

**Early Years,
Childcare and
Business
Development
Service
Training Brochure
2019 - 2020**



Introduction to Early Years, Childcare and Business Development Service	Pg. 3 - 4
Training Guidance and Booking	Pg. 5 - 7
Leaders and Managers Training	Pg. 8 – 13
Business and Finance Training	Pg. 14 - 16
Teaching, Learning and Assessment Training	Pg. 17 - 27
SEND and SENCO Training	Pg. 29 – 39
Childminder Training	Pg. 40 - 41
Safeguarding and Welfare Training	Pg. 42 - 45
New Providers Training	Pg. 46 - 48
Early Years System Support Training	Pg. 49
Chit Chat Pitter Pat and All Talk	Pg. 50
Other Useful External Training	Pg. 51
Bespoke Traded Packages	Pg. 52 - 54
Early Years Core Offers	Pg. 55 - 63
Conferences and Forums	Pg. 64 - 68
Key Contacts	Pg. 69



Waltham Forest is a borough with continuing ambition to make ourselves a centre for excellence in Early Years and Childcare. Our aim is that this is provided by an exciting, vibrant, increasingly diverse and thriving School, Private, Voluntary and Independent early years sector that is of good and outstanding quality, achieves, excellent outcomes for children and that is sufficient, affordable and easily accessible for parents and carers.

Waltham Forest's Early Years, Childcare and Business Development Service

In order to deliver Waltham Forest's ambition, the Early Years, Childcare and Business Development Service will deliver the Council's statutory duties by:

- Providing information, advice and training to Schools and Ofsted registered providers of free early education and childcare on meeting the requirements of the Early Years Foundation Stage, the needs of children with special educational needs and disabilities, vulnerable and disadvantaged children, and effective safeguarding and child protection.
- Securing sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment, for children aged 0-14 (or up to 18 for disabled children), by encouraging existing providers to expand their provision and new providers to enter the local childcare market if needed.
- Providing parents and prospective parents with comprehensive and up to date information about childcare and early education, including free places in their area.
- Developing and implementing a transparent formula to fund all providers who deliver the Government's free early education and childcare scheme to 2, 3 & 4 year olds in line with the Education and Skills Funding Agencies Early Years operational guidance.
- Implementing a robust statutory Early Years Foundation Stage Profile Moderation process so that practitioners' judgements of children's development levels are evaluated in line with statutory requirements.

This training brochure provides details of information, training and advice sessions that have been developed by the Early Years, Childcare and Business Development Service and tailored to help early years practitioners improve their practices in their settings and schools.

Our trainings are categorised by the roles of practitioners in the setting or school and aim to improve the professional development of the practitioner.

By attending the trainings, the practitioners will gain skills and knowledge which will enable them to deliver high quality childcare provision in Waltham Forest.



Training Guidance and Booking

How to book your training

The training brochure provides details of all the Early Years & Childcare Training Programme for 2019/2020. The courses are divided into:

- Leaders and Managers
- SENCO & SEND
- Business & Finance
- Teaching, Learning & Assessment
- Safeguarding
- Childminders
- Early Years System Support (EYSS)

All trainings can be booked on a first come first served basis through the [online booking system](#). In order to access the booking portal, you will need to sign up [here](#) or login into your account. Once logged in, you will be able to access the training calendar or search for the training you are interested in booking.

In booking your place, please ensure that you are booking the appropriate member of staff on the course.

Checking your bookings

Once you have received your booking confirmation, you are responsible for checking that the information is accurate and alert the service to any errors.

Please check the course confirmation email for your booking status (confirmed, waiting list, awaiting confirmation).

How to cancel and amend your booking

For **fee paying courses**, in order to cancel your booking without charge you will need to provide a **minimum of 7days notice** before the date of the course. Your cancellation email to EYtraining@walthamforest.gov.uk should specify the name of the course and candidate who will not be attending the course.

We will not actively seek an alternate candidate for a place cancelled within 7 days of the course but where there is a waiting list and we are able to fill the cancelled place we will waive the cancellation fee.

For **non-fee paying courses**, in order to cancel your booking, you will need to provide a **minimum of 5days notice** before the date of the course by email to EYtraining@Walthamforest.gov.uk

If there are any changes to your booking (such as change of delegate) please inform LBWF Early Years & Childcare Team as soon as possible at EYtraining@walthamforest.gov.uk or call us on 02084962909. You could also amend your booking by logging into [WF Traded Services](#).

If you are making changes on the day of the course please inform the trainer at the start of the course so the register can be amended.

Training Guidance and Booking

Maximum Number of Attendees per Setting

To ensure that training is accessible to all LBWF settings/schools, all trainings will stipulate the maximum number of attendees allowed per setting. This may be 1 delegate per setting or a maximum of 2 delegates.

Fees

The course fees and training packages will be stated on each advertised course. Fees for settings registered with Ofsted within London Borough of Waltham Forest may vary from fees for proposed settings and external settings in some training.

How to Pay

Settings (Schools, Nurseries, Pre-Schools) registered in Waltham Forest will be invoiced for payment by the Traded services team once training has been checked out of the shopping basket. This will typically be the following calendar month. Early Years settings will also have the option to pay by card should they wish to.

Childminders registered within the local authority, proposed Childminders and external settings will ONLY be able to make payment by card when booking fee paying trainings. If you need further advice on paying your invoice, please contact wftsfinance@walthamforest.gov.uk

Please note that failure to pay for invoices will prevent you from booking onto further trainings.

Arrivals

Please ensure you arrive at least 10 minutes before the course start time to allow for registration. Please note that delegates arriving more than 20 minutes after the start time may be turned away to avoid disruption to the training delivery. Delegates wishing to leave before the end of the course will not be provided with a certificate of attendance. Should you wish to leave before the end of the course, do notify the trainer on your arrival.

Venues and Parking

Our training venues will be on the booking information. Some of the venues have free car park on a first come basis or parking can be found in surrounding residential areas or a pay and display parking can be found nearby. For further information regarding parking in Waltham Forest [click here](#). Please note that if the training is being held at a school, delegates will need to bring a copy of their DBS along with them to the training or the DBS update number

Evaluation Forms and Certificates Online

At the end of your course you will receive an email to complete an online evaluation form via survey monkey. Once you have completed your evaluation, your certificate of attendance* will be emailed to you.

*Paediatric First Aid Certificate and Safeguarding Training Certificate will be sent to you once available.



Leaders and Managers Training

The Essential Trustee Training

Pg. 9

Business Planning & Sustainability

Pg. 10

Policies & Procedures

Pg. 11

**Induction for New Trustees,
Managers & Business Owners**

Pg. 12

Ofsted Information

Pg. 13

The Essential Trustee Training

Course Description

Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It's also likely to be demanding of your time, skills, knowledge and abilities.

Trustees are the Ofsted Responsible persons who are responsible for delivering all Ofsted registration requirements & Local Authority Free Early Education (FEEE) contractual requirements if applicable. Trustees have independent control over, and legal responsibility for, a charity's management and administration.

This training session explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently. This will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements.

Dates

Spring & Summer 2020

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

£10 per delegate

Click on dates to book this training online

Business Planning & Sustainability

Course Description

This course will cover business planning & maximising your setting income.

The course will empower Trustees, business owners & managers to:

- See your business from different perspectives
- Understand your costs and income
- Know how to business plan
- Understand the impact of your choices

Dates

Spring & Summer 2020

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

£10 per delegate

Click on dates to book this training online

Policies & Procedures

Course Description

This course will cover the importance of having robust policies & procedures in place.

The course will empower Trustees, business owners & managers to:

- Understand the Importance of robust policies and procedures
- Understand the statutory policies and procedures for Ofsted registered childcare providers
- Explore processes for developing and reviewing procedures
- Take part in a group exercise to develop a procedure

Dates

Spring & Summer 2020

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

£10 per delegate

Click on dates to book this training online

Induction for New Trustees, Managers & Business Owners

Course Description

The course will provide Trustees, business owners & managers with an overview of their responsibilities as an Ofsted registered provider and the services available in Waltham Forest to assist you in delivering these:

The course will cover:

- The Hub
- Safeguarding - MASH & LADO
- Safer Recruitment
- SEND
- Ofsted Compliance
- Service Improvement planning
- Workforce Development
- Health & Safety
- Children's Centre & Early Help
- The Government's Free Early Education Scheme
- Advice, Information & Training available from the Local Authority

Dates

Spring & Summer 2020

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

£10 per delegate

Click on dates to book this training online

Ofsted Information

Course Description

This course will help Trustees, managers and business owners to be aware of Ofsted news & updates, Early Years Inspection Framework and preparing for Ofsted Inspections.

Links to Course

[Ofsted News & Updates](#)

[Education Inspection Framework](#)

[Early Years Education Inspection Framework](#)

[Inspecting Early Years Providers- Before & After School Clubs](#)

[Ofsted inspections of early years and childcare providers](#)

[Childminders Webinar](#)

[What happens on an early years inspection?](#)

[What happens if someone complains about me?](#)

[How do I register as an early years provider?](#)

[What do I need to tell you?](#)

Trainer

Ofsted

Cost

Free

Click on dates to book this training online

Business and Finance Training

Parental Declaration & Invoices Training for Free Early Education Entitlement (FEEE) Providers

Pg. 15

Early Years Pupil Register Training for Free Early Education Entitlement (FEEE) Providers

Pg. 16



Parental Declaration & Invoices Training for Free Early Education Entitlement (FEEE) Providers

Course Description

This course covers Free Early Education Entitlement (FEEE) options available to your setting and practical completion of the Parent Declaration Form to reflect your FEEE offer. Any issues or challenges that you have experienced with these processes will be unpicked and resolved at the training.

Course Outline

This is a half-day workshop session which will provide information and guidance to FEEE providers on:

- Free Early Education Entitlement (FEEE) Delivery Options
- Guidance for additional charges outside of FEEE delivery
- Parent Declaration Form Completion
- Invoices Completion

Dates

[22nd November 2019](#)

[28th February 2020](#)

[15th May 2020](#)

[25th June 2020](#) (Evening Session 18:00 - 21:00)

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business Development Service

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

£10 per delegate – LBWF Settings/Schools & New Providers

Click on dates to book this training online

Early Years Pupil Register Training for Free Early Education Entitlement (FEEE) Providers

Course Description

This course is a practical demonstration of how to take the information from the Parental Declaration Form and transfer that across to the Early Years Pupil register. Any issues or challenges that you have experienced with the process will be unpicked and resolved at the training.

Course Outline

This is a half-day workshop session which will provide information and guidance to FEEE providers on:

- Signing up and logging into the Early Years Pupil Register
- How to input children on the register
- How to add a child's hours, start & end date and archive & sort
- How Information on Pupil Register informs the FEEE payments

Dates

Spring & Summer 2020

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

£10 per delegate – LBWF Settings/Schools & New Providers

Click on dates to book this training online



Teaching, Learning and Assessment Training

Working with Two Year Olds	Pg. 18
Exploring the Prime Areas of Learning	Pg. 19
The Progress Check at Aged Two	Pg. 20
Outdoor Learning	Pg. 21
Baby Room Training	Pg. 22
EYFS Profile Training	Pg. 23
EYFS profile Moderator Training	Pg. 24
EYFS Agreement Trialling Workshop	Pg. 25
EYFS Profile Central Moderation Meeting	Pg. 26
Talk2gether - Working with Parents to Support Their Child's Language and Communication Skills	Pg. 27
Understanding and Supporting Children's Behaviour Training for Out of School Providers	Pg. 28

2YO Moderation Project: Working with Two Year Olds

Course Description

This session will support practitioners working with two year olds in settings and schools to develop a deeper understanding of two year old development and how best to support their unique needs, including language development and identifying language delay.

Course Outline

Practitioners will have opportunities to:

- understand the importance of infant brain development and how this relates to play, active learning and language development
- consider the different stages of play and how the role of the adult and environment best supports this
- develop understanding of speech, language and communication development at 2 years old
- explore effective strategies to support children's language development
- explore early language delay and strategies when speaking with parents
- reflect on their current practice, identify current strengths and areas for development

Participants will be expected to undertake two gap tasks between Working with Two Year Olds part one and part two to secure their learning and practice.

Dates

All sessions must be attended by the same practitioner to complete the course:

[17th October 2019 & 14th November 2019](#)

Time

09:30 – 16:00

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

Free

Click on dates to book this training online

2YO Moderation Project: Exploring the Prime Areas of Learning

Course Description

This session will support practitioners working with two year olds in settings and schools to develop their knowledge and understanding of the different aspects of personal, social and emotional development and physical development.

Course Outline

Practitioners will:

- develop an understanding of why PD and PSED are vitally important for two year olds
- consider how the learning environment supports the PRIME Areas of learning, characteristics, behaviours and motivation to learn and what key elements are needed to support this
- consider how the provision supports two year olds to manage their own feelings and behaviours
- consider how to plan effectively to support two year olds physical and emotional development
- have opportunities to explore and share a range of practical ideas
- reflect on their own practice, identify strengths and areas for further development

Dates

[4th December 2019](#)

Time

09:30 – 12:30

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development
Centre
1 Snowberry Close
E15 2AH

Cost

Free

Click on dates to book this training online

2YO Moderation Project: The Progress Check at Aged Two

Course Description

This session will support practitioners working with two year olds in settings and schools to develop a deeper understanding and expectations of the statutory Progress Check at Aged Two.

Course Outline

Practitioners will understand:

- what the progress check is, its aims and statutory requirements
- why observations are so important and consider what makes an effective observation
- how to write effective, engaging reports that present a clear picture of what the child can do, their interests, achievements and needs
- how to assess in partnership with parents/ carers and support home experiences
- reflect on their current practice, identify current strengths and areas for development

Dates

[22 January 2020](#)

Time

09:30 – 12:30

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development
Centre
1 Snowberry Close
E15 2AH

Cost

Free

Click on dates to book this training online

2YO Moderation Project: Outdoor Learning

Course Description

This session will support practitioners working with two year olds in settings and schools to develop an understanding of how the outdoor environment and learning, throughout the year, support language development and has a positive impact on two year olds well-being and development.

Course Outline

Practitioners will:

- consider how the outdoor learning environment supports the developmental stages and typical behaviours of two year olds
- explore ideas and resources to develop high quality outdoor learning environments through practical activities
- build on the natural and built environment to extend children's interests and ideas
- reflect on their current practice, identify current strengths and areas for development

Click on dates to book this training online

Dates

[6th May 2020](#)

Time

09:30 – 16:00

Trainer

Early Years, Childcare & Business Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

Free

Baby Room Training

Course Description

This session will guide practitioners working with babies and under two's to develop a deeper understanding of baby development, how best to support their unique needs including enabling environments, role of the adult and support babies to make sense of the world around them.

Course Outline

Practitioners will have opportunities to:

- Explore the importance of infant brain development and how this relates to attachment, play, and development.
- Consider the role of the adult and the importance of attachment and love.
- Discuss the developmental needs of babies, including schemas and how best to support them.
- Consider the importance of everyday routines and activities for developing communication and language skills.
- Gain ideas on implementing the EYFS especially babies personal, social and emotional development, communication and language and physical development.
- Explore the impact of sensory play including treasure baskets and heuristic play
- Understand the importance of effective, enabling environments, including outside and resources to best support infant development.
- Develop ways to build on parent partnerships.
- Reflect on their current practice, identify strengths and areas for further development.

Dates

All sessions must be attended by the same practitioner to complete the course:

[Spring Term - 5th February 2020, 4th March 2020 & 5th April 2020](#)

[Summer Term - 13th May 2020, 3rd June 2020 & 1st July 2020](#)

Time

09:30 – 16:00

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

Free

Click on dates to book this training online

Early Years Foundation Stage Profile (EYFSP) Moderation Conference

Course Description

The EYFSP Moderation Conference is an annual conference held in Waltham Forest which outlines how the moderation process will work for this academic year, the key data trends emerging locally and nationally and training via key note speakers and workshops. The conference provides vital networking opportunities.

Course Outline

The conference will cover:-

- *Moderation process for EYFS*
- *Local Authority Data for 2018 – 2019 Academic Year*
- *Key note speaker address: Understanding the World*
- *Carousel workshops: EAD, Narrowing the Gap and Parent Voice as well as stalls of local services*

Date

[January 30th 2020](#)

Time

9:00 – 14:30

Audience

This course is for all EYFS leads or Reception Teachers & Practitioners and Headteachers

Venue

Gilwell Park
Bury Road
Chingford
E4 7QW

Cost

£20 per delegate in LBWF Schools & Settings
£40 per delegate from Non LBWF Schools & Settings

Click on dates to book this training online

Working Towards Early Learning Goals in EYFS for New to Reception Teachers

Course Description

The STA recommend that local authorities provide EYFS profile training to support practitioners complete an accurate profile record. This training will support NQT practitioners and those new to reception to complete the EYFS profile.

Course Outline

Practitioners will:

- Develop knowledge of the EYFS profile principles and processes
- Consider how evidence for understanding the world (UW) and expressive arts and design (EAD) can be observed
- Identify ways to develop provision to support assessment of the focus areas.
- Consider ways to engage parents in sharing children's achievements beyond the school environment
- Use a range of materials including national exemplifications to support and discuss practitioner's own evidence which supports judgements towards EYFS development stages

Dates

[17th January 2020](#)

Time

13:00 – 15:30

Audience

NQTs, practitioners new to reception and any practitioners working in PVI settings who have children that will be 5 on or before August 31st 2020

Venue

The Early Years Professional Development Centre Snowberry Close, London E15 2AH

Cost

Free

Click on dates to book this training online

EYFSP Agreement Trialling

Course Description

This training will provide practitioners with an opportunity to:

- share children's observations and assessments in understanding the world (UW) and expressive arts and design (EAD)
- have a shared understanding of the ELGs with a focus on UW and EAD early learning goals
- make accurate judgements relating to the development stages leading to ELGs and beyond for UW & EAD
- build a professional dialogue relating to children's learning and development.

Course Outline

The EYFSP agreement trialling event will focus on 2019 – 2020 Understanding the world and Expressive arts and design
Practitioners to bring evidence re Understanding the world and Expressive arts and design.

Dates

[17th March 2020](#)

[19th March 2020](#)

[24th March 2020](#)

[25th March 2020](#)

Time

15:45 – 17:00

Audience

All EYFS practitioners (including nursery classes, practitioners new to Reception, NQTs)

Venue

Varies depending on dates, follow link for more information.

Cost

Free

Click on dates to book this training online

EYFS profile moderation meeting for schools NOT being moderated

Course Description

This meeting will provide practitioners with an opportunity to:

- share children's observations and assessments across all 17 ELGs
- have a shared understanding of the 17 early learning goals and exceeding descriptors
- make accurate judgements relating to the EYFS profile 'emerging,' 'expected' and exceeding levels of attainment
- build a professional dialogue relating to children's learning and development.

Course Outline

Practitioners should bring evidence for all 17 areas of learning across –Emerging , Expected and Exceeding judgements and EYFS profile handbook.

Dates

[5th May 2020](#)

[6th May 2020](#)

Time

13:30 – 15:30

Audience

Reception practitioners working in schools not being moderated

Venue

Varies. Click on link in dates

Cost

Free

Click on dates to book this training online

Talk2gether-Working with Parents to Support their child's language and communication skills

Course Description

The training session will explore the important role that parents play in supporting their child's language and communication development. We will introduce Talk2gether, a package of resources that you can use with parents in your setting. We will explore the challenges around engaging and working with parents, and through discussion and activities develop your skills so that you feel confident to support parents in your setting.

Course Outline

Participants will be able to:

- Learn about the importance of language and communication skills
- Learn about how to support parents to develop their child's language and communication skills
- We will introduce Talk2gether resources and discuss how to use them
- You will receive a follow-up setting visit to support you in setting up the Talk2gether programme

Dates

[21st November 2019](#)

Time

09:30 – 16:00

Trainer

All Talk Communication Project for Early Years, Childcare & Business Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

Free

Click on dates to book this training online

Understanding and Supporting Children's Behaviour Training for Out of School Providers

Course Description

Behaviour management training for out of school (breakfast, after and holiday) managers and staff. The course covers Legislation, SEND code of practice, understanding behaviour, understanding behaviour triggers, attachment and communication.

This training will cover:

1. Legislation affecting Child care settings
2. Consider how age/ developmental needs affect the management of behaviour
3. Consider impact of early attachment / family factors
4. Importance of communication
5. How to monitor /analyse behaviour
6. Strategies to promote positive behaviours

Dates

[7th February 2020](#)

[15th June 2020](#)

Time

10:30 – 13:30

Trainer

LBWF Educational Psychologist Service for Early Years, Childcare & Business Development Service

Venue

Walthamstow Children & Family Centre, 313 Billet Road, Walthamstow, E17 5PX

Cost

Free

Click on dates to book this training online



SEND and SENCO Training

Early Years SEND STEPS Assessment	Pg. 30
Writing and Implementing Effective Support Plans	Pg. 31
Developing Attention Skills	Pg. 32
Early Years New to SENCO Training	Pg. 33
Understanding and Supporting Behaviour	Pg. 34
Early Identification and Early Intervention	Pg. 35
Inclusive Practice and Using Visual Aids	Pg. 36
Enhanced Ratios to All!	Pg. 37
Understanding Speech and Language	Pg. 38
Autism in the Early Years	Pg. 39

Early Years SEND STEPS Assessment

Course Description

Half day workshop on child development, using the STEPS approach to assess and monitor EYFS children with emerging or identified Special Education Needs or Disability. The developmental tools used meet EYFS and the SEND Code of Practice requirements.

Course Outline

- Understanding of early child developmental milestones and identifying delay.
- Using the STEPS approach to assess, monitor and plan for children with an identified or emerging SEND

**Click on dates to book
this training online**



Dates

[12th September 2019](#)

[17th January 2020](#)

[8th June 2020](#)

Time

9:30am – 12pm

Trainer

SENDSuccess

Venue

Whitefield Research and Development Centre
Macdonald Rd
E17 4AZ

Cost

FREE

Writing and Implementing Effective Support Plans

Course Description

The training consists of two sessions to support practitioners on writing Waltham Forests 'My Early Years Support Plan' with parents for children with developmental delay. Focusing on making these plans effective and implementing these successfully.

Course Outline

- An overview of LWBF My Early Years Support Plan
- Using the support plan as a working document
- Involving parents in the writing process
- Writing effective SMART targets
- Implementing the plan

**Click on dates to book
this training online**



Dates

Both sessions must be attended by the same practitioner to complete the course:

[15th November 19 & 5th December 19](#)

[13th January 20 & 12th February 20](#)

[8th May 20 & 2nd June 20](#)

Time

9:30am – 12:30pm

Trainer

WF Early Years and Childcare Team

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

Booking fee of £10 per delegate

Developing shared attention in children in the Early Years

Course Description

This course will enable participants to learn about and practise a range of techniques to support children, particularly those with developmental delay and/or social communication difficulties to develop their attention skills.

Course Outline

- Developmental progression of attention skills
- Intensive interaction techniques
- People games
- Encouraging attention using multi-sensory storytelling

Click on dates to book
this training online



Dates

Both sessions must be attended by the same practitioner to complete the course:

[8th January 20](#)

Time

9:30am – 12:30pm

Trainer

WF Educational Psychology Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

Booking fee of £10 per delegate

Early Years New to SENCO Training

Course Description

EXCLUSIVELY FOR EARLY YEARS SENCOS NEW TO THE ROLE. The training will cover the SEND Code of Practice, the role of the EY SENCO as a lead in their setting and will provide information and guidance on local processes. The initial course will include follow up networking and continued professional development meetings.

Course Outline

- The role of the SENCO in the EY settings
- Inclusive practice for every child
- Working together to support children and their families
- SEN Support and the graduated approach
- WF Pathway SENIF - EHC

**Click on dates to book
this training online**

Early Years
New to SENCO
Training

Dates

All sessions must be attended by the same practitioner to complete the course:

[12th November 20](#)

Following up networking and CPD meeting will be organised at first session.

Time

9:30am – 12:30pm

Trainer

WF Early Years and Childcare Team

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

Booking fee of £10 per delegate

Understanding and Supporting Behaviour

Course Description

The course covers legislation including the SEND code of practice in regard to behaviour. Also, understanding behaviour, understanding the reasons and triggers for certain child behaviour and practical tools for managing and responding to the behaviour positively.

Course Outline

- What is behaviour?
- Role of adults in managing
- Children's behaviour
- How attachment and individual difference affects behaviour
- Effective strategies for promoting positive behaviour

**Click on dates to book
this training online**



Dates

Both sessions must be attended by the same practitioner to complete the course:

[4th November 19](#)

[10th February 20](#)

[22nd May 20](#)

Time

9:30am – 12:30pm

Trainer

WF Educational Psychology Service

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

Booking fee of £10 per delegate

Early Identification and Early Intervention

Course Description

An introductory course focusing on identifying SEN in the early years, and planning effective intervention to support child's development.

Includes sharing good practice, case studies and professional discussions.

Course Outline

- Graduated approach to SEN
- Assess, plan, do, review cycle
- Observation techniques
- Inclusive practice
- Development of play
- Common strategies and levels of support

Click on dates to book
this training online



Dates

Both sessions must be attended by the same practitioner to complete the course:

[13th November 19 & 4th December 19](#)

[28th January 20 & 3rd March 20](#)

[12th May 20 & 29th June 20](#)

Time

9:30am – 12:30pm

Trainer

WF Educational Psychology Service

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

Booking fee of £10 per delegate

Inclusive Practice and Using Visual Aids

Course Description

Participants will learn about the importance of joint attention and how to develop it in order to support children's development as well as exploring a range of visual aids. Although primarily aimed at helping children with ASD, the strategies should be used in all inclusive environments.

Course Outline

- What are visual aids and why are they effective?
- Importance of joint attention and the use of intensive interaction
- Examples of learning to play techniques e.g. Identiplay.
- Embedding these strategies across the setting.

**Click on dates to book
this training online**



Dates

[18th November 2019](#)

[24th February 2020](#)

[5th June 2020](#)

Time

9:30am – 12:30pm

Trainer

WF Educational Psychology Service

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

Booking fee of £10 per delegate

Enhanced Ratios to All!

Course Description

Practitioners will develop an ethos of inclusion through discussion and observation of practice at Church Hill Nursery School. We will discuss our intentions and values regarding inclusion, our implementation of this practice discussing the possible obstacles to inclusion and the impact of moving away from purely 1:1 support for children. Developing a whole staff culture which is welcoming of children who need additional support and accepting of children with SEN.

Course Outline

- *What does inclusion look like?*
- *Barriers to welcoming children with additional needs or SEND.*
- *How to organise support as an inclusive setting.*
- *A learning walk*
- *Best practice and implementing values of inclusion.*
- *Planning for the impact in your own setting.*

Click on dates to book
this training online



Dates

Both sessions must be attended by the same practitioner to complete the course:

[19th November 19 & 10th December 19](#)

[14th January 20 & 31st March 20](#)

[5th May 20 & 14th July 20](#)

Time

8:30am – 11:30am

Trainer

Church Hill Nursery School with EYSS

Venue

Church Hill Nursery School
Woodbury Road
Walthamstow
E17 9SB

Cost

Booking fee of £10 per delegate

Understanding Speech and Language Development

Course Description

This training explores speech, language and communication development in the early years. It will provide practitioners with strategies to support these effectively in their settings. The importance of the role of adult in developing excellent early communication skills is considered. This will include use of video reflection, practical activities and group discussions.

The session will allow participants to develop knowledge, skills and confidence in identifying and planning for children with communication needs.

Course Outline

- Develop understanding of speech, language and communication development including bilingualism
- Explore early language delay and strategies when speaking with parents
- Explore practical and effective strategies to support children's language development
- Reflect on current practice, identifying strengths and areas for development

**Click on dates to book
this training online**



Dates

Both sessions must be attended by the same practitioner to complete the course:

[8th November 19 & 29th November 19](#)

[27th February 20 & 19th March 20](#)

[11th June 20 & 2nd July 20](#)

Time

9:30am – 12:30pm

Trainer

All Talk Communication Project

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

Booking fee of £10 per delegate

Autism in the Early Years

Course Description

An overview of autism and appropriate strategies to use to support children in your setting.

Course Outline

There are 4 competencies which will be focused on:

- a unique child
- positive relationships
- learning and development
- enabling environments

**Click on dates to book
this training online**



Dates

Both sessions must be attended by the same practitioner to complete the course:

[17th January 20 & 27th March 20](#)

[27th April 20 & 6th July 20](#)

Time

9:30am – 11:30am

Trainer

SENDSuccess

Venue

Whitefield Research and Development Centre

Macdonald Rd

E17 4AZ

Cost

FREE



Childminders Training

The Childminders trainings are an opportunity for CPD to increase and update knowledge on a variety of relevant topics. Attending drop ins & trainings will enable childminders to get updated information regarding changes in the sector.

The training sessions are free and offer childminders the opportunity to come with their children to the drop-ins, as well as evening sessions provided by high level professionals in the sector.

Childminder Drop In Sessions & Trainings

Pg. 41

Childminders Drop In Sessions & Trainings

The childminder termly drop in sessions provide childminders the opportunity to come together with their children to enjoy fun activities linked to their children's learning and development and strengthen friendships and links between other local childminders.

Attending the training sessions will enable Childminders:

- To have the opportunity to discuss issues with other childminders and get information that is relevant to the children in their care.
- To achieve a greater understanding of things such as identifying delays in children's development, how to identify children at risk (in all areas), how to escalate concerns and how to support children with SEND.
- To gain practical ideas of how to improve provision for 2 year olds.
- To empower Childminders to provide a robust learning environment for all children in their care with confidence.

The drop in sessions also have professional visits from practitioners in Early Years, Early Help, SENCO and many more which will provide childminders the opportunity to update their knowledge and skills These are advertised on [WF Traded Services](#).

**Sessions will start in January 2020*

Time

9:30 – 11:00

Trainer

Early Years, Childcare & Business
Development Service

Venue

Mondays

Walthamstow Children & Family Centre
313 Billet Road, Walthamstow, E17 5PX

***Tuesdays**

Snowberry Centre
1 Snowberry Cl, London, E15 2AH

Thursdays

Chingford Children & Family Centre
5 Oaks Grove, Chingford, E4 6EY

Cost

£1.50 for the first child, 50p for each additional child (FEEE providers – the sessions are free)



Safeguarding and Welfare Training

Pediatric First Aid Training

Pg. 43

Premises Statutory Compliance/ Health & Safety Workshop & Information Session for FEEE Providers

Pg. 44

Safeguarding in Education & Settings Training

Pg. 45

Paediatric First Aid Training

Course Description

A fun and interactive Paediatric First Aid course covering the requirements of Ofsted and the EYFS Framework. The 2-session course (12 hours in total) is approved by the **First Aid Industry Body (FAIB)**. This course is assessed more around practical ability and, although there is a theory assessment, this is written in such a way that it is easier for those with English as a second language to complete.

This course meets the needs for the EYFS Framework in the same way as the Level 3 Qualification.

The 2-session course can be physically strenuous at times and comfortable clothing should be worn. Please - no skirts or dresses as the course is practical and will involve some lying down.

There is a one hour break for lunch on each day but lunch will not be provided - only refreshments.

This course is renewed by re-taking a Paediatric First Aid course every three years.

Dates

You must attend both sessions to complete the course and receive a certificate.

[28th & 29th October 2019](#)

[27th & 28th November 2019](#)

[18th & 25th January 2020](#)

[26th & 27th February 2020](#)

[18th & 19th March 2020](#)

[13th & 20th May 2020](#)

[16th & 23rd June 2020](#)

[4th & 11th July 2020](#)

Time

9:30 – 16:30

Trainer

Good Skills Training

Venue

Snowberry Centre

Early Years Professional Development Centre

1 Snowberry Close

E15 2AH

Cost

£100 for WF Registered Settings/Schools

£120 for External Settings

Click on dates to book this training online

Premises Statutory Compliance/ Health & Safety Workshop & Information Session for Ofsted Registered Providers

Course Description

This is a half day workshop which will provide basic information, guidance and best practice to assist you in understanding and complying with your statutory premises health and safety requirements.

Whether you own the premises that you run your early years and childcare provision from or rent/lease it from a landlord, the person or organisation registered with Ofsted has a LEGAL DUTY to ensure that their premises are safe, particularly with regards to high risk areas such as Fire, Electricity, Gas, Water Asbestos as well as others. The Statutory Framework for the Early Years Foundation stage also states that providers must ensure that their premises are fit for purpose and suitable and that they must comply with requirements of health and safety legislation (including fire safety and hygiene requirements), this is also a requirement under your Free Early Education Entitlement (FEEE) contract with the Council. In the worst instances, failure to meet these requirements can result in death or injury to premises users, enforcement action from the HSE and/or Ofsted and termination of your contract to deliver FEEE places with the Council.

Click on dates to book this training online

Dates

[1st November 2019](#)

[6th January 2020](#)

[6th March 2020](#)

[5th June 2020](#)

Time

09:30 – 12:30

Trainer

Early Years, Childcare & Business
Development Service

Venue

Snowberry Centre
Early Years Professional Development Centre
1 Snowberry Close
E15 2AH

Cost

£10 per delegate – LBWF Settings/Schools &
New Providers

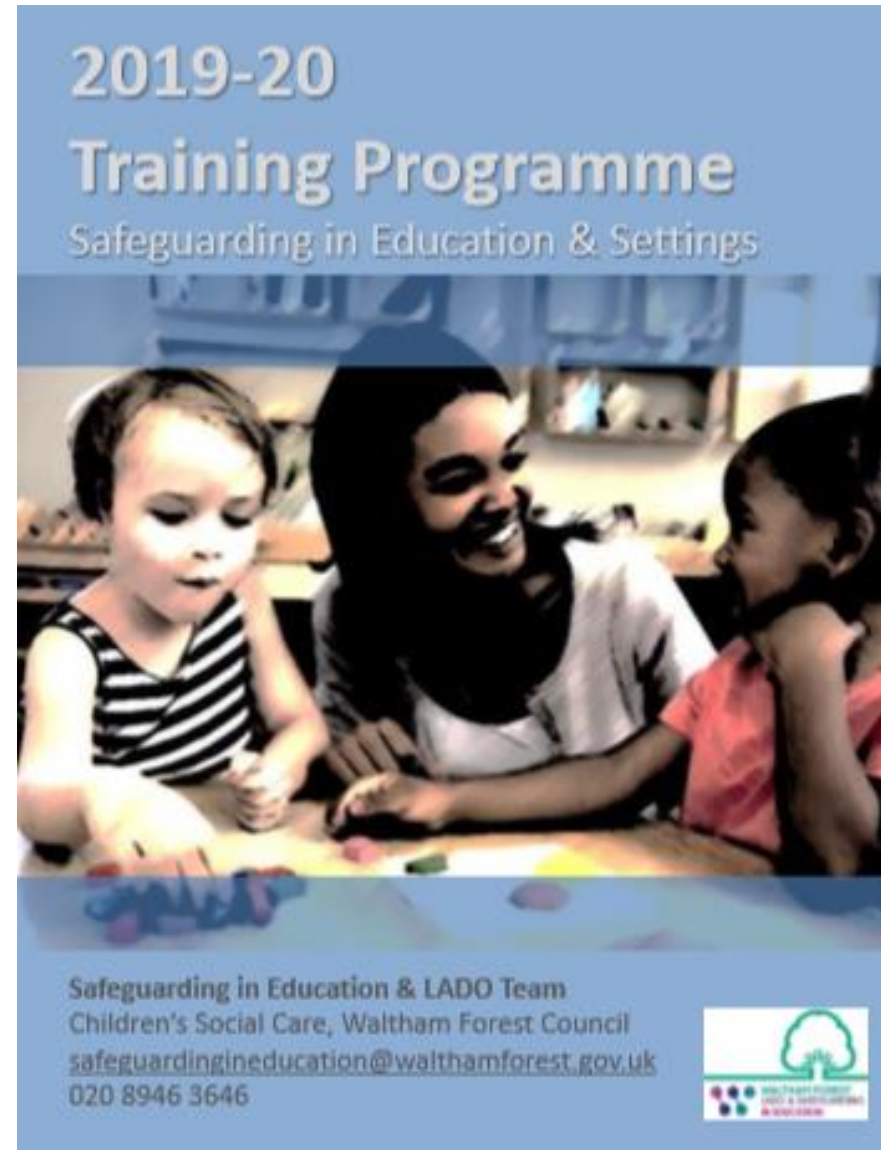
Safeguarding in Education & Settings Training

The Safeguarding in Education and LADO Team deliver a range of courses & bespoke trainings tailored to specific needs & requirements of settings.

The trainings on offer cover areas such as


- Foundation in Safeguarding
- Specific areas of safeguarding
- Safeguarding Children & Young people with additional needs & SEND
- Training for headteachers, managers and designated safeguarding leads.

For more information about the courses download the Safeguarding in Education and Settings Training Programme [here](#).



2019-20
Training Programme
Safeguarding in Education & Settings

Safeguarding in Education & LADO Team
Children's Social Care, Waltham Forest Council
safeguardingineducation@walthamforest.gov.uk
020 8946 3646





New Provider Training

Information Session for new providers on the Ofsted Early Years and Childcare Register

Pg. 47

Interested in becoming a Childminder information session

Pg. 48

Information Session for new providers on the Ofsted Early Years and Childcare Register

Course Description

This is a half-day session which will provide information and guidance on key statutory compliance requirements including safeguarding & welfare which will facilitate the delivery of a safe, high quality Early Years/childcare provision, as well as information regarding the financial processes / procedures providers will need to complete in order to claim payment for the provision of FEEE places

Delegates will also be provided with information regarding the process that providers must undertake in order to be commissioned by the LA to deliver the Governments free childcare scheme for 2,3 & 4 year olds

Audience

- Individuals looking to begin the process to register with Ofsted on the Early Years or Childcare Register
- Individuals who have begun the process to register with Ofsted on the Early Years or Childcare Register and have a proposed Ofsted registration number
- Individuals who are seeking to be commissioned by the LA to deliver the Government's free childcare scheme for 2,3 & 4 year olds. Known as the Free Early Education Entitlement (FEEE)

Dates

[8th November 2019](#)

[13th December 2019](#)

[24th January 2020](#)

[13th March 2020](#)

[1st May 2020](#)

[10th July 2020](#)

Time

10:00 – 13:00

Trainer

Early Years, Childcare & Business Development Service

Venue

Walthamstow Children & Family Centre
313 Billet Road
Walthamstow
E17 5PX

Cost

FREE

Click on dates to book this training online

Interested in becoming a Childminder information session

Course Description

This free information session will cover;

- The role of a childminder
- The legal requirements of being a childminder
- Ofsted and registering with them
- Support on offer from the Local authority

Audience

Proposed Childminders

Dates

[11th December 2019](#)

[26th February 2020](#)

[27th May 2020](#)

Time

09:30 – 11:30

Trainer

Early Years, Childcare & Business Development
Service

Venue

Walthamstow Children & Family Centre
313 Billet Road
Walthamstow
E17 5PX

Cost

FREE

Click on dates to book this training online

Early Years System Support (EYSS)



The Early Years System Support (EYSS) model would allow early years professionals to work with their peers to share knowledge and best practice, support each other and receive or deliver the advice and training required.

The Local Authority commissioned EYSS training providers on behalf of the sector are:



These EYSS training providers will deliver the agreed training and support to Waltham Forest Early Years schools and Ofsted registered providers.

For further information about EYSS and to download the training programme [click here](#).

Chit Chat Pitter Pat & All Talk



Chit-Chat Pitter-Pat is a Home Learning Project to support families with children age 0-4 years old with a focus on Communication, Language and Physical Development commissioned by Waltham Forest.

We will be running sessions (both inside and outside) across Waltham Forest beginning in Leyton and Leytonstone. There will also be a Facebook and Instagram page to support home learning, where photos, videos and top tips will be shared each week.

Please follow us on [Facebook](#) and [Instagram](#) and keep up to date with key information about our 'pop up' sessions!



The All Talk Communication Project have been commissioned by LBWF to provide a universal service to all early years settings in Waltham Forest.

The project aims to:

- develop understanding of speech, language and communication development in the early years
- develop practitioner's knowledge, skills and confidence in supporting communication and language development
 - develop and provide resources, some of which are available digitally, to support skill development and good practice

For more information about the project please visit [website](#).

Other Useful External Trainings

We do know that we will not be able to deliver all the training needs for the settings/schools. Therefore, we recommend that settings/schools can access external provider trainings should they wish to.

Some useful training providers are:

1. [Waltham Forest Adult Learning Service](#)
2. [Professional Association for Childcare and Early Years](#)
3. [Health and Safety Executive](#)
4. [NASEN for Early Years SEND](#)
5. [SENDSuccess](#)

Bespoke Traded Offer

We provide a traded offer, which can be tailored to the needs of each provider for a fee. The traded offer enables providers to receive specialist dedicated support beyond the universal offer provided by the early years team.

Proposed Childminder Support	Pg. 53
Development Worker Support Home Visit	Pg. 53
Development Worker Support 1 to 1 Meeting	Pg. 53
Early Years Business Services Support	Pg. 54
Early Years Premises, Health & Safety Support	Pg. 54

Childminder Bespoke Packages

Proposed Childminder Support

For childminders who are not yet registered with Ofsted but are in the process of registering on the Early Years Register. This package will provide you with face to face support, by a development worker, across three separate visits, at the location where you intend to care for children.

The three visits will focus on;

- The Teaching and Learning requirements of the EYFS
- The Safeguarding requirements of the EYFS
- Business support to set up and run an effective childminding business

By the end of the three visits Childminders will have the knowledge, skills and confidence to successfully complete their Ofsted registration and start a successful business caring for children.

Once you have purchased this package please make contact with the Childminder Team Leader who will arrange for a development worker to make contact to arrange support.

Cost

£100 + VAT

Can be purchased once

Development Worker Support Home Visit

For childminders who have used their free core offer of home support and would like further support visits from their development worker in the location where they care for children. Or for childminders on the childcare register only who do not automatically receive home support.

This package provides you with up to 2 hours of face to face support, by your named development worker, at your registered premises.

After purchasing this package please contact your development worker directly to find a mutually convenient time for the support to take place.

Cost

£33.33 + VAT

Can be purchased multiple times

Development Worker Support 1 to 1 Meeting

For Childminders who have used up their core offer of free 1-to-1 meetings and would like further support from their named development worker.

This package provides you with up to half an hour of support at one of 13 venues across the borough: [libraries](#) or [Children and Family Centres](#).

After purchasing this package please contact your development worker directly to find a mutually convenient time and place for the support to take place.

Cost

£8.33 + VAT

Can be purchased multiple times

[Click to book online](#)

Early Years Bespoke Packages

Early Years Business Services Support

Site visit from our Early Years Business Consultant to provide support which is tailored around the needs of the provider.

At the visit, we can cover:

- Legal requirements of setting up a company, charity or as a sole trader
- Occupancy projection
- Planning for delivering free early education places for working parents
- Fee strategies
- income and expenditure projections
- Business Health Check
- Budgets
- Cash Flow
- Policies and procedures
- Undertaking market research
- Developing and evaluating a Marketing plan
- Recruitment support , selection and interview, induction
- Training needs analysis
- Mentoring and coaching of individuals and teams
- Data Protection & GDPR

*The Business consultant will speak to the provider to ascertain the area of need/number of days required before the site visit is booked.

Cost: £350 per day

Venue: At the Setting

Can be purchased multiple times subject to availability

Early Years Premises, Health & Safety Support

Site visit from our Early Years Premises Manager to provide support which is tailored around the needs of the provider.

At the visit, we can cover:

Premises H&S Statutory Compliance such as

- Asbestos Management
 - Fire Safety
- Water Safety (legionella)
 - Gas Safety
- Electrical Safety (hard wiring)

In addition, we can offer a site inspection to offer advice on design/expansion to create additional early years spaces or specific advice related to premises concerns.

*The Premises Manager will speak to the provider to ascertain the area of need/number of days required before the site visit is booked.

Cost: £350 per day

Venue: At the Setting

Can be purchased multiple times subject to availability

[Click to book online](#)

Core Offers

We provide a core offer for different types of providers. This enables providers to receive specialist dedicated universal and targeted support.

Please note that our core offers may be subject to change on review by the Early Years, Childcare & Business Development Service in order to meet the needs of the sector.

Childminder Core Offer	Pg. 56 - 57
Early Years SEND Offer	Pg. 58
Teaching, Learning & Assessment Core Offer	Pg. 59-60
Safeguarding & Welfare Core Offer	Pg. 61
Early Help Core Offer	Pg. 62
Core offer to Settings causing concern	Pg. 63

Childminder Core Offer

The Childminding team provides a core offer to WF Childminders through the offer of Home Support and 1-1 Meetings. All registered childminders have an assigned development worker who will provide the adequate support needed to provide a high quality childcare provision.

The core offer will depend on the childminder setting.

Additional home visits may occur if requested by LADO or Head of Service, one visit by Development worker and/or team leader. Additional home visits are a cost of £40 per 2 hour visit and additional 1-to-1's are a cost of £10 per half hour for all Childminders.

Core Offer for FEEE Providers

Childminder Type	Home support	1-1 Meetings
New Childminder	Quality monitoring visit after 2 months of caring for children. Review visit to take place 6 months later. Then in line with Good/Outstanding provider..	Three, free half an hour, 1-to-1 meetings per year.
Outstanding & Good	One quality monitoring visit per rolling 12 months..	Three, free half an hour, 1-to -1 meetings per year.
Met	One quality monitoring visit per rolling 12 months. BUT only once caring for children.	One free half hour 1-to-1 appointment each year when not caring for children. Once caring for children three, free half an hour, 1-to-1 meetings per year.
RI/Satisfactory	Team around the Childminder (TAS) visit at point of judgment, reviewed after 3 months. Further visit at 6 months. First year post judgment, support then reverts to as if a good setting. If provider is still causing concerns Ofsted will be contacted.	Four, free half an hour, 1-to - 1 meetings per year..
Not Met/Inadequate/ Childminders or childminders only registered on the CR register cannot be FEEE providers.		

Childminder Core Offer

Core Offer for Non- FEEE Providers		
Childminder Type	Home support	1-1 Meetings
Outstanding & Good	One quality monitoring visit per rolling 18 months.	Two, free half an hour, 1-to -1 meetings per year.
Met	One quality monitoring visit per rolling 18 months. BUT only once caring for children.	One free half hour 1-to-1 appointment each year when not caring for children. Once caring for children Two, free half an hour, 1-to -1 meetings per year.
RI/Satisfactory	Team around the Childminder (TAS) visit at point of judgment, reviewed after 3 months. Further visit at 6 months. First year post judgment, support then reverts to as if a good setting. If provider is still causing concerns Ofsted will be contacted.	Four, free half an hour, 1-to -1 meetings per year.
Not Met	Team around the setting (TAS) visit at point of judgment. Once minding again, Quality Monitoring Visit after 3 months. Then visits in line with support as if Good/Outstanding provider. If concerns still remain Ofsted will be notified.	Two free 1-to-1, half hour appointments in any 6 month period while not minding. Once minding, up to 4 free 1-to-1 appointments in the next 12 months. Then as good. Additional 1-to-1's at a cost of £10 per half hour
Inadequate	Team around the Childminder (TAC) visit at point of judgment. Follow up visit after 3 months. If concerns still remain Ofsted will be notified.	Up to four free, half an hour 1-1 appointment in the 6 months post judgement.
New Childminder	Quality monitoring visit after 2 months of caring for children. Review visit to take place 6 months later. Then in line with Good/Outstanding provider.	Two, free half an hour, 1-to-1 meetings per year.
Application to become FEEE registered minder	Childminder sends through proof of eligibility. Once development worker is clear everything is in place one hour visit to sign off providers' application. Once caring for first FEEE child further one hour visit to support around the process of claiming FEEE.	N/A

Early Years SEND Core Offer

The Early Years, Childcare and Business Development Service have created a SEND Core Offer and a Targeted Offer to support and empower EYFS provision to meet the needs of children developmental delay and SEND.

EY SEND Core Offer	
Early Years PVI and EYFS Provision in Schools	Childminders
<ul style="list-style-type: none">• Support and Monitoring Termly Visit• EYFS SEND Forum• SENCO Passport• EHC Referral Support• SEND Support Meeting• Early Years Hub Newsletter	<ul style="list-style-type: none">• Termly Childminder drop-in SEND information sessions• SEND Webinars on FB group• EHC Referral Support• SEND Support Meeting• Early Years Hub Newsletter

For more information and details visit the [Early Years SEND Offer page on The Hub](#).

Teaching, Learning & Assessment Core Offer

The Teaching, Learning & Assessment Core Offer is offered to PVI's & Schools in Waltham Forest.

This is delivered through:

- A model of Early Years System Support (EYSS), where colleagues across the Early Years sector provide peer to peer support. This support is delivered via group training and on site visits.
- Early Years Foundation Stage Profile (EYFSP) Moderation
- 2 YO Moderation Project (Invite Only)

Early Years Peer to Peer support visit

Offered as part of a free core offer to Early Years settings (excluding childminders) and nursery classes in schools. Schools/settings are offered an Early Years Peer to Peer support visit once every two years. These visits are carried out by qualified teachers from teaching schools, known as Senior Leaders of Education (SLE's).

The aim of the SLE visit is:

- to provoke and support reflective dialogue and collaboration between early years Specialist Leaders of Education (SLEs) and settings leaders, around teaching and learning for pre-Reception aged children with a focus on 3-4 year olds.
- to support leaders to improve the quality of their setting and gaining successful good and outstanding Ofsted inspections through their strong and confident self-evaluation and development planning.
- To empower leaders to take responsibility for their own improvement journey, with the support of an SLE
- To know how to use the Ofsted Education Inspection Framework as a tool for evaluating their own provision
- To enable leaders to grow in confidence in their self-evaluation in readiness for Ofsted and to support ongoing improvement and development.

SLE Visits can be booked [here](#)

Teaching, Learning & Assessment Core Offer

Early Years Foundation Stage Profile (EYFSP) Moderation

Local authorities and early years education providers and education professionals with responsibility for assessing, reporting or moderating the early years foundation stage (EYFS) profile should use the EYFSP handbook, which gives guidance to help professionals complete and moderate EYFS profile judgements so that outcomes are accurate and consistent across all early years settings.

25% (15) schools to receive a moderation visit. The following criteria are considered when selecting schools for moderation:

- the presence of newly qualified teachers and practitioners new to the EYFS
- requests from the headteacher or manager
- a new senior leadership team
- Ofsted concern
- settings with an EYFS cohort for the first time
- concerns identified by the school improvement partner or LA personnel
- data anomalies
- unusual patterns of attainment
- the date and/or outcome of last external moderation visit
- non-attendance at training events

For more information on EYFSP Moderation click [here](#)

2YO Moderation Project (Invite only)

The project is free and consists of a series of training and Agreement trailing sessions, a 'critical friend' setting visit focusing on environments and Progress Check at aged 2 moderation visit.

Settings can express their interest to join the programme. We aim for all settings to join the programme over a 4 year cycle with 25% attending each year.

For more information on the project click [here](#)

Early Years Safeguarding Core Offer

The Early Years, Childcare and Business Development Service have created a Safeguarding Core Offer and a Targeted Offer to support and empower EYFS provision to implement safeguarding & child protection procedures as well as address safeguarding incidents.

EY Safeguarding Core Offer	
Early Years PVI and EYFS Provision in Schools	Childminders
<ul style="list-style-type: none">• Universal Core Visit• Desktop moderation process re the Section 11 safeguarding Audit and follow up providers with moderation visit• Early Years Hub Newsletter	<ul style="list-style-type: none">• Termly Childminder drop-in Safeguarding information sessions• Early Years Hub Newsletter

For further information click [here](#)

Early Help Core Offer

The Early Help Service have created a Core Offer and a Targeted Offer to support EYFS provision in ensuring that children and families receive the right help, at the right time, by the right people, for the right reasons, where they can access it best

EH Core Offer	
PVIs & Childminders	Benefits of Using EH Service
<ul style="list-style-type: none">• Whole family intervention• Accredited parenting programmes• Training (Early Help Threshold, Our family Journey, TAF, Family Partnership model, bespoke training)• Advice, Employment and Training• Citizen Advice• Young Carers• Access to Early Help Coordinator	<ul style="list-style-type: none">• Help settings lay out their Early Help offer• Help settings to identify children and their families that require additional support• Support the setting to assess need through an Our Family Journey Assessment• Support the setting with Team Around the Family meetings• Broker referrals to the Early Help Service and signpost to other agencies when more intensive support is required that cannot be offered by the setting• Be the interface with Children's Social Care to support referrals, advise on thresholds and update school on action being taken• Deliver training to setting, to support staff working with children and their families that require additional support

For further information click [here](#) and [here](#)

Core Offer to Settings Causing Concern

The Early Years Service have a core offer to Settings who have an Ofsted Inspection grade of Requires Improvement, Inadequate or Welfare Notices

Team around the Setting (TAS) Process

A TAS meeting is convened where a provision has been judged Inadequate (I) or Requires Improvement (RI) by Ofsted, or areas of Non-Compliance with Statutory or Contractual Requirements have been identified by the Local Authority (LA),

A TAS meeting will be arranged by the LA to provide a range of information, advice and training and challenge to assist the provider to address these areas / actions within an agreed timescales, in what is called a Focus Improvement Plan (FIP).

Who should be involved in the TAS meeting?

Managing Directors, Trustees, Headteacher, Managers/EYFS Lead and Local Authority leads

Monitoring and evaluating

The Ofsted registered person/organisation is responsible for ensuring that the actions set out in the Focus Improvement Plan are met, where these responsibilities are delegated to others, there must be a robust governance or contractual arrangements in place.

Failure to comply with the agreed actions could have a significant impact on your Ofsted registration and/or your contract with the LA to deliver FEEE places.

Conferences and Forums

Childminders Conference	Pg. 65
Early Years & Childcare Business Conference	Pg. 66
EYFS Profile Moderation Conference	Pg. 66
Early Years System Support Conference	Pg. 67
All Talk Conference	Pg. 67
EYFS SEND Forum	Pg. 68
Safeguarding Forums	Pg. 68

Conferences and Forums

The Early Years, Childcare and Business Development service run annual conferences and regular forums. These all provide opportunities for practitioners to pick up best practice to provide a quality Early Years Provision.

Conferences and Forums provide useful information and opportunities for providers to share their views on different topics with professionals from the sector. It is also an opportunity to discuss key updates with practitioners.

Attending forums will provide practitioners opportunity to:

- network
- share good practice
- review practice
- Provide/receive support
- receive briefings

Childminder Conference

The annual Childminders conference provides opportunities for practitioners to pick up best practice to provide a quality Early Years Provision.

The 2019 conference is an opportunity to hear about the changes to the Ofsted Inspection Framework with focus on Cultural Capital to prepare you for your next inspection. There will be three useful workshops on Communication and Language, Working with Babies and the Characteristics of Effective Learning.

Delegates can attend all three workshops:

1. Communication & Language: Cultural Capital/Story Telling
2. Working with Babies – Heuristic Play/Treasure Baskets,
3. Characteristics of Effective Learning

Date and Time

[16th November 2019 09:30 - 16:00](#)

Venue

City Gates Conference Centre, 25-29 Clements Road, Ilford, IG1 1BH

Cost

£10 +VAT

Click to book online

Conferences and Forums

Early Years Business Conference

The annual early years business conference is a full day session which provides information, guidance and forward planning opportunities on the business aspects required to deliver high-quality early years provision.

The conference also provides opportunities for professionals to pick up best business practices and processes from across the sector.

There are usually up to 4 workshop sessions practitioners can attend at the conference.

The next conference will be held in **May 2020**

Date and Time

May 2020 09:30 - 16:00

Venue

TBC

Cost

£30

EYFSP Moderation Conference

The Early Years Foundation Stage Profile (EYFSP) Moderation Conference is an annual event for EYFS leads or Reception Class Teachers.

The conference outlines how the moderation process will work for the academic year, the key data trends emerging locally and nationally and training via key note speakers and workshops.

It also provides networking opportunities for early years and childcare professionals.

Date and Time

[January 30th 2020 09:00 - 14:30](#)

Venue

Gilwell Park, Bury Road, Chingford, E4 7QW

Cost

£20 for LBWF Schools

£40 for Non LBWF Schools

Click to book online

Conferences and Forums

EYSS Conference

The annual early years system support conference is a full day session which provides information, guidance and forward planning opportunities on the business aspects required to deliver high-quality early years provision.

The conference also provides opportunities for professionals to pick up best business practices and processes from across the sector.

The next conference will be held in **September 2020**

Date and Time

September 2020 09:30 - 16:00

Venue

TBC

Cost

Free

All Talk Conference

The annual All Talk conference is a full day session which focuses on supporting communication and language in the early years.

Practitioners attending will have insight into:

- Best practice in supporting communication and language in the early years
- Recent research and updates from the All Talk project
- Workshops covering engaging parents and ways to develop language and communication

The next conference will be held in **October 2020**

Date and Time

October 2020 09:30 - 16:00

Venue

TBC

Cost

TBC

[Click to book online](#)

Conferences and Forums

EYFS SEND Forums

A termly EYFS SEND Forums to provide advice, training and networking opportunities for lead practitioners to support their professional development.

Dates

[25th February 2020](#)

[4th June 2020](#)

Time

09:30 – 11:30

Trainer

Early Years, Childcare & Business Development Service

Venue

Whitefield Research and Development Centre
Macdonald Rd
E17 4AZ

Cost

Free

Safeguarding Forums

The Safeguarding team offer a termly network safeguarding forum for:

- Childminders
- Designated Safeguarding Leads in Early Years
- Designated Safeguarding Leads in Schools & Colleges

Attending the forums ensure that safeguarding leads are kept up to date on the latest safeguarding issues and news.

For further information on the safeguarding forums click [here](#) .

Click to book online

Key Contacts

For Early Years, Childcare & Business development service training queries,
please contact EYtraining@walthamforest.gov.uk or 02084962909

For Safeguarding training queries,
please contact Safeguardingineducation@walthamforest.gov.uk

For Hub registration and queries,
please contact thehub@walthamforest.gov.uk

For WF Traded services registration queries,
please contact wftradedservices@walthamforest.gov.uk

**Early Years,
Childcare and
Business
Development
Service
Training Brochure
2019 - 2020**

