

Dear Childcare Provider,

**Welcome to the new Training Directory (April 2009 – March 2010)  
from Gateshead Early Years and Childcare Service.**

I would also like to take this opportunity to introduce myself as the Training Development Officer for the service and to inform you of our new contact details.

There have been some recent changes to the way in which we accept course bookings, the booking form itself and our cancellation policy. Please ensure that you read the 'Essential Information' part of the Training Directory prior to making any course bookings.

The Early Years and Childcare Service is committed to offering quality and relevant training to childcare providers in the Gateshead area. We will always welcome comments and suggestions for courses that will enthuse and inspire you in your practice; so please feel free to contact us with your ideas and, we will endeavour to offer them in future directories.

**By post:**

**Judith Pattinson**

Training Development Officer  
Early Years and Childcare Service  
Learning and Children  
Gateshead Council  
Tyne View Centre  
Rose Street  
Gateshead NE8 2LS

**Julie Murphy**

Monitoring Support Assistant – Training  
Early Years and Childcare Service  
Learning and Children  
Gateshead Council  
Tyne View Centre  
Rose Street  
Gateshead NE8 2LS

**By telephone, fax or email:**

Phone: +44 (0) 191 4335120  
Fax: +44 (0) 191 4335139  
[judithpattinson@gateshead.gov.uk](mailto:judithpattinson@gateshead.gov.uk)

Phone: +44 (0) 191 4335121  
Fax: +44 (0) 191 4335139  
[juliemurphy@gateshead.gov.uk](mailto:juliemurphy@gateshead.gov.uk)

Yours faithfully

**Judith Pattinson**

*Training Development Officer  
Early Years and Childcare Service*

# Essential Information

Please read carefully before returning course booking forms.

## Booking conditions

Gateshead's Early Years and Childcare Service is pleased to be able to offer a number of high quality free training courses to childcare providers in Gateshead. To ensure that courses are able to run smoothly and with a maximum attendance it is important that you read the information below in relation to course bookings.

Early booking is recommended. Bookings are taken on a first come first serve basis. Specialist and over subscribed courses such as Paediatric First Aid and Food Hygiene will be allocated a maximum of 2 places per setting.

Bookings will **only** be accepted on receipt of a fully completed application form. Return completed booking forms to:

**Julie Murphy**  
**Monitoring Support Assistant – Training**  
**Early Years and Childcare Service**  
**Learning and Children**  
**Gateshead Council**  
**Tyne View Centre**  
**Rose Street**  
**Gateshead NE8 2LS**

**Email: [juliemurphy@gateshead.gov.uk](mailto:juliemurphy@gateshead.gov.uk)**

**Please note: Telephone bookings will not be taken.**

Where a course you wish to attend is oversubscribed you will be signposted to the next available course with vacancies or, where possible, added to the course waiting list.

A confirmation letter will be sent out to you approximately two to three weeks before the course is due to take place. You must inform your manager when you receive a confirmation letter. If you do not receive a letter of confirmation and the date of the course you wish to attend is getting near please phone Julie Murphy on 0191 4335121 or email; [juliemurphy@gateshead.gov.uk](mailto:juliemurphy@gateshead.gov.uk)

## Cancellation Policy

The courses within the training directory are free to you; however they are arranged at a considerable cost to Gateshead Councils Early Years and Childcare Service. Therefore it is important that we get value for money and are able to train as many of our childcare providers as possible. It is for this reason that we must ensure that the training courses we provide are run to their maximum capacity.

**It has come to our attention that places on courses are being reserved but individuals have not attended or have cancelled their place without sufficient notice. We often have waiting lists for our courses and if we are not informed of cancellations we are unable to offer these places to other practitioners.**

**If you are a childminder this policy applies to you. If you are from an organisation/setting then this policy does not apply to you individually but to your organisation/setting.**

Any cancellations **MUST** be made at least 48 hours prior to the course start date. If you or your setting persistently fails to notify us of a need to cancel a place or does not give a valid reason for non attendance, then you or your setting may not be given priority on future courses.

You may send a colleague in your place if you are unable to attend. He/she must complete their own booking form and hand it to the trainer at the start of the course.

Delegates must sign an attendance record at the start of each course and complete and evaluation at the end of each course.

**If you need to cancel a place on a course please contact Julie Murphy on 0191 433 5121 or email: [juliemurphy@gateshead.gov.uk](mailto:juliemurphy@gateshead.gov.uk)**

## Certificates

Please check that any qualifications or training certificates you hold are relevant and up to date.

Certificates for the following courses need to be updated every three years:

- Paediatric First Aid  
(12 hour Children and Babies First Aid)
- Child Protection
- Food Hygiene
- Moving and Handling Objects

### **Paediatric First Aid (12 Hour Children and Babies First Aid)**

Places on these courses are limited. Book early if your certificate is due to expire as courses fill up extremely quickly. No changes of times or dates can be made for individuals once a booking has been received (unless in exceptional circumstances).

## Whole Staff/Group Training

It may be possible to deliver whole staff/group training to settings/groups with eight or more members. Training that may be delivered in this way could include Child Protection, Early years Foundation Stage and Self Evaluation Form training.

### **For further information contact:**

Judith Pattinson (Training Development Officer)

By email: [judithpattinson@gateshead.gov.uk](mailto:judithpattinson@gateshead.gov.uk)

In writing: Judith Pattinson  
Training Development Officer  
Early Years and Childcare Service  
Learning and Children  
Gateshead Council  
Tyne View Centre  
Rose Street  
Gateshead NE8 2LS

## Useful Information

Early Years Weblog:  
[www.gatesheadearlyyears.org](http://www.gatesheadearlyyears.org)

The weblog keeps you up to date with the development of Children's Centres in Gateshead, the Families Information Service, Solution Finder Service Directory, Early Years and Childcare Service training information and opportunities and the development of high quality early years and childcare services that are affordable, accessible and meet local need.

**For further information contact:**  
Ross Glasgow on 0191 4335125 or email:  
[rossglasgow@gateshead.gov.uk](mailto:rossglasgow@gateshead.gov.uk)

## Business Support

The role of the Business Support Officer is to provide advice and support to improving the sustainability of all Private, Voluntary and Independent childcare providers in Gateshead.

The Business Support Officer will provide guidance to potential and existing customers on a range of business issues and good business practices including the development and maintenance of an effective business plan.

The Business Support Officer also works in partnership with other agencies to give advice on specialised areas of support and information.

**For further information contact:**  
Susan Nichols  
Business Support Officer  
Early Years and Childcare Service  
Learning and Children  
Gateshead Council  
Tyne View Centre  
Rose Street  
Gateshead  
NE8 2LS

Phone: +44 (0) 191 4335128  
Fax: +44 (0) 191 4335139  
Mobile: 07833480118  
[susannichols@gateshead.gov.uk](mailto:susannichols@gateshead.gov.uk)

# The Common Assessment Framework & Lead Practitioner Training

## Who should attend?

Practitioners who working with young children

## Course content:

- Key aims & principals of the common assessment framework (CAF)
- The local perspective
- Completing a common assessment
- Team around the family
- The role of the Lead Practitioner

For more information, please contact a member of the Change for Children Team on:

**(0191) 433 3834**

Or email: [change4children@gateshead.gov.uk](mailto:change4children@gateshead.gov.uk)

# Integrated Working for Managers Training

## Who should attend?

Managers working in services or organisations supporting children, young people and/families.

## Course Content:

- Integrated Working
- Implementing & supporting integrated working tools & processes
- Information sharing
- Common Assessment Framework
- Lead Practitioner
- Early Intervention Fund
- Solution Finder

For more information, please contact a member of the Change for Children Team on:

**(0191) 433 3834**

Or email: [change4children@gateshead.gov.uk](mailto:change4children@gateshead.gov.uk)

# E – Learning Programme

To find out more about Gateshead Every Child Matters e-learning programme contact the Change for Children team on: **0191 433 3834**

Email: [change4children@gateshead.gov.uk](mailto:change4children@gateshead.gov.uk)

And start **e-learning** today!

# Information Sharing in Practice Training

## Who should attend?

- Practitioners and managers whose role involves the need to:
- Carry out common assessment (CAF)
- Take on the role of the lead practitioner
- Work as part of a team around a family
- Access ContactPoint
- Make and/or receive referrals between agencies
- Provide frontline service delivery to children, young people and families.

## Course contents:

- Information sharing as part of integrated working
- The importance of information sharing
- The latest information sharing policy and practice
- Information sharing key principles
- Overcoming barriers to effective information sharing
- Information sharing decision making
- Where to get further advice and support

For more information, please contact the Information Sharing Implementation Team on:

**(0191) 433 3829**

Email: [informationsharingimplementationteam@gateshead.gov.uk](mailto:informationsharingimplementationteam@gateshead.gov.uk)

# Gateshead Local Safeguarding Children Board Training

Safeguarding Children is everybody's business. Children rely on the care and protection of all adults in the community to keep them safe.

People who work in the public services generally in any capacity, and especially those who provide services for children and their families, have particular responsibilities to be aware that a child who they meet, or hear about, could be neglected and abused.

They are expected to be ready and well enough informed to know how to act to help keep that child safe.

Everybody needs to know how and when to respond and to feel confident that they can act in the child's best interests and in line with the responsibilities of their job

For more information, please contact a member of the Workforce Development Administration Team on: **(0191) 433 8355**

# TRAINING BOOKING FORM

## BOOKING FORM FOR COURSES ON EARLY YEARS TRAINING PROGRAMME

**PLEASE PHOTOCOPY THIS FORM AND USE AGAIN AS NECESSARY**

PLEASE COMPLETE ONE FORM PER PERSON PER COURSE, INCOMPLETE FORMS WILL NOT BE PROCESSED.

FORENAME:	SURNAME:	
JOB TITLE:	NAME OF WORKPLACE:	
FULL WORKPLACE ADDRESS:		
SETTING TELEPHONE NUMBER:		
SETTING EMAIL ADDRESS:		
QUALIFICATIONS CURRENTLY HELD:		
QUALIFICATION TITLE:	LEVEL:	DATE ACHIEVED:
NAME & DATE OF COURSE:		
COURSE TITLE:	COURSE DATE:	
DO YOU REQUIRE ANY ADDITIONAL SUPPORT IN ORDER TO ATTEND THIS COURSE? IF SO, PLEASE STATE SUPPORT REQUIRED:		
HOW WILL THIS COURSE BENEFIT YOU IN YOUR WORK?		
<b>TO BE CONFIRMED BY SETTING MANAGER</b>		
I certify that all the information provided is correct and I will inform Gateshead Early Years & Childcare Service if any of the information provided changes. I also understand that if any information is incorrect, repayment of funds may be necessary.		
PLEASE NOTE: WE ARE NO LONGER ACCEPTING BOOKINGS VIA TELEPHONE.		
Managers name: _____ Managers signature: _____		
Date: _____		

**Please return booking forms to:** Julie Murphy, Monitoring Support Assistant, Early Years and Childrens Services, Tyne View Centre, Rose Street, Teams, Gateshead NE8 2LS.  
Alternatively, email the booking form to: [juliemurphy@gateshead.gov.uk](mailto:juliemurphy@gateshead.gov.uk)



## Early Years First Aid for Babies and Children

**Day 1:** Priorities of first aid, incident management, simple record keeping, use of first aid equipment, treating unconscious casualties, resuscitation, shock management, wounds and control of bleeding and burns and scalds.

**Day 2:** Fever in children, septicemia, meningitis, sickle cell anemia, shock, fractures, poisoning, foreign objects in the ear or nose, febrile convulsions, epilepsy, Asthma, diabetes, choking in young persons and babies, resuscitation and CPR for young persons and babies.

### Course Aims:

**Day 1:** To give basic understanding of first aid and to introduce the participant to the fundamental, theoretical and practical aspects of first aid management. Enables the participant to give basic first aid during the course of their work activities.

**Day 2:** To enable the participant who is involved with the care of children or babies in the course of their work, to be able to identify, manage and treat several common injuries or illnesses associated with children and babies.

### Course Learning Outcomes:

**Day 1:** To be a competent first aider and be qualified to conduct first aid treatments in the course of their work.

**Day 2:** To be a competent first aider with reference to the care of children and babies.

### Who should attend:

Day Nurseries, Pre - schools, Out of School Clubs and Childminders

### Duration of course:

12 hours over 2 days

### Other information:

This course is 2 day event and delegates have to attend BOTH days.

### Date and venue of course/s:

**Day 1** - Thurs 23 April 09 9.30-3.30

**Day 2** - Thurs 30 April 09 9.30-3.30

**Venue:** Chowdene Children's Centre

**Day 1** - Sat 2 May 09 9.30-3.30

**Day 2** - Sat 9 May 09 9.30-3.30

**Venue:** Blaydon/Winlaton Children's Centre

**Day 1** - Tues 5 May 09 9.30-3.30

**Day 2** - Tues 12 May 09 9.30-3.30

**Venue:** Chowdene Children's Centre

**Day 1** - Fri 12 June 09 9.30-3.30

**Day 2** - Fri 19 June 09 9.30-3.30

**Venue:** Chowdene Children's Centre

**Day 1** - Wed 1 July 09 9.30-3.30

**Day 2** - Wed 8 July 09 9.30-3.30

**Venue:** Chowdene Children's Centre

### Refreshments:

Tea and coffee will be available



## Early Years First Aid for Babies and Children

**Day 1:** Priorities of first aid, incident management, simple record keeping, use of first aid equipment, treating unconscious casualties, resuscitation, shock management, wounds and control of bleeding and burns and scalds.

**Day 2:** Fever in children, septicemia, meningitis, sickle cell anemia, shock, fractures, poisoning, foreign objects in the ear or nose, febrile convulsions, epilepsy, Asthma, diabetes, choking in young persons and babies, resuscitation and CPR for young persons and babies.

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### Course Learning Outcomes:

**Day 1:** To be a competent first aider and be qualified to conduct first aid treatments in the course of their work.

**Day 2:** To be a competent first aider with reference to the care of children and babies.

### Who should attend:

Day Nurseries, Pre-schools, Out of School Clubs and Childminders.

### Duration of course:

12 hours over 2 days

### Other information:

This course is 2 day event and delegates have to attend BOTH days.

### Date and venue of course/s:

**Day 1** - Sat 12 Sept 09 9.30-3.30

**Day 2** - Sat 19 Sept 09 9.30-3.30

**Venue:** Blaydon/Winlaton Children's Centre

**Day 1** - Mon 5 Oct 09 9.30-3.30

**Day 2** - Mon 12 Oct 09 9.30-3.30

**Venue:** Chowdene Children's Centre

**Day 1** - Sat 7 Nov 09 9.30-3.30

**Day 2** - Sat 14 Nov 09 9.30-3.30

**Venue:** Blaydon/Winlaton Children's Centre

**Day 1** - Thurs 19 Nov 09 9.30-3.30

**Day 2** - Thurs 26 Nov 09 9.30-3.30

**Venue:** Chowdene Children's Centre

**Day 1** - Thurs 3 Dec 09 9.30-3.30

**Day 2** - Thurs 10 Dec 09 9.30-3.30

**Venue:** Chowdene Children's Centre

### Refreshments:

Tea and coffee will be available



## Early Years First Aid for Babies and Children

**Day 1:** Priorities of first aid, incident management, simple record keeping, use of first aid equipment, treating unconscious casualties, resuscitation, shock management, wounds and control of bleeding and burns and scalds.

**Day 2:** Fever in children, septicemia, meningitis, sickle cell anemia, shock, fractures, poisoning, foreign objects in the ear or nose, febrile convulsions, epilepsy, Asthma, diabetes, choking in young persons and babies, resuscitation and CPR for young persons and babies.

### Course Aims:

**Day 1:** To give basic understanding of first aid and to introduce the participant to the fundamental, theoretical and practical aspects of first aid management. Enables the participant to give basic first aid during the course of their work activities.

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### Course Learning Outcomes:

**Day 1:** To be a competent first aider and be qualified to conduct first aid treatments in the course of their work.

**Day 2:** To be a competent first aider with reference to the care of children and babies.

### Who should attend:

Day Nurseries, Pre - schools, Out of School Clubs and Childminders

### Duration of course:

12 hours over 2 days

### Other information:

This course is 2 day event and delegates have to attend BOTH days.

### Date and venue of course/s:

**Day 1 - Sat 16 Jan 10 9.30-3.30**

**Day 2 - Sat 23 Jan 10 9.30-3.30**

**Venue:** Blaydon/Winlaton Children's Centre

**Day 1 - Tues 26 Jan 10 9.30-3.30**

**Day 2 - Tues 2 Feb 10 9.30-3.30**

**Venue:** Chowdene Children's Centre

**Day 1 - Sat 13 Mar 10 9.30-3.30**

**Day 2 - Sat 20 Mar 10 9.30-3.30**

**Venue:** Blaydon/Winlaton Children's Centre

### Refreshments:

Tea and coffee will be available



## Food Hygiene

### Overview:

An introduction to food safety, bacteria control, high risk foods, prevention of illness, temperature control, preparation and storage of foods, personal hygiene, cleansing and disinfecting, foods and pests, food safety control and hazard spotting.

### Course Aims:

- To give the participant a fundamental understanding of food hygiene principals.
- It will enable the participant to work safely when involved with the preparation or handling of foods.

### Course Learning Outcomes:

To be competent in the safe use, handling, preparation and storage of foods.

### Methods of delivery:

Working through practical activities individually and in groups.

### Who should attend:

Day Nurseries, Pre - Schools, Out of School Clubs and Childminders

### Duration of course:

1 Full Day

### Accreditation/assessment:

Chartered Institute Environmental Health (CIEH)

### Date and venue of course/s:

Saturday 25 April 2009 9.30 – 4.30

**Venue:** Blaydon/Winlaton Children's Centre

Friday 22 May 2009 9.30 – 4.30

**Venue:** Deckham Children's Centre

Tuesday 23 June 2009 9.30 – 4.30

**Venue:** Leam Lane Children's Centre

Saturday 11 July 2009 9.30 – 4.30

**Venue:** Tyne View Centre

Friday 18 Sept 2009 9.30 – 4.30

**Venue:** Deckham Children's Centre

Monday 19 Oct 2009 9.30 – 4.30

**Venue:** Leam Lane Children's Centre

Tuesday 10 Nov 2009 9.30 – 4.30

**Venue:** Leam Lane Children's Centre

Saturday 13 Feb 2010 9.30 – 4.30

**Venue:** Tyne View Centre

Wednesday 17 March 2010 9.30 – 4.30

**Venue:** Deckham Children's Centre

### Refreshments:

Tea and coffee will be available



## Health and Safety Awareness

### Overview:

Overview of the Health and Safety Act  
First Aid – accidents and sickness including the Health and Safety (First Aid). Regulations, reporting of injuries, diseases and dangerous occurrences. Regulations – accident reporting and accident investigation procedures. Risk Assessments and method statements  
Control of Substances Hazardous to Health. Fire Prevention. Provision and use of Work Equipment Regulations.

### Course Aims:

- To raise the awareness of the issues involved in improving the health and safety of your workplace.

### Course Learning Outcomes:

To be aware of the basic health and safety issues involved in a business and will be competent to conduct risk assessments and produce method statements to control safe systems at work. To be competent in investigation both root and underlying causes of accidents and near misses with the ability to manage out future foreseeable mishaps.

### Methods of delivery:

Constant monitoring and the successful completion of several practical exercises conducted throughout the training session.

### Who should attend:

Day Nurseries, Pre-Schools, Out of School Clubs and Childminders

### Duration of course:

1 day (6 hours)

### Accreditation/assessment:

Northern Training Partnership

### Date and venue of course/s:

Saturday 27 June 2009 9.30 - 3.30

Venue: Tyne View Centre

Tuesday 15 Sept 2009 9.30 - 3.30

Venue: Chowdene Children's Centre

Saturday 28 Nov 2009 9.30 - 3.30

Venue: Chowdene Children's Centres

Wednesday 20 Jan 2010 9.30 - 3.30

Venue: Tyne View Centre

Friday 5 Mar 2010 9.30 - 3.30

Venue: Tyne View Centre

### Refreshments:

Tea & Coffee will be provided.



## Early Years Moving and Handling Objects

### Overview:

As part of the Gateshead Quality Improvement Programme, all OOSC's are encouraged to identify a member of staff to take on the role of the INCO (Inclusion Co-ordinator). This course will provide an overall awareness of Inclusion and a guide to how each INCO can support their club in ensuring their provision is Inclusive. Training is provided through a range of fun, practical and thought provoking activities.

### Course Aims:

- To raise the awareness and reduce the risk of injury or damage through incorrect moving and handling techniques.

### Course Learning Outcomes:

To be competent in identifying and using the correct methods when moving and handling objects and to be competent in conducting a moving and handling risk assessment on any lifting which has significant risk of injury or damage.

### Methods of delivery:

Constant monitoring and successful completion of several practical exercises conducted throughout the training session.

### Who should attend:

Day Nurseries, Pre - Schools, Out of School Clubs and Childminders.

Duration of course:

3 hours

### Accreditation/assessment:

Northern Training Partnership

### Date and venue of course/s:

Monday 1 June 2009 9.30 - 12.30

**Venue:** Blaydon/Winlaton Children's Centre

Thursday 1 Oct 2009 9.30 - 12.30

**Venue:** Chowdene Children's Centre

Wednesday 10 Feb 2010 9.30 - 12.30

**Venue:** Blaydon/Winlaton Children's Centre

### Refreshments:

Tea and coffee will be provided



## Basic Child Protection

### Overview:

To have a basic awareness of child protection.

### Course Aims:

To provide introductory training on how to work together to safeguard and promote the welfare of children who might be at risk of abuse and neglect.

### Course Learning Outcomes:

- To understand what is meant by child abuse and neglect
- To recognise common signs that a child may be being neglected or abused
- To understand the local interagency child protection arrangements
- To know how to act if there are concerns about a child's care or safety

### Methods of delivery:

Presentations and questions/discussion

### Who should attend:

Day Nurseries, Pre - Schools, Out of School Clubs and Childminders

### Duration of course:

2.5 Hours

### Date and venue of course/s:

Monday 18 May 2009 18.30 - 21.00  
**Venue:** Leam Lane Children's Centre

Tuesday 7 Jul 2009 9.30 - 12.00  
**Venue:** Teams Children's Centre

Thursday 17 Sept 2009 18.30 - 21.00  
**Venue:** Blaydon Youth Club

Monday 16 Nov 2009 13.00 - 15.00  
**Venue:** Chowdene Children's Centre

Monday 22 Feb 2010 9.30 - 12.00  
**Venue:** Birtley Children's Centre

### Refreshments:

Tea and coffee will be provided



## Early Years Fire Training

### Overview:

A fire safety awareness course including a live fire demonstration customised towards fire safety for those working in settings.

### Course Aims:

All delegates to have a better understanding of responsibilities of trained staff in dealing and preventing an outbreak of fire

### Course Learning Outcomes:

- Understand and implement the basics in dealing with a fire emergency
- Understand theory of fire
- Identify different types of fire extinguishers. Use fire equipment correctly on a forecourt.

### Methods of delivery:

Watching and contributing to a PowerPoint presentation, watching a relevant DVD and inviting questions / comments. Group participation in a live fire demonstration.

### Who should attend:

Day Nurseries, Pre-Schools, Out of School Clubs

### Duration of course:

2.5 hour

### Course tutor:

Graham Lynch, Ifast Ltd

### Other information:

Could you please wear suitable footwear & clothing, as there will be a practical activity outside.

### Date and venue of course/s:

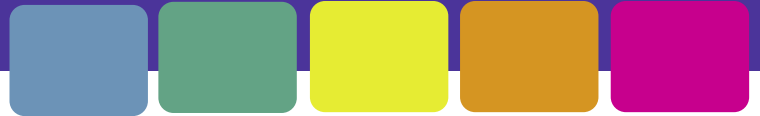
Friday 15 May 2009 9.30 - 12.00

Friday 3 July 2009 9.30 - 12.00

Venue: Tyne View Centre

### Refreshments:

Tea & Coffee will be provided.



## Early Years Disability Discrimination Act

### Overview:

Recent changes in the law will require you to make certain changes in practice within Early Years and Childcare settings. It is essential that all practitioners are aware of their responsibilities in the DDA Act.

### Course Aims:

Gain knowledge of the DDA, how DDA affects the day to day running of your service and explore what the DDA means to you.

### Course Learning Outcomes:

- Information about policies and procedures and how the legislation affects you.
- Information about your roles and responsibilities.
- Practical help and advice for you to take back and use in your own early years environment.
- Ongoing support after the training day

### Methods of delivery:

PowerPoint, group discussion and group work.

### Who should attend:

Day Nurseries, Pre-schools, Out of School Clubs and Childminders

### Duration of course:

1 Day

### Date and venue of course/s:

Saturday 3 Oct 2009 9.30 - 4.30

**Venue:** Deckham Children's Centre

Saturday 27 Feb 2010 9.30 - 4.30

**Venue:** Tyne View Centre

### Refreshments:

Tea and Coffee will be provided



## Early Years Inclusion Support Group (by IDS Team)

The Inclusion Support Group is a two hourly, informal meeting for all Out of School Providers within Gateshead. The purpose of this bi-monthly meeting is to provide the opportunity for staff from this sector to network with each other as well as obtain ideas for further Multi-cultural activities. This will be done through fun, practical activities, food tasting, games and a quiz relating to religion and culture. A limited amount of resources will be available to loan out to Clubs, for free, for each of the religions that is covered.

It is hoped that, following the roll out of the INCO training, the Inclusion Support Group will also provide an opportunity for INCO's to meet together, and to receive support from the IDS Team and each other.

Meeting Dates	Time	Focus	Venue
22 April '09	10am - 12	Judaism	St Chads OOSC, 21 Liddel Terrace, Gateshead, NE8 1YN
June '09 (date to be arranged)	10am - 12	Islam	To be arranged
October '09 (date to be arranged)	10am - 12	Hinduism/ Sikhism	To be arranged
December '09 (date to be arranged)	10am - 12	Chinese New Year	To be arranged

**Please note:** The sessions above are not training sessions, however, it is an opportunity to meet fellow OOSC workers and obtain further information about the various religions and cultures throughout the world.

Fliers will be sent out to each OOSC provider prior to each session. There will be no need to book. However, if you have any further questions, contact **Karen Curtis – 433 5127** or **Julie Foers – 433 5133**.

If you would like this information in large print, Braille, on audiotape or in a different language, please contact Karen Curtis; 0191 433 5127.



## Early Years INCO Training

### Overview:

As part of the Gateshead Quality Improvement Programme, all OOSC's are encouraged to identify a member of staff to take on the role of the INCO (Inclusion Co-ordinator). This course will provide an overall awareness of Inclusion and a guide to how each INCO can support their club in ensuring their provision is Inclusive. Training is provided through a range of fun, practical and thought provoking activities.

### Course Aims:

- All delegates to have a greater understanding of their role as an INCO and obtain a broader understanding of Inclusion.

### Course Learning Outcomes:

Understand and implement the role of the INCO within the everyday practice of the OOSC. Obtain a greater awareness of Inclusion and how to support all children within the care of the OOSC. Understand the role of the IDS Team (Inclusion Development Support Team) and the support it offers.

### Methods of delivery:

Group participation within various practical games and activities throughout the session, watching a relevant DVD, group discussion and a short PowerPoint presentation

### Who should attend:

Out Of School Clubs  
(1 person from each club who has been identified as the future INCO)

### Duration of course:

4 ½ hours

### Course Tutor:

Julie Foers and Karen Curtis (Early Years - Inclusion Development Support Team)

### Other Information

On booking, please inform Julie Murphy (4335121) of any dietary or specific requirements that you may need during the session

### Date and venue of course/s:

Thursday 30 April 2009 9.45 - 12.15

**Venue:** Tyne View Centre

Wednesday 3 June 2009 9.45 - 12.15

**Venue:** Tyne View Centre

### Refreshments:

Tea and coffee will be provided



## Early Years Inclusion Support Group

### *Do you want to find out about religion and culture?*

**Come along to the next Inclusion Support Group and meet other OOSC providers, as well as join in some fun activities and games about specific religions and cultures!!!**

**Date of next session:** 22 April '09

**Time:** 10am – 12pm

**Venue:** St Chads OOSC, 21 Liddel Terrace, Bensham, Gateshead, NE8 1YN

**Focus:** Judaism

If you would like this information in large print, Braille, on audiotape or in a different language, please contact Karen Curtis; 0191 433 5127.

### **For any further information, please contact:**

Karen Curtis on 4335127 or Julie Foers on 433 5133.

# Gateshead Early Years and Childcare Training Directory



## Spring 2009: KIDS Playwork Inclusion Project (PIP) Regional Play & Childcare Network Seminars



### Outdoor Play

The PIP Seminars will be presented in partnership with regional organisations working in play and childcare.

Following feedback from previous PIP seminars, PIP are focussing the coming round of seminars on outdoor play. The seminars will provide a local and a national speaker on recent developments in outdoor play, the opportunity for discussion and networking with other practitioners, plus some practical inclusive outdoor play input (where weather and venues permit). With this, we hope to support and encourage the many newly formed play ranger teams around the country, as well as continuing to share inspiration with our existing contacts in play and childcare teams.

The seminars aim to address some of the barriers to inclusion of Disabled children and young people in outdoor play settings, we believe elements from these solutions and the ethos behind them will be useful to other play development and childcare teams as well.

The day will offer anyone working towards inclusion in outdoor play the opportunity to

network, build on and share their experiences; showcase examples of good practice and to exchange information, advice and guidance.

These seminars take place in each of the nine government regions:

- South West:** Eden Project, Thursday 30 April 2009
- North East:** Gateshead, Friday 1 May 2009
- South East:** Milton Keynes, Tuesday 12 May 2009
- West Midlands:** Shropshire, Wednesday 13 May 2009
- London:** Hackney, Thursday 14 May 2009
- Yorkshire & Humber:** Bradford, Friday 22 May 2009

**North West, East Midlands and Eastern England to be confirmed.**

**To book your FREE place or find out about other regional dates/venues - email: [pip@kids.org.uk](mailto:pip@kids.org.uk)**

### Draft Programme:

9.45am	Registration
10.00am	Welcome and Network introductions - KIDS PIP Regional Development Officer
10.05am	Guest Speaker (1)
10.40am	Guest Speaker (2)
11.10am	Break

11.30am	Group Discussions
12.30pm	Lunch and networking
1.15pm	Outdoor Play – activity*
2.15pm	Personal action points, evaluations
2.30pm	Close and informal opportunity for further networking as venue arrangements permit.

\*where weather and venue permit. Please note this programme is subject to change

# Gateshead Early Years and Childcare Training Directory



## Leadership & Management Programme for Playworkers

A new FREE programme is being offered in the North East area in Leadership and Management for Playworkers.

Leeds Trinity & All Saints is helping to deliver this exciting package of fully funded training for leaders and managers in play. Recruitment begins from 1 April 2009 and aims to attract participants whose role requires them to think strategically about playwork as part of integrated children's services, such as:

- Middle managers in local authorities
- Play rangers and play champions
- Leaders in play pathfinder and playbuilder local authorities
- Play service managers, senior/lead practitioners

Phase one will run in March 2009. There will be further courses running between September 2009 and March 2011- in Northumberland and in Durham County or Tees Valley.

### Eligibility:

For phase one, participants must work in any of the maintained, private, voluntary or independent sectors and should be in a paid role.

As a participant in this training, you can benefit from:

- a free graduate level and high quality training programme requiring up to ten days commitment that will be delivered across a period of time
- opportunities to develop further your leadership and management skills and apply them in the context of reflective learning

- a focus on leadership and management for playwork settings in the context of integrated children's services
- training that is underpinned by the Playwork Principles
- a boost to your continuing professional development enabling you to support more and better quality play opportunities for children

As an employer that can offer this training to your employees, you can benefit from:

- Stronger and more creative leadership and management skills in your leaders and/or managers with a focus on improving further the delivery of services and outcomes for children
- Leaders and managers who embrace a strategic vision and focus for your setting in the context of integrated working
- Continuing professional development for your employees that could link to further high level training and qualifications
- Course costs fully funded by CWDC (employers are expected to support the candidate with release/cover and opportunities to apply learning back in the setting)
- Training providers delivering in every region in England

**For further information, please see our web page [www.leadstrinity.ac.uk/playworkers](http://www.leadstrinity.ac.uk/playworkers)**

### Or please contact

Heather Jones  
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0113 283 7100 x536

