

# Voluntary & Childcare Organisations

## Training Calendar

spring/summer 2015



**Training for parents, volunteers and workers involved in toddler groups, playgroups, creches, children's groups, after school care clubs, youth clubs, childminders, private nurseries, community education associations, voluntary organisation management committees and neighbourhood networks**

# Welcome...

to the Voluntary & Childcare Organisations  
Training Calendar Spring/Summer 2015



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## Who is this training for?

Parents, workers and volunteers involved in:

- toddler groups
- playgroups
- afterschool care
- childminders
- play schemes
- crèches
- community development trusts
- community education associations
- school PTAs
- youth clubs
- gala committees
- private nurseries
- baby groups
- children's clubs

**Please note:**

*This training is not for those that work within the public sector.*

# Who we are and what we are about

We are a multi agency group who specialise in parent support, childcare, child development, play and health & wellbeing. Our training is continuously being developed in line with current childcare thinking as well as from feedback from course evaluations.

The courses are free\*\* and provide an introduction to a range of topics and opportunities for participants to explore ideas, increase confidence and develop new skills, which we hope, will support you and your organisation within West Lothian

Please refer to the 'terms, conditions & booking process' when completing the application form.

We hope you find the training calendar useful in developing your knowledge, confidence and skills and look forward to seeing you on your courses.

*\*\*All courses are free of charge, although for those who book and fail to attend a £20 administration fee will apply.*

## **The Voluntary & Childcare Organisations Training Calendar working group members:**

### **Rhonda Archibald**

Health Improvement Team, West Lothian Council/NHS Lothian

### **Jo Dinning**

Early Years & Childcare Partnership, West Lothian Council

### **Lesley Keirnan**

Community Regeneration, West Lothian Council

### **Ruth Sherpa**

Scottish Childminding Association

### **Administration**

Voluntary & Childcare Organisations Training Calendar

Tel: 01506 281078

email: [training1@westlothian.gov.uk](mailto:training1@westlothian.gov.uk)

**This training calendar is supported and funded through the Early Years and Childcare Partnership, Community Regeneration and the Health Improvement Team**

# health and wellbeing

## Basic first aid

Delivered by: **Bags First Aid**

<b>Saturday 7 March</b>	<b>9.30am – 4.30pm</b>	<b>Armada Community Centre</b>
<b>Saturday 28 March</b>	<b>9.30am – 4.30pm</b>	<b>Carmondean Community Centre</b>
<b>Saturday 9 May</b>	<b>9.30am – 4.30pm</b>	<b>Forrestbank Community Centre</b>
<b>Saturday 23 May</b>	<b>9.30am – 4.30pm</b>	<b>Blackburn Community Centre</b>
<b>Saturday 6 June</b>	<b>9.30am – 4.30pm</b>	<b>Uphall Community Centre</b>

This course provides a Basic First Aid certificate particularly relevant for childcare workers and volunteers in childcare settings. Certificates are valid for 3 years and will be issued at the end of training based on full attendance. This course is sufficient for the Care inspectorate.

Please wear trousers and trainers for these practical sessions.



## CALM – the art of managing stress

Delivered by: **West Lothian Council Community Learning & Development**

<b>Saturday 14 March</b>	<b>10am – 3pm</b>	<b>Bathgate Partnership Centre</b>
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In a chaotic and stress filled world, it is important to understand your levels of stress, the difference between good and bad stress and how to manage this to ensure your health and wellbeing remains intact.

This course will provide you with techniques to identify where your main stressors lie and also techniques to deal with them in a practical and manageable way. You will be shown some simple relaxation techniques which can be used in all kinds of situations.

And all this can be achieved without having to put on a leotard.



# health and wellbeing

## Child Protection

Delivered by: **West Lothian Council  
Community Learning & Development**

<b>Saturday 7 March</b>	<b>10am – 12.30pm</b>	<b>Strathbrock Partnership Centre</b>
<b>Saturday 25 April</b>	<b>10am – 12.30pm</b>	<b>Strathbrock Partnership Centre</b>
<b>Wednesday 27 May</b>	<b>6.30pm – 9pm</b>	<b>Strathbrock Partnership Centre</b>

This short session aims to give a basic introduction to Child protection procedures. It explores steps that organisations should take where there are concerns that a child could be at risk of harm/abuse.

The Care Commission recommends child protection training for all staff and volunteers working with children. This course will provide participants with an overview of child protection guidelines and the procedures for reporting child protection issues.



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## Food and physical activity matters for early years

Delivered by: **West Lothian Council  
Health Improvement Team /NHS Lothian**

<b>Saturday 25 April</b>	<b>9.30am - 4pm</b>	<b>Boghall Community Wing</b>
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This course provides an introduction to the importance of food, nutrition and physical activity during the early years (from pre-pregnancy to age 5)

- Increase your awareness of key messages relating to diet and physical activity during pregnancy and the reproductive years
- Increase your awareness of the benefits of breastfeeding, and the cultural factors influencing feeding choices
- become familiar with the key weaning messages and guidance
- learn about the recommendations for diet and physical activity in young children
- explore specific issues/barriers relating to diet and physical activity in the under 5s
- share ideas to encourage children to eat a balanced diet and stay active
- learn how to develop a food and physical activity policy for your setting
- reflect on your own practice.



# health and wellbeing

## REHIS

Delivered by: **West Lothian College**

<b>Saturday 14 March</b>	<b>9.30am - 4pm</b>	<b>Inveralmond Community High School</b>
<b>Saturday 11 April</b>	<b>9.30am - 4pm</b>	<b>Inveralmond Community High School</b>
<b>Saturday 16 May</b>	<b>9.30am - 4pm</b>	<b>Inveralmond Community High School</b>

This full day course covers basic food handling and preparation. The course has a short multiple-choice test and is Environmental Health Approved.

On successful completion candidates are awarded REHIS certificates.

## REHIS refresher

Delivered by: **West Lothian College**

<b>Wednesday 22 April</b>	<b>6pm - 9pm</b>	<b>West Lothian Collage</b>
<b>Wednesday 13 May</b>	<b>6pm - 9pm</b>	<b>West Lothian College</b>
<b>Wednesday 10 June</b>	<b>6pm - 9pm</b>	<b>West Lothian College</b>

For those who already hold a REHIS Elementary Food Hygiene Certificate which is now 3 years old or more.

This three hour condensed refresher course covers all the areas in the full certificate and also the multiple choice test. REHIS certificates do not expire but refresher training is recommended.

A certificate of attendance will be issued.



## Fire Safety

Delivered by: **FireScotland**

<b>Saturday 29 March</b>	<b>10am - 12pm</b>	<b>Forrestbank Community Centre</b>
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This session covers home hazard spotting and hazard awareness, home fire safety advice, night time routine, fire action advice, free home fire safety visits, identify people at risk and additional help from other agencies.



# health and wellbeing

## Manual Handling

Delivered by: **The 'S' Factor**

**Wednesday 11 March**

**7pm – 9pm**

**Livingston Station Community Centre**

This session is aimed at those who carry out manual handling work. It introduces participants to the risks of manual handling and the controls available to minimise or eliminate those risks. Manual handling is a major cause of injury at work. Stay fit and healthy at work by learning how to move people and equipment safely and correctly.

You will be provided with up to date information about manual handling regulations including your responsibilities. Find out about different injuries and conditions associated with moving and handling. Pick up information and tips on safe handling techniques and how to reduce the risk of injury.



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## Food and health in the nursery environment

Delivered by: **West Lothian Council Health Improvement Team /NHS Lothian**

**Monday 11 May**

**6.15pm - 8.30pm**

**Strathbrock Partnership Centre**

This course provides information on healthy snacks and achieving the breast feeding friendly award in the nursery setting.

- Increase your awareness of key messages relating food and health in the curriculum
- Increase your awareness of key messages relating to healthy snacks in line with Nutritional Guidance for the Early Years from Scottish Government and the Care Commission standards.
- Learn how to develop a food policy for your setting
- Increase your awareness of the benefits of breastfeeding, and the cultural factors influencing feeding choice
- Nutritional aspects of breastfeeding are part of the curriculum for excellence. "I am beginning to understand that nutritional needs change at different stages of life, for example the role of breastfeeding in infant nutrition." HWB 1-32a
- Reflect on your setting and any changes necessary to achieve the West Lothian 'Breastfeeding Friendly Award'.



# child development

## Autism and challenging behaviour

Delivered by: **Lothian Autistic Society**

**Tuesday 17 March**

**6.30pm - 8.30pm**

**Blackburn Community Centre**

Challenging behaviour is a term used to describe behaviour that interferes with an individual's daily life or, often, the lives of those around them.

This short training session looks at some examples of behaviour, factors influencing behaviour and how we promote positive behaviour. The objectives of the session include:

- Being able to describe some of the causes of problem/challenging behaviour
- Techniques to de-escalate problems
- Strategies that can help to prevent re-occurrence of problem behaviours.



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## GIRFEC Awareness

Delivered by: **West Lothian Council Social Policy**

**Thursday 19 March**

**6pm - 8pm**

**West Lothian Civic Centre**

**Wednesday 27 May**

**6pm - 8pm**

**West Lothian Civic Centre**

Getting it Right for Every Child is a national programme that aims to improve outcomes for all children and young people in Scotland. GIRFEC places children's and young people's needs first, ensures that they are listened to and understand decisions which affect them and that they get more co-ordinated help where this is required for their well-being, health and development. It requires that all services for children and young people -social work, health, education, police, housing and voluntary organisations -adapt and streamline their systems and practices to improve how they work together to support children and young people, including strengthening information sharing.

The aim of this programme is to give participants an opportunity to learn more about GIRFEC in West Lothian. The session will cover the key principles and core components of GIRFEC including Professional Roles, Integrated Assessment Framework & Chronologies.





# child development

## Introduction to the 'Pre-Birth to Three' Framework

Delivered by: **West Lothian College**

<b>Friday 20 March</b>	<b>9am – 12pm</b>	<b>West Lothian College</b>
<b>Friday 22 May</b>	<b>9am – 12pm</b>	<b>West Lothian College</b>

The Pre-Birth to Three Framework is about how we provide the best possible outcomes for babies and young children. It is so important we 'get it right' at the early stage of children's development as it sets them up for life.

During the workshop we will look at and discuss:

- The Four Key Principles
- Address the Nine Features of the Key Principles in Practice
- The impact of 'Brain Development' and 'GIRFEC'
- How to implement the framework into your everyday planning.



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## Working with children who have English as a second language

Delivered by: **West Lothian Council Community Learning & Development**

<b>Wednesday 20 May</b>	<b>7pm - 9pm</b>	<b>Uphall Community Centre</b>
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This workshop will help you understand the challenges faced by both workers and children when little or no English is spoken.

You will also be given practical advice, ideas, and strategies to enhance your care setting.



## Getting crafty for Spring

Delivered by: **West Lothian Council  
Community Regeneration**

<b>Saturday 28 February</b>	<b>2-5yrs</b>	<b>10am - 12pm</b>	<b>Blackburn Community Centre</b>
<b>Saturday 28 February</b>	<b>6-12yrs</b>	<b>1pm - 3pm</b>	<b>Blackburn Community Centre</b>

Get crafty this spring using new and old salvaged materials. This session will show you some great ideas to inspire children. With a little imagination and a lot of enthusiasm you are sure to leave with a bucketful of fresh ideas to challenge children to create exciting Easter crafts.

No experience needed just a willingness to take part and have fun.



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## Autism and play

Delivered by: **Lothian Autistic Society**

<b>Tuesday 3 March</b>	<b>6.30pm - 8.30pm</b>	<b>Strathbrock Partnership Centre</b>
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Play comes quite naturally to most babies, children and parents. For many children with autism, play may be different and more difficult to achieve.

This session will look at different types of play and their importance, perceptual difficulties, the importance of play, challenges and some strategies to engage children with autism in play.



Information is available in Braille, tape, Large print and community languages. Please contact the Interpretation and Translation Service on 01506 280000.

# reminders of courses I have applied for

Course	Date	Time	Venue	Confirmation
				yes <input type="checkbox"/> no <input type="checkbox"/>
				yes <input type="checkbox"/> no <input type="checkbox"/>
				yes <input type="checkbox"/> no <input type="checkbox"/>
				yes <input type="checkbox"/> no <input type="checkbox"/>
				yes <input type="checkbox"/> no <input type="checkbox"/>
				yes <input type="checkbox"/> no <input type="checkbox"/>

## Additional notes

<b>COURSE</b>	<b>DATE</b>
Getting crafty for spring	28 February
Getting crafty for spring	28 February
Autism & play	3 March
Basic first aid	7 March
Child protection	7 March
Manual handling	11 March
REHIS	14 March
CALM the art of managing stress	14 March
Autism & challenging behaviour	17 March
GIRFEC awareness	19 March
Pre birth to three	20 March
Basic first aid	28 March
REHIS	11 April
REHIS refresher	22 April
Fire Safety	23 April
Child protection	25 April
Food and physical activity matters in the early years	25 April
Basic first aid	9 May
Food & health in the nursery environment	11 May
REHIS refresher	13 May
REHIS	16 May
Working with children who have English as a second language	20 May
Pre-birth to three	22 May
Basic first aid	23 May
Child protection	27 May
GIRFEC awareness	27 May
Basic first aid	6 June
REHIS refresher	10 June

**Please Note:** There are no refreshments or lunches available at venues unless stated. Co

VENUE	TIME	COURSE DURATION
Blackburn Community Centre	10:00-12:00	2 hrs
Blackburn Community Centre	13:00-15:00	2 hrs
Strathbrock Partnership Centre	18:30-20:30	2hrs
Armadale Community Centre	09:30-16:30	7 hrs
Strathbrock Partnership Centre	10:00-12:30	2 ½ hrs
Livingston Station Community Centre	19:00-21:00	2 hrs
Inveralmond Community High School	09:30-16:00	6 ½ hrs
Bathgate Partnership Centre	10:00-15:00	5 hrs
Blackburn Community Centre	18:30-20:30	2 hrs
West Lothian Civic Centre	18:00-20:00	2 hrs
West Lothian College	09:00-12:00	3 hrs
Carmondean Community Centre	09:30-16:30	7 hrs
Inveralmond Community High School	09:30-16:00	6 ½ hrs
West Lothian College	18:00-21:00	3 hrs
Forrestbank Community Centre	10:00-12:00	2hrs
Strathbrock Partnership Centre	10:00-12:30	2 ½ hrs
Boghall Community Wing	09:30-16:00	4 ½ hrs
Forrestbank Community Centre	09:30-16:30	7 hrs
Strathbock Partnership Centre	18:15-20:30	2 ¼ hrs
West Lothian College	18:00-21:00	3 hrs
Inveralmond Community High School	09:30-16:00	6 ½ hrs
Uphall Community Centre	19:00-21:00	2 hrs
West Lothian College	09:00-12:00	3 hrs
Blackburn Community Centre	09:30-16:30	7 hrs
Strathbrock Partnership Centre	18:30-21:00	2 ½ hrs
West Lothian Civic Centre	18:00-20:00	2 hrs
Uphall Community Centre	09:30-16:30	7 hrs
West Lothian College	18:00-21:00	3 hrs

**ould all participants ensure they take refreshments and a packed lunch where appropriate.**

# terms, conditions and booking process

- An application form should be completed, one per applicant. (Completed photocopied applications will be accepted).
- Applicants can apply for up to 6 courses if their organisation agrees
- Please ensure all application forms are written clearly in black ink and block capitals.
- The completed form should be checked and 'signed off' by the manager or chairperson of your organisation before submitting. (If forms have not been signed off and agreed with the manager they will be rejected)
- No telephone or email applications will be accepted.
- If application forms are not clearly written as above or complete they will be rejected.

## Confirmation of places

- Successful applicants will receive confirmation e-mails. For those without email, letters will be posted to their home address.
- The organisation will also receive a confirmation of applicants that have been successfully awarded places by email or letter.
- Applicants should not attend unless they receive this confirmation.

## If unable to attend

- If for some reason successful candidates are unable to attend courses, they must contact the training administrator no less than three working days prior to

the training session. Failure to do so will result in charges being applied.

## Re-allocation of places

- Cancelled places will be re-allocated to those on the waiting list.
- Waiting lists will only be held for the duration of the current calendar.
- Re-allocation of places from waiting lists will be advised by telephone.

## Oversubscription of a course

- If a course is significantly oversubscribed we will try to offer another course to accommodate those applications.
- Waiting lists are not carried forward to the next training calendar therefore all courses must be reapplied for.

## When Charges apply

- A £20 charge will be billed to the organisation for each participant who has failed to attend and where there has not been at least 3 working days notice given.
- Failure to pay these charges will result in the organisation losing out on future training opportunities.
- Where a course runs over several sessions a £20 fee will be issued to the organisation where participants fail to complete the course without giving the required 3 working days notice.
- Charges issued to organisations must be paid within 14 days.



# application form

## Complete, cut out, authorise and send

(Completed photocopied application forms are accepted)

**Please Note:** if this application form is incomplete or not signed by the person with authority the application form will be rejected. Please see booking process for guidance.

**Please print clearly in capitals**

### Applicants personal details

Name .....

Address .....

..... Postcode

Date of Birth    Gender: Male  Female

Telephone contact number .....

Mobile number .....

Personal email address .....

Do you consider yourself or anyone you care for to have a disability? Yes  No

Is English your first language? Yes  No

Ethnicity (please tick only one box)

- |   |                                    |  |  |
|---|------------------------------------|--|--|
| <input type="checkbox"/> White Scottish/British | <input type="checkbox"/> Chinese   | <input type="checkbox"/> White other <i>please state</i> ..... | <input type="checkbox"/> Black African     |
| <input type="checkbox"/> Bangladeshi            | <input type="checkbox"/> Indian    | <input type="checkbox"/> Polish/Eastern European               | <input type="checkbox"/> Black (other)     |
| <input type="checkbox"/> Black Caribbean        | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Mixed ethnic group                    | <input type="checkbox"/> None of the above |

This information is kept within a web-based database enabling us to effectively undertake the administration of the calendar and keep a record of the training you have undertaken. This information can be obtained from the training administrator with a minimum 24 hours notice. The statistics from this programme are collated and used within the WLCPP (West Lothian Community Planning Partnership) to manage the training programme and ensure we efficiently manage tight budgets and continue to provide a service that is relevant to your needs.

If you agree to your information being held on the web-based database please tick here

### Community Group/organisation/childcare providers details

Name of organisation/group/provider .....

Address of the above group/provider/organisation .....

..... Postcode .....

Email address of the above .....

Contact number of the above .....

Name of the manager/contact person with authority .....

Please put a tick in the box the category your group/provider/organisation falls under:

- |  |  |
|--|--|
| <input type="checkbox"/> playgroup/toddler group | <input type="checkbox"/> arts organisation |
| <input type="checkbox"/> out of school care      | <input type="checkbox"/> community group   |
| <input type="checkbox"/> registered childminder  | <input type="checkbox"/> crèche worker     |
| <input type="checkbox"/> private nursery         | <input type="checkbox"/> other             |

# Courses applied for

Course	Date	Time	Venue

## Authorisation

**This part must be complete or the application will be rejected**

email address of manager/chairperson with authorisation

.....

When the application form has been completed could all organisations please ensure it is authorised by the manager/chairperson.

I ..... (name) authorise ..... (applicant's name) to apply for the above courses. I confirm have read and agreed to adhere to the terms, conditions and booking process of the Voluntary Organisations & Childcare Training Calendar.

Manager/chairperson's signature .....

Manager/chairperson's name (Printed) .....

Date .....

**Please return the completed application form by Friday 13 February 2015 to:**

**Training Administrator**

**Voluntary Organisations & Childcare Training Calendar**

**Community Regeneration, Area Services**

**St David's House, South Bridge Street, Bathgate EH48 1TT**

**Tel: 01506 281078**

**email: [training1@westlothian.gov.uk](mailto:training1@westlothian.gov.uk)**

**Please do not attend if you do not have confirmation of a place by email or letter**

This training calendar is also available to download from:

**<http://www.westlothian.gov.uk/article/1979/Community-Regeneration>**