00pm-3.00pm	Brigade House	£30.00
Thursday 14/11/19	NCR/19-03	New Childminder Pre-Registration	7.00pm-9.00pm	Harrow Council Committee Room 5	£25.00
Saturday 16/11/2019	SGCM/19-01	Safeguarding and Child Protection Childminders Only	9.30am-12.30pm	Harrow Council Committee Rooms 1 & 2	£30.00
Tuesday 19/11/19	SEN/19-06	SENCo Level 4 (Part 1 of 3)	9.30am-12.30pm	Brigade House	£100.00
Tuesday 26/11/19		SENCo Level 5 (Part 2 of 3)	9.30am-12.30pm	Brigade House	
Tuesday 03/12/19		SENCo Level 6 (Part 3 of 3)	9.30am-12.30pm	Brigade House	

Training Schedule

Date	Course Code	Event	Time	Venue	Cost
Thursday 28/11/19	SCP/19-03	Safeguarding & Child Protection for Early Years	1.00pm-5.00pm	Brigade House	£50.00
Thursday 12/12/19	SNF/19-03	SENCo Forum	1.00pm-3.00pm	Brigade House	£00.00

Below are the training venue addresses. Please ensure that you review your booking confirmation documentation to familiarise yourself with the venue location and course times.

Brigade House

Kings Church Harrow
Brigade House
Brigade Close
Harrow, HA2 0LQ

Harrow Council

Civic Centre, Civic 1
Station Road
Harrow, HA1 2XY

A Rich Early Years Curriculum

Trainer(s)	Dr Geri Gowans – Harrow Early Years
EYFS Links	Learning and Development
CIF Outcome	Quality of Teaching, Learning and Assessment (QTLA) Outcomes for Children (OfC)
Outcome	Practitioners will understand: <ul style="list-style-type: none">• How children learn and develop.• What learning experiences support development.• Creating the right balance of support and challenge.• Educating the whole child.• Working with parents.
Impact	Practitioners will be able to: <ul style="list-style-type: none">• Provide a gold standard curriculum in their setting.

Assessment, Tracking and Reporting

Trainer(s)	Dr Geri Gowans – Harrow Early Years
EYFS Links	Learning and Development
CIF Outcome	Quality of Teaching, Learning and Assessment (QTLA) Outcomes for Children (OfC)
Outcome	Practitioners will learn: <ul style="list-style-type: none">• The principles of assessment.• Observations, next step and reports.• Partnership working for children who are delayed or have emerging SEND – What support is available in Harrow.• Tracking children's progress, making judgements and keeping evidence.• The EYFS profile.
Impact	Practitioners will be able to: <ul style="list-style-type: none">• Understand children's starting points.• Understand how to help children make next-steps.• Supporting additional needs more effectively.• Demonstrate children's progress and attainment.• Celebrate strengths.

Early Identification and Intervention for ASD (2 Part Course)

Trainer(s)	Dr Geri Gowans – Harrow Early Years
EYFS Links	Learning and Development, Special Educational Needs and Disabilities
CIF Outcome	Quality of Teaching, Learning and Assessment (QTLA) Outcomes for Children (OfC)
Outcome	Practitioners will understand: <ul style="list-style-type: none">• Presenting behaviours.• Characteristics of SEND and development• Strategies and pedagogy to help children with ASD to learn and develop.• Partnership working and what support is available.
Impact	Practitioners will be able to: <ul style="list-style-type: none">• Fully include children with ASD on traits of ASD in a way that benefits all the children and parents

Early Identification and Intervention for ASD – Childminders Only

Trainer(s)	Dr Geri Gowans – Harrow Early Years
EYFS Links	Learning and Development, Special Educational Needs and Disabilities
CIF Outcome	Quality of Teaching, Learning and Assessment (QTLA) Outcomes for Children (OfC)
Outcome	Practitioners will understand: <ul style="list-style-type: none">• Presenting behaviours.• Characteristics of SEND and development• Strategies and pedagogy to help children with ASD to learn and develop.• Partnership working and what support is available.
Impact	Practitioners will be able to: <ul style="list-style-type: none">• Fully include children with ASD on traits of ASD in a way that benefits all the children and parents• Short version – does not include whole class practice.

Understanding Early Years (EYFS) and Statutory Duties and Compliance

Trainer(s)	Dr Geri Gowans – Harrow Early Years
EYFS Links	Learning and Development
CIF Outcome	Quality of Teaching, Learning and Assessment (QTLA) Outcomes for Children (OfC)
Outcome	Practitioners will understand: <ul style="list-style-type: none">• Child development and how that is fostered through a language rich, sensory appropriate, challenging, targeted curriculum.• What is expected of you as a educational provider.
Impact	Practitioners will be able to: <ul style="list-style-type: none">• Be confident about their broader curriculum.• Deliver a strong curriculum to children who are not at age expectations, those who are and those who far exceed our expectations.

The Social, Emotional Curriculum and Interventions for Mental Health

Trainer(s)	Dr Geri Gowans – Harrow Early Years
EYFS Links	Learning and Development
CIF Outcome	Quality of Teaching, Learning and Assessment (QTLA) Outcomes for Children (OfC)
Outcome	Practitioners will learn: <ul style="list-style-type: none">• How to foster emotional well being in your setting.• Strategies for social and emotional development.• Integrating social and emotional development in a language rich curriculum.• Recognising mental health indicators in children• Managing children's anxiety• Working with parents to improve mental health• Recognise and intervene to improve children's health and wellbeing.

Safeguarding and Child Protection (Childminders Only)

Trainer(s)	Early Years Team
EYFS Links	Learning and Development , Safeguarding and Welfare requirements
CIF Outcome	Personal Development, Behaviour and Welfare (PDBW)
Outcome	Practitioners will learn: <ul style="list-style-type: none">• How to keep your home/setting safe.• How to ensure good processes and procedures to keep children safe• Risk assessment.• Your Prevent duty.• Lockdown procedures and safer 'lone working' advice and guidance.
Impact	Practitioners will be able to: <ul style="list-style-type: none">• Make sure you are compliant.• Update policies and procedures.

Safeguarding and Child Protection for Early Years

Trainer(s)	Early Years Team
EYFS Links	Learning and Development , Safeguarding and Welfare requirements
CIF Outcome	Personal Development, Behaviour and Welfare (PDBW)
Outcome	Practitioners will learn: <ul style="list-style-type: none">• How to keep your setting safe.• How to ensure good processes and procedures to keep children and staff safe.• Risk assessments and introduction to safer recruitment.• Your Prevent duty.• Lockdown procedures.
Impact	Practitioners will be able to : <ul style="list-style-type: none">• Make sure their setting and all staff and procedures are compliant• Update policies and procedures.

To be the Designated Safeguarding Lead in your setting you must also complete both the Introduction and the Advanced courses in Multi-agency Safeguarding and Child Protection which are offered by the Harrow Safeguarding Children Board [Harrow Safeguarding Children Board](#)

Please see page 2 of this training programme for Safeguarding training path.

SENCo for Childminders (2 Part Course)

Trainer(s)	Denise Deighton - Harrow Early Years
EYFS Links	Learning and Development and Code of Practice (COP)
CIF Outcome	Personal Development, Behaviour and Welfare (PDBW) Outcomes for Children (OfC)
Outcome	Practitioners will be able to: <ul style="list-style-type: none"> • Gain an insight and understanding of the role of SENCo. • Gain knowledge of Special Educational Needs Code of Practice (COP)
Impact	Practitioners will gain clearer knowledge of: <ul style="list-style-type: none"> • Key responsibilities of SENCo and further understanding of the graduate response in supporting children with SEND.

SENCo L1, 2 & 3 (3 Part Course)

Trainer(s)	Denise Deighton - Harrow Early Years
EYFS Links	Learning and Development and Code of Practice (COP)
CIF Outcome	Personal Development, Behaviour and Welfare (PDBW) Outcomes for Children (OfC)
Outcome	Practitioners will be able to: <ul style="list-style-type: none"> • Gain an insight and understanding of the role of SENCo. • Gain knowledge of Special Educational Needs Code of Practice (COP).
Impact	Practitioners will gain clearer knowledge of: <ul style="list-style-type: none"> • Key responsibilities of SENCo and further understanding of the graduate response in supporting children with SEND.

SENCo L4, 5 & 6 (3 Part Course)

Trainer(s)	Speech & Language Therapist – SENCo 4 Occupational Therapist & Physio Therapist– SENCo 5 Denise Deighton - Harrow Early Years – SENCo 6
EYFS Links	Learning and Development and Code of Practice (COP)
CIF Outcome	Personal Development, Behaviour and Welfare (PDBW) Outcomes for Children (OfC)
Outcome	Practitioners will be able to: <ul style="list-style-type: none"> • Gain an insight and the understanding the role of the Key Worker. • Gain knowledge of early identification through observations, assessment and the use of the support plan. • Identify the role of other agencies involved.
Impact	Practitioners will gain clearer knowledge and understanding of: <ul style="list-style-type: none"> • The process of early identification and the role of relevant agencies involved in supporting children with particular needs.

Definitions

“We” “Us”	Harrow Early Years, training provider for early years service.
“You” “Your”	Early Years Provider.

1 Booking, Payments and Cancellations

- 1.1 Bookings for scheduled training can be made through our [website \(www.harrow.gov.uk/earlyyears\)](http://www.harrow.gov.uk/earlyyears) by selecting ‘Check Availability and Book’ on your selected course.
- 1.2 Bespoke training booking requests:
 - 1.2.1 PVI’s (Private, Voluntary and Independent childcare providers) – email the course required to earlyyears@harrow.gov.uk (maximum 10 delegates from Harrow providers). You will then receive an online payments website link to make your payment.
 - 1.2.2 Childminders - email the course required to earlyyears@harrow.gov.uk. Once a minimum number of 8 delegate requests for the bespoke training has been received, you will then receive an online payments website link to make your payment.
- 1.3 Your booking will only be confirmed when the course has been paid for and a place is allocated. Note: Invoice options are available but are subject to a longer process and courses will not be confirmed until full payment has been received (this may result in courses being unavailable by the time payment is cleared).
- 1.4 All booking confirmations are for the specified nominated person. If the nominated person is unable to attend, please contact earlyyears@harrow.gov.uk prior to the session start date, in order to change the name of the nominated person. A confirmation email will be sent accordingly, detailing the amended details of the newly nominated person.
- 1.5 If the delegate fails to attend the training session, there will be strictly no refunds.
- 1.6 If any sessions are missed they cannot be made up the following term.
- 1.7 In order to access the training session, training booking confirmation emails MUST be presented. The training provider has the right to refuse admission to the training session if no confirmation email is provided.
- 1.8 Bookings are on a first-come, first-served basis. Should a training course be fully booked, delegates can be added to a waiting list. Where possible HEY would recommend booking training courses more than 28 days in advance of the scheduled date as sessions which are not fully booked will be opened out to early year’s providers outside of Harrow.
- 1.9 Should spaces be available You can secure 2 places per course. If further places are required please see section 3 waiting list
- 2.0 We reserve the right to cancel training sessions where necessary, or if there are less than 25% of available places booked. We will be required to refund in full those early years providers who have already paid for the cancelled course.

2 Changes

- 2.1 We reserve the right to change venues and trainers where needed.

3 Waiting List

- 3.1 Bookings are on a first-come, first-served basis. Should a training course be fully booked, You can email earlyyears@harrow.gov.uk and request to be placed on the waiting list and will be notified if a place becomes available.
- 3.2 Where enough demand is demonstrated, where possible, additional training sessions in those areas will be arranged.

4 Training Quality

- 4.1 Evaluation questionnaires are carried out at the end of each course, and are reviewed to measure the service.
- 4.2 We will moderate all training to ensure that it is of a high quality. Our aim is to enable attendees to understand ways in which to close gaps in children's learning and development, and provide good and outstanding provision.
- 4.3 We will ensure that the training providers are fully qualified and offer differentiated and inclusive learning with the aim to encompass all individuals and learning styles.

5 Other areas

- 5.1 It is Your responsibility to inform Us of any specific learning needs or disabilities that your staff member accessing the training may have.
- 5.2 All attendees should ensure that they arrive on time, thereby respecting the trainer and their peers. Any attendee, who arrives later than half an hour after the session start time, may be refused entry.
- 5.3 Attendees will respect the venue, their peers and the training providers. Attendees failing to comply with agreed rules and regulations may result in being excluded from any subsequent training provision.
- 5.4 Certificates (or certificates of attendance) will only be issued to those attendees who have attended the whole training session and whose names are on the attendance list, as evidenced by the booking confirmation emails to be presented at entry to the session.