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Welcome

Welcome to the Merton Early Education and Childcare Training and Development Programme, developed and delivered by experienced and qualified Early Years professionals.

Our Early Years Advisors have a wealth of qualifications and experience and keep themselves up to date with legislative, policy and practice changes in the Early Years sector to make sure that you have the best information, assisting you in continuing to strive towards excellence.

The team have strong partnership links and access to the regional Ofsted Team and other services including Educational Psychology, Portage, Health Visiting, early help services and Merton Education Services.

It is important for us to hear what you think about the training you have used and what your professional development needs are in the next year.

We value the feedback we receive. We use feedback to help us make sure that we putting training into the offer that you have asked for. The feedback you give us is also crucial to you receiving the service you expect and that it offers value for money.

We have read and reflected on the results of the Continuous Professional Development Questionnaire 2019 and evaluations of the previous year’s training. We have developed our offer for 2020 to 2021 with this feedback in mind.

Read on to find out what’s new and why 2020 to 2021 is the best year to increase your knowledge, skills and practice.
What’s new for 2020 to 2021?

This year, we have expanded the programme to include

A new course – Learning and Development (New Ofsted Inspection) - Intent, Implementation and Impact. This course will raise awareness and understanding of the new Ofsted inspection framework.

A new course – Exploring the Curiosity Approach. This course explores the ethos of the approach and how to use it to tune into children’s innate curiosity using household items, wooden resources and objects from previous decades. This supports feedback from managers asking for more CPD linked to engaging and extending children’s learning.

A new course – Using visuals as supportive tools for children with EAL and language delay. This course has been developed in response to feedback that more training was needed to help support children with additional needs.

- 90% of providers rated Firm Foundations Network membership good value for money. This year, we are offering revised Firm Foundations membership for childminders, to incorporate key training that supports them to meet Ofsted requirements, offering great value for money.

- Working with Children with Special Educational Needs and Disabilities (SEND) – a highly regarded course receiving excellent feedback from practitioners who have attended in 2019-20. Offered with greater flexibility for 2020-2021 as practitioners will be able to attend separate modules or attend the full course and receive accreditation for The Role of the SENCo.

And back for 2020 to 2021

- The first Early Years Conference, welcomed and valued by attendees last year, will take place again and this year’s theme is SEN – A differentiated approach.

- Attendees at the first Borough Transition Meeting asked for this to be an annual event to help manage the transition of children with SEN between settings. The meeting will take place again this year with improvements based on feedback.
<table>
<thead>
<tr>
<th>You said</th>
<th>We have</th>
</tr>
</thead>
<tbody>
<tr>
<td>88% of respondents to the CPD Survey said that the 2019-20 Training Programme met their training needs.</td>
<td>This year’s training programme continues to offer the courses in highest demand every term, for example, safeguarding, SEN and inclusive practice.</td>
</tr>
<tr>
<td>Early literacy and mathematics are the areas of Early Years Foundation Stage where you have said your confidence is low.</td>
<td>There are five courses on the 2020-21 programme to support practitioners to gain the knowledge that they need.</td>
</tr>
<tr>
<td>Managing children’s behaviour and assessing children’s learning are areas where practitioners feel that knowledge is only fair.</td>
<td>These topics will be offered in the training programme again this year.</td>
</tr>
<tr>
<td>You like and use online training.</td>
<td>Added more free online training to the Universal Offer.</td>
</tr>
<tr>
<td>You wanted more new training on the programme.</td>
<td>Added three new training opportunities to the programme this year.</td>
</tr>
<tr>
<td>70% of settings used the free ‘Universal Offer of information and support’. You valued email support from and safeguarding and inclusion audits.</td>
<td>Reviewed the Universal Offer and expanded the information support and advice that providers can access for free.</td>
</tr>
</tbody>
</table>
Early Education and Childcare  ●  Training and Development Programme 2020-21  ●  6

Autism Awareness

“I will introduce the Individual Visual Timetable and the ‘now and next’ attention bucket”

“I feel more confident about working with children with autism, I would recommend for all staff… very informative and good knowledge”

“I will simplify my language, focus on non-verbal communication, offer a variety of sensory activities but according to interest and needs”

“I will introduce the ‘what’s in the bucket?’ and review the use of our universal visual environment; and introduce ‘now and next’

“Just love the hands on approach”

Accredited SEND course

“It was a very good and well prepared course, many examples and resources. Trainer had excellent knowledge”

“Each part has been really helpful when I leave I feel re-motivated. Thank you”

Maths and Problem Solving

“I extremely enjoyed this course and came away with some fantastic ideas to use in the nursery”
What is the offer?

The Government says and we know that:

“The Early Years workforce is both the biggest asset and biggest overhead for Early Years providers operating in a competitive jobs market… An effective workforce drives high quality provision, which is critical to children’s outcomes and is important to parents making childcare choices”

(Early Years Workforce Development Strategy, DfE, March 2017)

Our offer reflects the need for Early Years providers to build a highly trained workforce with the right skills and competencies to deliver early education for children at Good or above quality. It is for this reason that we offer a variety of support, advice and training options from which providers can choose. We endeavour to continue to offer great value for money which will support you in your improvement journey. The offer for 2020 to 2021 includes:

- Reviewed and expanded the well-used and valued Universal Offer

- A training programme which reflects your feedback and continues to embed best practice.

- Exciting new training opportunities – Exploring the Curiosity Approach, Ofsted Inspection, Using Visuals to Support Children with EAL

- Pay-As-You-Go Services
  - Advisory visits
  - INSET training

To find out about prices please go to pages 17 and 18
The universal Offer is a range of information freely available online for all early education and childcare providers.

Universal Offer website page

Support via dedicated email

All-year-round email advice and practice support for all providers via:
providers@merton.gov.uk and ey.funding@merton.gov.uk

Provider Bulletins

EEF Bulletin – sent from EY.funding@merton.gov.uk keeps you updated on all requirements related to early education funding

Childcare Alert - keeps you updated about any urgent changes relating to policy, public health announcements and information about maintaining the safety or wellbeing of children in your care

Training Bulletin – highlights forthcoming training sessions and gives you top tips on maintaining your Continuous Professional Development file

Business Sustainability Bulletin - shares business opportunities linked to gaps in the market, government Early Years policy and top tips on business sustainability.

Merton’s Family Services Directory and the SEND Local Offer website

Free promotion of your setting and what you offer. The FSD has over 10,000 unique visitors each month.
www.merton.gov.uk/fsd
www.merton.gov.uk/localoffer
Universal Offer

Annual Early Years Transition Meeting – a drop-in event for practitioners to discuss and engage information for children with SEN and additional needs to aid smooth transitions. Early Years Inclusion Advisors will be present to support.

Healthy Year Years London (HEYL)
All Early Years settings and childminders can apply for free to take part in HEYL bronze, silver and gold awards. These providers will be able to attend a termly network meeting to support them through the award process.
HEYL Website

Special Educational Needs and Disabilities
Access to support, advice and guidance from our Inclusion Advisors

Free online training around Female Genital Mutilation (FGM) and The Prevent Duty for staff in Early Years settings

Fully-funded online training in Nutrition, Healthier Food and Special Diets Foundation Course with the Virtual College, based on the Level 2 Award in Healthier Food and Special Diets (limited places available)

Additional support for funded early education providers
Making sure that all children in receipt of funded early education are having the highest quality experiences and achieving the best outcomes. This forms part of the limiting conditions set by central Government.

- Annual SEN and Inclusion Practice Review
- Annual Safeguarding Review
- Funding Audit for selected providers
- Termly Headcount Support

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The Firm Foundations Network

Last year we introduced the Firm Foundation Network. The network is designed to give owners, managers and leaders access to best practice information, national and local updates and hear from your peers on what works well and raises the quality of the provision.

The network is a popular peer-to-peer networking opportunity and 90% of you told us that it offers value for money. We will therefore continue to offer this network this year for PVIs, including the Early Years Conference, plus new CPD sessions and resources at Manager’s and Leaders Meetings.

Childminders told us that they would value training. For childminder Firm Foundations membership for 2020-21, we are offering a Saturday training day, plus certificated training as part of each Childminder Meeting. Childminder membership offers great value for money with three CPD opportunities at the meetings plus a whole day’s training included.

Private, voluntary and independent settings

Firm Foundations Membership

This network offers managers and leaders an update on recent local and national practice developments or statutory requirements, including those relating to SEN and inclusion. Peer-to-peer engagement will be at the heart of these events, offering opportunities to share best practice and challenge one another, ensuring an effective and robust development tool for leaders and managers to reflect on their current practice and embed practice changes into their improvement cycle. Maximum of 90 places available.

- 3 x Manager and Leaders Meetings
- 3 x SENCo Meetings
- Firm Foundations Bulletin giving you all the information, best practice, case studies shared at the meetings and more
- A place at the Early Years Conference, including training workshops (subject to availability)
Childminders

Firm Foundations Network Membership

Join the network and you can attend the Childminder Meetings, providing opportunities to share best practice, enjoy peer-to-peer engagement and receive updates on local and national practice developments. Each meeting will also include a training session and certificates will be provided. New for 2020-21, membership also includes a full day of training on one of three Saturdays (one is offered each term).

- 3 x childminders meetings including training sessions (certificates provided)
- Firm Foundations Bulletin giving you all the information, best practice, case studies shared at the meetings and more
- One Saturday training day – choose from one of three Saturdays: Saturday 13 June 2020, Saturday 7 November 2020 or Saturday 20 March 2021. This will give you either one full-day course or two half-day courses on the Saturday you choose. The training on offer includes safeguarding, SEN and inclusion, behaviour and early development. Book via mertoncpd.co.uk. More details are provided on the Childminder Firm Foundations 2020-21 leaflet brochure (email providers@merton.gov.uk for a copy)

Membership and meetings

Firm Foundations Network membership includes one place per setting / childminder at each meeting session. All meetings are offered on a first-come first-served basis and places at sessions are subject to availability.

Providers may attend any Firm Foundations meeting if they are not a member, but you will be charged at the ½ day training rate of £40 per person per session attended.

What you said about training in 2019-20

share ideas        great activities
informative        helpful
engaging

good handouts
confidence
great resources

success
interactive

thanks

useful scenarios
supportive

amazing trainer, very

knowledgeable

Early Education and Childcare ● Training and Development Programme 2020-21 ● 11
Early Years Conference
Tuesday 20 October 2020

Our 2020 Early Years Conference title is **SEN – A differentiated approach**. Two keynote speakers: Richard Hirstwood and Cricket Green School plus a selection of workshops. A free place for each PVI setting with Firm Foundations Network Membership 2020-21

Borough Transition Meeting

Wednesday 10 June 2020

This is a fully-funded drop-in event for Early Years practitioners in PVIs and schools to use for their transition meetings. You can discuss and exchange information to ensure children make a smooth transition into school.

Suitable for PVI practitioners and school Early Years teaching staff in settings with children currently receiving SEN Support, EAL, with Child Protection plans, LAC, CASA, for example. Places can be reserved at [www.mertoncpd.co.uk](http://www.mertoncpd.co.uk) Event code: EYMEET20/108
Merton’s comprehensive training programme is open to providers from across Merton. You can find out more on the following pages and book places at mertoncpd.co.uk

Our programme supports the evidence from research that continuing professional development enables staff to improve the learning environment and outcomes for children.

This training programme reflects the feedback given by providers about their setting’s needs, changing Ofsted requirements and/or Government legislation. It supports progress and attainment outcomes at the end of the Early Years Foundation Stage, particularly for children who are at risk of poor outcomes (including children with SEN and those eligible for the Early Years Pupil Premium).

We know from our Workforce Development Survey 2019 that providers in Merton value the training that is offered, and that 88% of you said that the programme met your training needs.

The Training Programme provides morning, afternoon and all-day training sessions. For details of each of the training courses, see pages 20 to 31.

For the 2020-2021 programme, training is charged for as it is taken-up.

Please note: if you wish to purchase INSET training, you can do this as a pay-as-you-go service (see the following page).
Pay-As-You-Go Services

We have developed a range of services that you can buy separately or you can create a bespoke package to meet your individual needs.

Bespoke advisory visits

Providers may also wish to purchase enhanced support, advice and training separately. Areas of support can include:

- Mock Ofsted visit
- Support and advice around learning and development (observation, assessment and planning, resources, learning environment)
- Advice around leadership and management including safeguarding, SEN and developing effective systems
- Compulsory Childcare Register Quality Practice Review
- Pre-registration advice / site visit for providers who have applied to be registered with Ofsted.

INSET training

Providers may also wish to purchase INSET training (training delivered within the setting).

INSET training in the subject areas overleaf can be arranged for you
<table>
<thead>
<tr>
<th>Course Area</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic safeguarding and refresher</td>
<td>Science for 3 and 4-year-olds</td>
</tr>
<tr>
<td>Safeguarding for room leaders and seniors</td>
<td>Social Interaction</td>
</tr>
<tr>
<td>Basic SEN and refresher</td>
<td>Brain, Finger and Dough Gym</td>
</tr>
<tr>
<td>Maths for 2 and 3-year-olds</td>
<td>Behaviour Strategies</td>
</tr>
<tr>
<td>Language groups 1</td>
<td>Attention Autism – stage 1 and 2</td>
</tr>
<tr>
<td>Language groups 2</td>
<td>Attention Autism – stage 1 to 4</td>
</tr>
<tr>
<td>Assessing children’s progress</td>
<td></td>
</tr>
</tbody>
</table>
# Training and Development Pricing

<table>
<thead>
<tr>
<th>Offer</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Universal Offer</strong></td>
<td><strong>FREE for all providers</strong>&lt;br&gt;The Universal Offer is fully funded. Please refer to pages 8 to 9 for details of the offer</td>
</tr>
<tr>
<td><strong>Firm Foundations Network (PVIs and childminders only)</strong></td>
<td><strong>£85 per person</strong>&lt;br&gt;Firm Foundations Network for PVIs – includes a place at 3 x Managers and Leaders meetings, a place at 3 x SENCo meetings, Firm Foundation bulletins, Early Years Conference place</td>
</tr>
</tbody>
</table>

Network meetings and training course places are subject to availability.

**Training Programme**

<table>
<thead>
<tr>
<th>Training Programme</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM or PM training per person</td>
<td><strong>£40</strong></td>
</tr>
<tr>
<td>All day training per person</td>
<td><strong>£60</strong></td>
</tr>
</tbody>
</table>

Providers can request places via www.mertoncpd.co.uk and will be invoiced half-termly after attending courses.

**Pay-As-You-Go Services**

<table>
<thead>
<tr>
<th>Early Years Conference place</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 October 2020 (can be confirmed once PVI Firm Foundations members have confirmed their places.)</td>
<td><strong>£100</strong></td>
</tr>
</tbody>
</table>
Advisory Packages

<table>
<thead>
<tr>
<th>Advisory visit</th>
<th>2 hours</th>
<th>£55 (Monday-Friday, between 9am and 5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory visit/s</td>
<td>4 hours in total</td>
<td>£100 (Monday-Friday, between 9am and 5pm)</td>
</tr>
<tr>
<td>Advisory visit/s</td>
<td>6 hours in total</td>
<td>£135 (Monday-Friday, between 9am and 5pm)</td>
</tr>
</tbody>
</table>

INSET (in-house) packages

<table>
<thead>
<tr>
<th>INSET* training</th>
<th>up to 2 hours</th>
<th>£200 (Monday-Friday, between 9am and 5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSET* training</td>
<td>up to 3 hours</td>
<td>£280 (Monday-Friday, between 9am and 5pm)</td>
</tr>
<tr>
<td>INSET* training</td>
<td>up to 4 hours</td>
<td>£360 (Monday-Friday, between 9am and 6pm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£800 (Saturdays, between 9am and 1pm)</td>
</tr>
</tbody>
</table>

Only certain training is available to book for INSET, please refer to page 16.
It may not always be possible to meet all your booking requests. For example, we may not always be able to offer you your first preference of day due to staffing commitments.
Venues and refreshments are the responsibility of the setting. Please make sure that the venue provided is appropriate for training e.g. adult sized chairs etc. If you are unable to provide a venue, please contact the Early Years team about availability and costs. Early Years staff will use their own IT resources and provide handouts.

Charges are for up to 20 delegates. Additional delegates: £10 per person. Two or more providers could collaborate and share inset training to reduce the cost for individual settings.

Bespoke Training

Providers can request a bespoke package that is not part of the current training on offer. Place your request by completing the Pay-As-You-Go Service Request form (see below - Appendix 2, page 34). This will be agreed and costed separately.
How to purchase services

Training Courses

You may book Early Years and Childcare training published on the Merton CPD website at www.mertoncpd.co.uk Terms and conditions apply

For details of courses, please see pages 21 - 31. Details are also provided at www.mertoncpd.co.uk

An invoice will be sent to providers every half term after the training events have been delivered.

Firm Foundations Network

To join the new Firm Foundations Network, please complete the order form (Appendix 1, page 33) and return to providers@merton.gov.uk

Membership of the network includes one place at each meeting across the year which can be used by different staff. However, if you want to send two staff to all the meetings, you will need to purchase two memberships. Alternatively, an additional member of staff will be charged £40 per meeting attended.

Pay-As-You-Go services

Place your request by completing the Pay-As-You-Go Service Request form (Appendix 2, page 34) and returning it to providers@merton.gov.uk. Forms will be processed as soon as possible after receipt and you will be invoiced.

Invoices should be paid in full immediately on receipt via the Merton website at www.merton.gov.uk/pay-a-bill Merton Council reserves the right to withdraw access to services where payment of an invoice is not made promptly.
Training Courses

Safeguarding Children

Safeguarding children in the early years

Suitable for PVI practitioners, school Early Years teaching staff, childminders

Overview

If you work with children aged under 5, you have a responsibility to help to protect them. This course will make sure you are aware of your roles and responsibilities in relation to safeguarding, child protection and the welfare of children.

Dates

- Friday 22 May 2020 a.m.
- Saturday 13 June 2020 a.m.
- Saturday 7 November 2020 a.m.
- Friday 5 March 2021 a.m.
- Saturday 20 March 2021 p.m.

Outcomes

- Understand the legal frameworks and guidance
- Become familiar with referral documents
- Be able to recognise indicators of abuse
- Understand the role of MASH
- Know when and how to deal with your concerns
- Understand what you should do if an allegation is made against a member of staff/childminder

Safeguarding Children

Designated Safeguarding Lead 2 - (safe premises, safe culture, safe recruitment, safe procedures)

Suitable for Designated safeguarding leads and deputies, PVI Practitioners, Nursery / Preschool Owners, School Early Years Teaching Staff

Overview

This course aims to cover all aspects of managing a safe Early Years PVI setting in relation to Ofsted legislation and the requirements you must meet to keep children safe. It will cover safe practices, health and safety, safe record keeping, notification to Ofsted, safe culture, safe recruitment, dealing with allegations and undertaking investigations under disciplinary procedures. You will find out about real case reviews where failure to provide a safe environment has led to children being harmed by staff. If you are an owner or manager of a nursery, or in a deputising role, this course will enable you to reflect on your own setting’s ability to keep children safe.

Dates

- Friday 12 June 2020 All day
- Friday 22 January 2021 All day

Outcomes

- Develop an in-depth understanding of the legislation and guidance laid out
- Understand why there must be safe recruitment procedures in place to protect children
- Understand how a safe culture can be created and maintained and learn lessons from serious case reviews
- Develop a greater understanding of the role of the LADO
- Gain a greater insight of the importance of risk assessment and safe procedures
Safeguarding Children

Designated Safeguarding Lead refresher for childminders

Suitable for childminders

Overview

This refresher training is only for childminders who have completed a full day Designated Safeguarding Lead training course for childminders within the last 3 years. This course aims to remind you of your responsibility as a childminder to take lead responsibility for safeguarding children in your setting and to ensure that you still know how to fulfil your legal requirement under Ofsted to keep children safe and protect them from harm. This course should be undertaken every 2 to 3 years to ensure you remain suitable to fulfil your role.

Dates

Saturday 13 June 2020 a.m.
Saturday 20 March 2021 a.m.

Outcomes

✓ Refresh your understanding of the legislation and guidance surrounding child protection and the expectations of the designated safeguarding lead within this
✓ Gain confidence in assessing levels of risk based on concerns and writing a referral to MASH that meets the threshold
✓ Refresh your understanding and confidence of your role as safeguarding lead when children are on a child protection plan or are 'looked after'
✓ Refresh your understanding of the role of the LADO and procedures to follow when allegations have been made or when there are concerns about the suitability of childminder/assistants or other members of a childminder’s household

Safeguarding Children

Designated Safeguarding Lead refresher for PVIs

Suitable for; Designated safeguarding leads and deputies, PVI Practitioners, School Early Years Teaching Staff (There is a separate course for childminders)

Overview

This course is for managers, owners and deputies who have lead responsibility for ensuring children are safe and Ofsted requirements are met. Those booking on should have previously attended both DSL full day courses (1&2) within the last three years, and now need to refresh their training. This course provides in-depth information to ensure that you can continue to fulfil the legal requirements of your role. It is recommended that this course is undertaken once every three years.

Dates

Friday 26 June 2020 All day
Friday 5 March 20201 All Day

Outcomes

✓ Refresh your understanding of the legislation and guidance surrounding child protection and the expectations of the designated safeguarding lead within this
✓ Gain confidence in assessing levels of risk based on concerns and writing a referral to MASH that meets the threshold
✓ Refresh your understanding and confidence in the role of the safeguarding lead when children are on a child protection plan or are 'looked after'
✓ Refresh on the safeguarding lead’s role in ensuring all staff are familiar with policies and procedures and know what to do if they have a concern
✓ Refresh on the role of the LADO and procedures to follow when allegations have been made or when there are concerns about the suitability of staff
**Safeguarding Children**

*Designated Safeguarding Lead 1 – taking the lead for handling concerns*

Suitable for new designated safeguarding leads and deputies, PVI Practitioners, School Early Years Teaching Staff (There is a separate course for childminders)

**Overview**

Do you have lead responsibility for safeguarding children in your Early Years setting or do you deputise for the safeguarding lead? This course will give you in-depth understanding so you can fulfil the legal safeguarding requirements of your role in relation to dealing with concerns about children and ensuring your staff understand their role within this.

**Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 25 September 2020</td>
<td>All day</td>
</tr>
<tr>
<td>Friday 26 February 2021</td>
<td>All day</td>
</tr>
</tbody>
</table>

**Outcomes**

- Develop an in-depth understanding of the legislation and guidance surrounding child protection and the expectations of the designated safeguarding lead within this.
- Gain confidence in assessing level of risk based on concerns and writing a referral to MASH that meets the threshold.
- Develop understanding and confidence of the role of the safeguarding lead when children are on a child protection plan or are ‘looked after’.
- Understand the safeguarding leads role in ensuring all staff are familiar with policies and procedures and know what to do if they have a concern.

---

**Safeguarding Children**

*Designated Safeguarding Lead (DSL) Training for childminders*

Suitable for childminders

**Overview**

This course is for newly registered childminders or those who have never undertaken designated safeguarding lead training before, or have not done so for more than 5 years. As a childminder you have the lead responsibility for safeguarding children in your Early Years setting. This course provides you with in-depth understanding of how you can fulfil your legal requirements to keep children safe and protect them from harm.

**Date**

Saturday 7 November 2020   All day

**Outcomes**

- Develop an in-depth understanding of the legislation and guidance surrounding child protection and the expectations of you as the designated safeguarding lead within this.
- Gain confidence in assessing level of risk based on concerns and writing a referral to MASH that meets the threshold.
- Develop understanding and confidence in the role of the safeguarding lead when children are on a child protection plan or are ‘looked after’.
- Know you must make sure all staff are familiar with policies and procedures and know what to do to ensure that children are safeguarded.
- Develop a greater understanding of the role of the LADO and the procedures to follow when allegations have been made, or when there are concerns about the suitability of assistants or other members of a childminder’s household.
- Understand the overall requirements of Ofsted in relation to safeguarding children.
## SEND and Inclusion

### SENCo Training for PVIs

Suitable for SENCo's in PVI settings and school Early Years teaching staff

<table>
<thead>
<tr>
<th>Overview</th>
</tr>
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<tbody>
<tr>
<td>Are you confident in using the ‘graduated approach'? Can you write and implement a child’s support plan when needed? This course prepares SENCo's and teaching staff to meet the needs of children with SEN in Early Years settings and nursery / reception classrooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 5 June 2020 All day</td>
</tr>
<tr>
<td>Friday 12 March 2021 All day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Develop your understanding of legislation, such as the SEN Code of Practice 2015, and the role of SENCo's in supporting children with SEN</td>
</tr>
<tr>
<td>✓ Be able to apply the graduated approach to use when working with children with SEN and develop confidence to implement SEN Support plans</td>
</tr>
<tr>
<td>✓ Develop an understanding of how to overcome barriers and put effective interventions and strategies into place to support children with SEN</td>
</tr>
<tr>
<td>✓ Understand the evidence that should be gathered when making referrals to other professionals and when applying for an EHC Needs Assessment</td>
</tr>
</tbody>
</table>

## SEND and Inclusion

### Raising awareness of SEN and inclusive practice

Suitable for childminders, all practitioners in PVIs and primary schools

<table>
<thead>
<tr>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>What should you do if you have concerns about a child's development in the Early Years or feel they may have special educational needs (SEN)? This course covers what must be put in place according to Ofsted and brings you lots of practical activities and ideas. These will support you to know how to assess when a child may have additional needs and know what interventions may work best to help those children make progress. It will help you to think about inclusive practices which will help you to make sure that all children take part or receive differentiated support to enable them to take part.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 13 June 2020 a.m.</td>
</tr>
<tr>
<td>Saturday 7 November 2020 a.m.</td>
</tr>
<tr>
<td>Friday 19 March 2021 a.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Understand the key themes of the SEN Code of Practice 2015 and what this means for Early Years practitioners</td>
</tr>
<tr>
<td>✓ Discover strategies which can be used to support children with SEN or developmental delay</td>
</tr>
<tr>
<td>✓ Become familiar with the documents that are used to enable Early years settings to put SEN Support in place for children with SEN or developmental delay</td>
</tr>
</tbody>
</table>
### SEND and Inclusion

**Rethinking children's behaviour in the Early Years**

Suitable for all Early Years practitioners and childminders

**Overview**
This course looks at child development in relation to children's behaviour and emotional well-being and the 'typical' behaviours you may see in young children. It considers the possible reasons behind the behaviour of children aged under five and when to be concerned. The course will provide you with practical approaches you can adopt to manage challenging behaviour and top tips to use in your setting that really do make a difference.

**Dates**
- Saturday 13 June 2020  p.m.
- Friday 20 November 2020  a.m.
- Saturday 20 March 2021  a.m.

**Outcomes**
- Become familiar with the documents that are used to enable Early years settings to support children's behaviour
- Know how to identify concerning behaviour
- Discover ways to manage challenging behaviour

### SEND and Inclusion

**A holistic approach to language development**

SENCos in settings and schools, PVI practitioners, childminders

**Overview**
How children learn language from the moment they are born and how practitioners can support children to make progress using a range of interventions. These include small group, adult led approaches, as well as everyday interactions with children at their chosen play and effective language rich story times.

This course will include practical hands-on activities and give you lots of ideas to take back to your setting.

**Dates**
- Friday 26 June 2020  All day
- Friday 26 February 2021  All day

**Outcomes**
- Raise your awareness of the role you have in making the difference to children’s language development and
- Know how you can make changes in your environment, planning and day to day interactions that will make all the difference for children who may either have a communication delay or who are not making expected progress
### SEND and Inclusion

#### The role of the SENCo

**Suitable for:** SENCos, Deputy SENCos and teaching staff working in the Early Years and senior staff in PVI settings

**Overview**

Are you confident in identifying when a child has additional needs and knowing what you must do according to the EYFS Statutory Framework and the SEN Code of Practice? Can you write and implement a child’s SEN Support plan when needed? This course prepares you to fulfil your role as the named SENCo for your setting and provides practical opportunities to help you to make sure that you can meet the needs of children with SEN.

**Dates**

- Friday 2 October 2020  All day

**Outcomes**

- Understand legislation and theory to help you to gain confidence in knowing what you need to do to identify children with additional needs
- Be able to put the assess, plan, do, review cycle in place
- Work in partnership with parents and make referrals to professionals

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### SEND and Inclusion

#### Autism awareness

**Suitable for:** PVI practitioners, childminders, school Early Years teaching staff

**Overview**

Increase your understanding of Autism (ASD) and of children with social communication difficulties. This course explores structured small group teaching methods, lets you practice ‘attention autism’ type approaches, shows you communication strategies and helps you to understand sensory processing difficulties and how to support children.

**Dates**

- Friday 9 October 2020  All day
- Friday 19 March 2021  All day

**Outcomes**

- Increased understanding of Autism (ASD) and how this can impact upon a child’s development
- Be able to apply a range of strategies that can be used to support children with ASD and social communication difficulties
- Practice ‘attention autism’ type strategies and gain confidence to be able to deliver this in an Early Years setting
- Understand Sensory Processing Difficulties, and how to support children who to may be over- or under-sensitive with a range of interventions
SEND and Inclusion
Supporting communication and language, a whole setting approach
Suitable for SENCO’s, deputy SENCo’s and teaching staff working in the EYFS

Overview
The course focuses on how children acquire language and what strategies work best to support those children who may need additional support. It includes a focus on how to support children with social communication difficulties or ASD. In addition to theory there will be practical opportunities to learn how to run a language group, as well as develop children's joint attention through Stage 1 Attention Autism activities.

Dates
Friday 16 October 2020 All day

Outcomes
✓ Gain top tips for supporting communication
✓ Learn how to adapt your environment to create communication friendly spaces
✓ Be able to run a language group and develop children’s joint attention

SEND and Inclusion
Supporting children's behaviour and social skills
Suitable for SENCos, teachers and senior staff with responsibility for behaviour management

Overview
The course looks at the different types of behaviour children may have, and looking at how to promote children’s emotional well-being. It will focus on the interventions and strategies that can be implemented when children are exhibiting challenging behaviour, as well as those which will benefit children struggling to interact socially with others. This training will include legislation and theory, as well as practice, which can support positive outcomes for children.

Dates
Friday 13 November 2020 All day

Outcomes
✓ Learn how to write ABCC charts
✓ Know how to identify effective interventions
✓ Be able to deliver social skills activities and 3 Attention Autism Activities
SEND and Inclusion
Supporting children with sensory impairment, sensory integration difficulties and physical difficulties

Suitable for SENCO's deputy SENCO's or teaching staff working within the EYFS

Overview
This course covers how to support children with a hearing or visual impairment. It will also focus on sensory integration difficulties. It also looks at how to support those children who may have a physical delay and includes using either forward or backwards chaining in order to break tasks down into very small steps, to enable the child to achieve.

Friday 27 November 2020 All day

Outcomes
✓ Be able to apply strategies that can work well within your setting
✓ Know the interventions that can work best when a child is showing signs of being over or under responsive in relation to their senses
✓ Be able to use forward or backward chaining

SEND and Inclusion
Using visuals as supportive tools for children with EAL and language delay

Suitable for childminders, PVI Practitioners, school Early Years teaching staff

Overview
This course focuses on practical everyday things you can do to support children to develop their understanding and speaking, using a range of picture and photo cards, visual timetables, objects of reference, books and story-telling. You will find out about and gain confidence in using a range of methods that will support children and enhance their communication and language, particularly those children who are learning English as an additional language or children who have a language delay.

Dates
Saturday 20 March 2021 p.m.

Outcomes
✓ This is a practical, hands on session, which will help you to create a language-rich environment and plan language-rich opportunities back in your setting
✓ Discover the different interventions and practice using a range of visuals
✓ Understand how to support children with EAL
SEND and Inclusion

SENCo training for childminders

Suitable for childminders

Overview
Are you confident in identifying when a child has additional needs and knowing what you must do according to the EYFS Statutory Framework and the SEN Code of Practice? Can you write and implement a child’s SEN Support plan when needed? This course prepares you to fulfil your role as the named SENCo for your setting and will help you to make sure that you can meet the needs of children with SEN.

Dates
Saturday 20 March 2021 a.m.

Outcomes
- Develop your understanding of legislation, such as the SEN Code of Practice 2015 and the role of SENCos in supporting children with SEN.
- Understand the graduated approach to use when working with children with SEN and develop confidence to implement SEN Support plans.
- Develop an understanding of how to overcome barriers and put effective interventions and strategies into place to support children with SEN. Understand how to support children with EAL.
- Understand the evidence that should be gathered when making referrals to other professionals and when applying for an EHC Needs Assessment.
EYFS Professional Development

Exploring the Curiosity Approach

Suitable for: PVI practitioners, childminders, owners/managers

Overview

This course supports practitioners to think about the Curiosity Approach and how elements of this practice can be incorporated into their own setting. It explores the ethos of the curiosity approach, which is to tune into children's innate curiosity through a back to basics approach, using household items, wooden resources and objects from previous decades to alight children's ability to explore, discover and figure things out. You will learn you can use this approach to tune into children's innate curiosity and give them confidence to develop their own theories about the incredible world around them, as well as to expand their vocabulary to describe what they are seeing, thinking, hearing and experiencing.

Dates

Friday 5 June 2020  a.m.
Saturday 20 March 2021  p.m.

Outcomes

✓ You will develop a greater understanding of the Curiosity Approach and how this works in practice.
✓ You will gain confidence in identifying the benefits of this approach with children and relaying this approach back to other staff within your setting

EYFS Professional Development

Learning and development in a childminding setting (New Ofsted inspection) - Intent, Implementation and Impact

Suitable for childminders

Overview

This course will raise childminders' awareness of the new Ofsted inspection framework in relation to the Learning and Development requirements. It will focus on Intent, Implementation and Impact, and how this works in a childminding setting. You will be involved in discussions around how the curriculum is delivered within a home setting and how this enhances children’s learning, as well as looking at how outings and attending groups can support overall delivery.

Dates

Saturday 13 June 2020  p.m.

Outcomes

✓ You will gain a greater understanding of the new Ofsted inspection process in relation to learning and development
✓ You will understand what Intent, Implementation and Impact means and gain confidence in relating this to your own setting
### EYFS Professional Development

#### Developing problem solving and scientific thinking

**Suitable for:** PVI practitioners, school Early Years teaching staff, childminders

**Overview**

This course aims to equip you with the understanding of how children learn problem solving and scientific thinking through play, as long as they have opportunities to discover and investigate the world around them, and how you as a practitioner can promote curiosity and critical thinking by providing a dialogue of discovery. The course will provide you with ideas of how you can promote the 5 counting principles and enhance children’s ability to problem solve and think mathematically, as well as promoting a ‘scientific’ environment, where you encourage children to observe, explore, classify, predict and estimate. There will be opportunities to be ‘hands on’ and undertake practical activities.

**Dates**

Saturday 13 June 2020  p.m.

**Outcomes**

- You will know how to develop a scientific environment in your own setting and encourage children to investigate.
- You will understand how children learn scientific thinking and problem solving through their play.

### EYFS Professional Development

#### Learning & Development in a PVI setting (New Ofsted inspection) - Intent, Implementation and Impact

**Suitable for:** managers, seniors, practitioners

**Overview**

This course will raise awareness of the new Ofsted inspection framework in relation to the learning and Development requirements. Course content will focus on Intent, Implementation and Impact, and how this works in a PVI setting. It will include discussions around how the curriculum is delivered within a setting and how the focus on intent will enhance implementation and improve the impact upon children’s learning. There will also be the opportunity to think about how outings and routines can support curriculum delivery.

**Dates**

Friday 9 October 2020  a.m.

**Outcomes**

- You will gain a greater understanding of the new Ofsted inspection process in relation to learning and development
- You will understand what Intent, Implementation and Impact means and gain confidence in relating this to your own setting
<table>
<thead>
<tr>
<th>EYFS Professional Development</th>
<th>EYFS Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessing and planning for children’s progress in the Early Years</strong></td>
<td><strong>Supporting children's early reading and early writing</strong></td>
</tr>
<tr>
<td>Suitable for: childminders, PVI practitioners, owners/managers</td>
<td>Suitable for childminders and all Early Years practitioners.</td>
</tr>
<tr>
<td><strong>Overview</strong></td>
<td><strong>Overview</strong></td>
</tr>
<tr>
<td>This course supports practitioners to understand how to assess children’s progress accurately, using a range of assessment tools. The course covers children’s ‘typical’ development, and how children need to spend time practicing their skills and consolidating their learning. You will learn how to make sense of the EYFS Early Years Outcomes by breaking them down into smaller steps and thinking beyond the bullet points and how to write observations that are meaningful and relevant. The course will include how to plan next steps for children’s learning once they have been assessed and various tools will be shared.</td>
<td>Literacy has a big focus within the new Ofsted inspection framework and this provides an opportunity to develop your understanding so you can support children in this key area of their development. You will take part in lots of practical activities. This course is a practical opportunity to think about the way that children develop their literacy skills at an early stage. It will include how mark making emerges into early writing and what you can do to support children on this journey, as well as taking part in activities that support children’s early reading (phonics stage 1).</td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td><strong>Dates</strong></td>
</tr>
<tr>
<td>Saturday 7 November 2020 a.m.</td>
<td>Saturday 7 November 2020 p.m.</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td><strong>Outcomes</strong></td>
</tr>
<tr>
<td>✓ You will gain a greater understanding of using tools to accurately assess children's development</td>
<td>✓ You will gain a greater understanding of Letter and Sounds Phase 1, and how to implement this in your setting.</td>
</tr>
<tr>
<td>✓ You will feel more confident about how you need to use assessment information to plan for children’s next steps</td>
<td>✓ You will gain confidence in providing opportunities to support children’s manual dexterity and hand strength, and know how to support the stages of mark-making and writing</td>
</tr>
</tbody>
</table>
# Meetings

## Managers and Leaders Meeting

**Details**
Updates on recent local and national practice developments and statutory requirements for PVI managers and leaders. Peer-to-peer engagement offering opportunities to share best practice and challenge one another. Include a CPD session and trainer-the-trainer packs will be provided so that training can be rolled-out to staff back in the setting. *PVI Firm Foundations Network members can take one place at each meeting without charge.*

Free Headcount Support drop-ins to support funded early education providers to complete their termly Headcount take place alongside the meetings.

**Dates**
- Tuesday 19 May 2020  a.m. or p.m.
- Wednesday 30 September 2020  a.m. or p.m.
- Tuesday 19 January 2021  a.m. or p.m.

## Childminder Meeting

**Details**
Providing opportunities for childminders to share best practice, offer peer challenge as well as receive updates on local and national practice developments, including those relating to SEN and inclusion. Each meeting includes a CPD session with certificates provided. *Childminder Firm Foundations Network members can take one place at each meeting without charge.*

**Dates**
- Tuesday 23 June 2020  Evening
- Tuesday 10 November 2020  Evening
- Tuesday 16 March 2021  Evening

## SENCo Meeting

**Details**
Updates on recent local and national practice developments or statutory requirements, relating to SEN and inclusion. Peer-to-peer engagement will be at the heart of these events, offering opportunities to share best practice and challenge one another. *PVI Firm Foundations Network members can take one place at each meeting without charge.*

**Dates**
- Wednesday 24 June 2020  a.m. or p.m.
- Tuesday 10 November 2020  a.m. or p.m.
- Wednesday 17 March 2021  a.m. or p.m.

## Borough Transition Meeting

**Details**
This is a drop-in event for Early Years practitioners in PVIs and schools to use for their transition meetings. You can discuss and exchange information to help make sure children receiving SEN Support make a smooth transition from PVI setting to school. The meeting will be supported by Merton’s Early Years Inclusion Team. Suitable for PVI practitioners and school Early Years teaching staff in settings with children receiving SEN Support.

**Date**
- Wednesday 10 June 2020  a.m.
Appendix 1: Firm Foundations Network Order Form
April 2019 to March 2020

<table>
<thead>
<tr>
<th>Your details</th>
<th>Cost per place (See page 17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting / Childminder name</td>
<td></td>
</tr>
<tr>
<td>Ofsted Number</td>
<td>Postcode</td>
</tr>
<tr>
<td>Setting manager’s name</td>
<td></td>
</tr>
<tr>
<td>Childminding assistant name(s)*</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

### Membership Services

<table>
<thead>
<tr>
<th>Firm Foundations Network - number of places</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childminders - you are reminded that your Network Membership includes ONE training day: Saturday 13 June 2020, Saturday 20 November 2020 or Saturday 20 March 2021. See separate leaflet for full details</td>
<td>£</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>£</th>
</tr>
</thead>
</table>

### Full name (block capitals please)

---

### Position:

---

### Signature: 

---

### Date:

---

Please email your completed form to providers@merton.gov.uk

Forms will be processed as soon as possible after receipt and you will be invoiced. Payment of your invoice should be made in full immediately on receipt online in full immediately on receipt at www.merton.gov.uk/pay-a-bill Merton Council reserves the right to withdraw access to services where payment of an invoice is not made promptly.

* * If relevant. Childminding assistants who may access services you purchase must be named. If both you and your assistant wish to attend Childminder meetings and/or Saturday Training Day courses, you will need to purchase two network places.
Appendix 2: Pay-As-You-Go Service Request Form
April 2019 to March 2020

<table>
<thead>
<tr>
<th>Your details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting / Childminder</td>
</tr>
<tr>
<td>Email address</td>
</tr>
</tbody>
</table>

| Setting manager’s name |

<table>
<thead>
<tr>
<th>No. attendees</th>
<th>IT equipment supplied by setting</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Tick to select (see page 16 for details – the total cost will be confirmed along with your order)

<table>
<thead>
<tr>
<th>Advisory visit</th>
<th>2 hrs</th>
<th>4 hrs</th>
<th>6 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday INSET training</td>
<td>2 hrs</td>
<td>3 hrs</td>
<td>4 hrs</td>
</tr>
<tr>
<td>Saturday INSET Training</td>
<td>4 hrs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide brief details of requirements as appropriate, including suggested dates

Prices are detailed on page 18. We will contact you after we receive your order to confirm the delivery of the service(s) you have requested. Forms will be processed as soon as possible after receipt and you will be invoiced. Payment of your invoice should be made online in full immediately on receipt www.merton.gov.uk/pay-a-bill Merton Council reserves the right to withdraw access to services where payment of an invoice is not made promptly.

<table>
<thead>
<tr>
<th>Full name of person making booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>(block capitals please)</td>
</tr>
</tbody>
</table>

| Position: |

| Signature: | Date: |

Please email your completed form to providers@merton.gov.uk

<table>
<thead>
<tr>
<th>For office use only</th>
<th>Date agreed</th>
<th>Time agreed</th>
<th>Adviser initials</th>
<th>Total Cost £</th>
</tr>
</thead>
</table>