

## Basic Food Hygiene

### Course Aims

This course covers the following aspects;

Food / Personal hygiene  
Bacteriology/Contamination/Pest control.

Storage and temperature control of food.

Design and construction of premises.

This course is fully accredited by the Chartered Institute of Environmental Health.

**Please note that a £30 cheque MUST be submitted with the application form made payable to Wigan Council.**

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Child and Young Person Development  
Safeguarding and Promoting the Welfare of the Child  
Be Healthy

Course Code	936887		
Sessions and time	20/10/2011	<b>Thursday</b>	9.30 - 16.30
Venue	The Learning Centre Hindley		
Course Tutor/s	Jacky Allen		
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Course Code	936889		
Sessions and time	01/12/2011	<b>Thursday</b>	9.30 - 16.30
Venue	Tyldesley Children's Centre		
Course Tutor/s	Jacky Allen		
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Course Code	936891		
Sessions and time	02/02/2012	<b>Thursday</b>	9.30 - 16.30
Venue	Wigan Cricket Club		
Course Tutor/s	Jacky Allen		
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## Basic Food Hygiene Childminders

### Course Aims

This course covers the following aspects;

Food / Personal hygiene  
Bacteriology/Contamination/Pest control.

Storage and temperature control of food.

Design and construction of premises.

This course is fully accredited by the Chartered Institute of Environmental Health.

**Please note that a £30 cheque MUST be submitted with the application form made payable to Wigan Council.**

### Target Audience

Childminder

### Every Child Matters Outcome(s) and Common Core

Be Healthy  
Child and Young Person Development  
Safeguarding and Promoting the Welfare of the Child

Course Code	936888		
Sessions and time	12/11/2011	<b>Saturday</b>	9.30 - 16.30
Venue	The Learning Centre Hindley		
Course Tutor/s	Jacky Allen		
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Course Code	936890		
Sessions and time	28/01/2012	<b>Saturday</b>	9.30 - 16.30
Venue	Higher Folds Community Centre		
Course Tutor/s	Jacky Allen		
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## Basic Health and Safety

### Course Aims

This course covers the following aspects;

Workplace Health, Safety and Welfare

Health and Safety Legislation

Risk Assessment

Accident Prevention

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Be Healthy

Stay Safe

Child and Young Person Development

Safeguarding and Promoting the Welfare of the Child

Course Code	936892		
Sessions and time	10/11/2011	<b>Thursday</b>	9.30 - 16.30
Venue	Wigan Cricket Club		
Course Tutor/s	Jacky Allen		

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Course Code	936941		
Sessions and time	06/03/2012	<b>Tuesday</b>	9.30 - 16.30
Venue	The Learning Centre - Hindley		
Course Tutor/s	Jacky Allen		

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## Basic Health and Safety Childminders

### Course Aims

This course covers the following aspects;

Workplace Health, Safety and Welfare

Health and Safety Legislation

Risk Assessment

Accident Prevention

### Target Audience

**Childminders**

### Every Child Matters Outcome(s) and Common Core

Be Healthy

Child and Young Person Development

Safeguarding and Promoting the Welfare of the Child

Course Code	936893		
Sessions and time	03/12/2011	<b>Saturday</b>	9.30 - 16.30
Venue	The Learning Centre - Hindley		
Course Tutor/s	Jacky Allen		

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Course Code	936894		
Sessions and time	18/02/2012	<b>Saturday</b>	9.30 - 16.30
Venue	Higher Folds Community Centre		
Course Tutor/s	Jacky Allen		

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## Music in Early Childhood

### Course Aims

- increased confidence through a better understanding of how to use singing games and rhymes to support musical and holistic development
- Development of your knowledge, skills & understanding on:-
  - ~ selecting quality songs & rhymes
  - ~ planning, structure & delivery of music sessions
  - ~ using songs & rhymes appropriately for different age groups including babies

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Enjoy and Achieve  
Make a positive contribution  
Children and Young Person Development

Course code 937134

**Please note – Lunch will be Provided on this course only**

Session and Time 15/11/2011 Tuesday 9.15 – 15.30

Venue The Performing Art Centre

Course Tutor/s The Performing Arts Team

## Paediatric First Aid

### Course Aims

Accidents / Unconscious Casualty  
Resuscitation  
Contents of the First Aid Kit  
Burns Scalds / Electric Shock / Foreign Bodies  
Recording and Reporting

#### PLEASE NOTE

This is a TWO day course - Attendees must complete both days training in order to complete the course.

**Please note that a £30 cheque MUST be submitted with the application form made payable to Wigan Council.**

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Be Healthy  
Stay Safe  
Safeguarding and Promoting the Welfare of the Child

Course Code	936881		
Sessions and time	01/11/2011	<b>Tuesday</b>	9.30 - 16.30
	02/11/2011	Wednesday	9.30 - 16.30
Venue	Wigan Cricket Club		
Course Tutor/s	Achievable Training		
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Course Code	936882		
Sessions and time	18/01/2012	<b>Wednesday</b>	9.30 - 16.30
	19/01/2012	Thursday	9.30 - 16.30
Venue	The Learning Centre - Hindley		
Course Tutor/s	Achievable Training		
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Course Code	936883		
Sessions and time	08/02/2012	<b>Wednesday</b>	9.30 - 16.30
	09/02/2012	Thursday	9.30 - 16.30
Venue	Tyldesley Children's Centre		
Course Tutor/s	Achievable Training		
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Course Code	936884		
Sessions and time	13/03/2012	<b>Tuesday</b>	9.30 - 16.30
	14/03/2012	Wednesday	9.30 - 16.30
Venue	Wigan Cricket Club		
Course Tutor/s	Achievable Training		
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## Paediatric First Aid - Childminders

### Course Aims

Accidents / Unconscious Casualty

Resuscitation

Contents of the First Aid Kit

Burns Scalds / Electric Shock / Foreign Bodies

Recording and Reporting

PLEASE NOTE

This is a TWO day course - Attendees must complete both days training in order to complete the course.

**Please note that a £30 cheque MUST be submitted with the application form made payable to Wigan Council.**

### Target Audience

Childminders

### Every Child Matters Outcome(s) and Common Core

Be Healthy

Stay Safe

Safeguarding and Promoting the Welfare of the Child.

Course Code	936878		
Sessions and time	19/11/2011	<b>Saturday</b>	9.30 - 16.30
	26/11/2011	<b>Saturday</b>	9.30 - 16.30
Venue	The Learning Centre Hindley		
Course Tutor/s	Achievable Training		
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Course Code	936945		
Sessions and time	14/01/2012	<b>Saturday</b>	9.30 - 16.30
	21/01/2012	<b>Saturday</b>	9.30 - 16.30
Venue	The Learning Centre Hindley		
Course Tutor/s	Achievable Training		
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Course Code	936953		
Sessions and time	10/03/2012	<b>Saturday</b>	9.30 - 16.30
	17/03/2012	<b>Saturday</b>	9.30 - 16.30
Venue	Westleigh Children's & Community Centre		
Course Tutor/s	Achievable Training		
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## Risk Assessment for Childminders

### Course Aims

Legal requirements, EYFS, public liability, business.  
Taking appropriate action  
How to complete an annual risk assessment what information to record and why  
How to complete and record more frequent checks/daily  
Completing separate risk assessment for each type of outing.

### Target Audience

Childminders

### Every Child Matters Outcome(s) and Common Core

Stay Safe

Be Healthy

Course Code	936611
Sessions and time	19/10/2011 <b>Wednesday</b> 18.30-21.00
Venue	The Learning Centre - Hindley
Course Tutor/s	Networks for Knowledge

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Course Code	936989
Sessions and time	26/01/2012 <b>Thursday</b> 18.30 - 21.00
Venue	Douglas Valley Conference and Development Centre
Course Tutor/s	Networks for Knowledge

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## Safeguarding Children

### Course Aims

To raise awareness of the definitions of abuse.

To Recognise symptoms of abuse.

To gain an understanding of practitioners roles and responsibilities in relation to the Children's Act and the requirements of Children and Young People's Services - Social care and Inclusion Branch

### Target Audience

Early Years Practitioners  
Private & Voluntary Sector

### Every Child Matters Outcome(s) and Common Core

Raise Awareness  
Be Healthy  
Enjoy and Achieve  
Achieve Economic Well-being  
Stay Safe  
Multi - Agency Working  
Sharing Information  
Safeguarding and Promoting the Welfare of the Child  
Effective Communication and Engagement with Children, Young People and Families

Course Code	936895		
Sessions and time	18/10/2011	<b>Tuesday</b>	9.30 - 15.30
Venue	Brooklands Childcare - Market Street		
Course Tutor/s	Alison Rogerson Childcare Training		

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Course Code	936897		
Sessions and time	08/12/2011	<b>Thursday</b>	9.30 - 15.30
Venue	Higher Folds Community Centre		
Course Tutor/s	Alison Rogerson Childcare Training		

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Course Code	936898		
Sessions and time	21/03/2012	<b>Wednesday</b>	9.30 - 15.30
Venue	Wigan Cricket Club		
Course Tutor/s	Alison Rogerson Childcare Training		

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## Safeguarding Children - Childminders

### Course Aims

To raise awareness of the definitions of abuse.

To Recognise symptoms of abuse.

To gain an understanding of practitioners roles and responsibilities in relation to the Children's Act and the requirements of Children and Young People's Services - Social care and Inclusion Branch

### Target Audience

Childminder

### Every Child Matters Outcome(s) and Common Core

Be Healthy

Enjoy and Achieve

Achieve Economic Well-being

Stay Safe

Make a Positive Contribution

Multi-Agency Working

Sharing Information

Safeguarding and Promoting the Welfare of the Child.

Effective Communication and Engagement with Children, Young People and Families

Course Code	936905		
Sessions and time	15/10/2011	<b>Saturday</b>	9.30 - 15.30
Venue	Higher Folds Community Centre		
Course Tutor/s	Alison Rogerson Childcare Training		

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Course Code	936906		
Sessions and time	03/03/2012	<b>Saturday</b>	9.30 - 15.30
Venue	Douglas Valley Conference and Development Centre		
Course Tutor/s	Alison Rogerson Childcare Training		

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## Safeguarding Children Refresher

### Course Aims

It provides a summary of the key signs and symptoms of concern and possible abuse building on existing knowledge from the full Safeguarding session. It links to up to date research findings on signs of abuse and additional resources are included.

It refreshes links to the Early Years Foundation Stage and meeting the welfare requirements.

To provide a basic awareness of Integrated Working with particular reference to the Common Assessment Framework (CAF) and its rationale linked to local thresholds of need.

To refresh on accurate effective record keeping - methods and principles.

To update on the national guidance "What to do if you are worried a child is being abused" (2006).

To link to and be able to follow Local Safeguarding Children Board (LSCB) procedures confidentiality, including responding to allegations against workers.

(Optional: the session can be adapted to include how to update Safeguarding Policies)

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Be healthy

Stay safe

Enjoy and achieve

Making a positive contribution

Achieve economic well being

Course Code	936899		
Sessions and time	17/01/2012	<b>Tuesday</b>	9.30 - 12.30
Venue	The Learning Centre - Hindley		
Course Tutor/s	Alison Rogerson Childcare Training		

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## Safeguarding Children Refresher - Childminders

### Course Aims

It provides a summary of the key signs and symptoms of concern and possible abuse building on existing knowledge from the full Safeguarding session. It links to up to date research findings on signs of abuse and additional resources are included.

It refreshes links to the Early Years Foundation Stage and meeting the welfare requirements.

To provide a basic awareness of Integrated Working with particular reference to the Common Assessment Framework (CAF) and its rationale linked to local thresholds of need.

To refresh on accurate effective record keeping - methods and principles.

To update on the national guidance "What to do if you are worried a child is being abused" (2006).

To link to and be able to follow Local Safeguarding Children Board (LSCB) procedures confidentiality, including responding to allegations against workers.

(Optional: the session can be adapted to include how to update Safeguarding Policies)

### Target Audience

Childminders

### Every Child Matters Outcome(s) and Common Core

Be Healthy

Stay Safe

Enjoy and achieve

Achieve economic well being

Making a positive contribution

Course Code

936909

Sessions and time

16/02/2012

Thursday

18.30 - 21.30

Venue

The Learning Centre - Hindley

Course Tutor/s

Alison Rogerson Childcare Training

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## Safeguarding Children the next steps

### Course Aims

This session is designed to follow on from Safeguarding Children and gives practitioners an essential understanding of the child protection system and their role in working with other professionals. It aims to provide them with a confidence and ability to represent children and contribute to multi-agency meetings effectively. It builds on knowledge from the basic session and considers local guidance in detail. It covers the potential outcomes of a referral to Local Authority Children's Social Care Teams. The session links in to the Common Assessment and aims to provide practitioners with a wider understanding of safeguarding and the child protection process. It prepares workers for working with children and their families where they have been assessed as in need and/or at risk of significant harm. It covers guidance on preparing written reports for multi-agency meetings as well as what to expect when attending. The session links throughout to national guidance and Local Safeguarding Children Board (LSCB) procedures.

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Course Code	936901		
Sessions and time	23/11/2011	<b>Wednesday</b>	9.30 - 16.00
Venue	The Learning Centre - Hindley		
Course Tutor/s	Alison Rogerson Childcare Training		
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Course Code	936902		
Sessions and time	28/02/2012	<b>Tuesday</b>	9.30 - 16.00
Venue	Wigan Cricket Club		
Course Tutor/s	Alison Rogerson Childcare Training		
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Course Code	936904		
Sessions and time	07/03/2012	<b>Wednesday</b>	9.30 - 16.00
Venue	Higher Folds Community Centre		
Course Tutor/s	Alison Rogerson Childcare Training		
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## Safeguarding children the next steps - Childminders

### Course Aims

This session is designed to follow on from Safeguarding Children and gives practitioners an essential understanding of the child protection system and their role in working with other professionals. It aims to provide them with a confidence and ability to represent children and contribute to multi-agency meetings effectively. It builds on knowledge from the basic session and considers local guidance in detail. It covers the potential outcomes of a referral to Local Authority Children's Social Care Teams. The session links in to the Common Assessment and aims to provide practitioners with a wider understanding of safeguarding and the child protection process. It prepares workers for working with children and their families where they have been assessed as in need and/or at risk of significant harm. It covers guidance on preparing written reports for multi-agency meetings as well as what to expect when attending. The session links throughout to national guidance and Local Safeguarding Children Board (LSCB) procedures.

### Target Audience

Childminders

### Every Child Matters Outcome(s) and Common Core

Course Code	936911		
Sessions and time	22/10/2011	<b>Saturday</b>	9.30 - 16.00
Venue	The Learning Centre - Hindley		
Course Tutor/s	Alison Rogerson Childcare Training		
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Course Code	936912		
Sessions and time	11/02/2012	<b>Saturday</b>	9.30 - 16.00
Venue	Higher Folds Community Centre		
Course Tutor/s	Alison Rogerson Childcare Training		
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## Safer Working Practices

### Course Aims

To consider the issue of professional abuse.  
To develop an understanding of pre disposing factors to vulnerability and abuse.  
The scale of the issue linked to the latest research and key findings.  
To consider why allegations arise.  
To develop an understanding of the duty of care employers have to staff e.g. safe recruitment, safe working environments, implications of not protecting staff.  
To discuss levels of concern and appropriate responses e.g. is the behaviour a poor practice/ training issue - bad language around a child or is the behaviour so inappropriate it is placing a child at risk.  
To develop knowledge and understanding of basic safe practice.  
How can we work with and care for children safely - what are staff responsibilities and safe conduct to protect themselves underpinned by the duty to keep children safe and protected from harm.  
To understand employers' responsibilities and their organisational responsibilities and to outline clear procedures to follow both nationally and locally, linked to the relevant legislation, including the role of the LADO.  
To consider the reasons for and barriers to "whistle blowing" and support for staff who report concerns and staff who allegations have been made against.  
To consider the role of Ofsted and Social Care Teams in investigating any allegations made.

### Target Audience

Early Years Practitioners

### Every Child Matters Outcome(s) and Common Core

Be healthy  
Stay safe  
Enjoy and achieve  
Making a positive contribution  
Achieve economic well being

Course Code	936900
Sessions and time	09/11/2011 <b>Wednesday</b> 9.30 - 12.30
Venue	The Learning Centre - Hindley
Course Tutor/s	Alison Rogerson Childcare Training

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## Safer Working Practices - Childminders

### Course Aims

To develop knowledge and understanding of basic safe practice.

How can we work with and care for children safely - what are staff responsibilities and safe conduct to protect themselves underpinned by the duty to keep children safe and protected from harm.

To understand employers' responsibilities and their organisational responsibilities and to outline clear procedures to follow both nationally and locally, linked to the relevant legislation, including the role of the LADO.

To consider the reasons for and barriers to "whistle blowing" and support for staff who report concerns and staff who allegations have been made against.

To consider the role of Ofsted and Social Care Teams in investigating any allegations made.

### Target Audience

Childminders

### Every Child Matters Outcome(s) and Common Core

Be healthy

Stay safe

Enjoy and achieve

Making a positive contribution

Achieve economic well being

Course Code

936910

Sessions and time

22/11/2011

Tuesday

18.30 - 21.30

Venue

Wigan Cricket Club

Course Tutor/s

Alison Rogerson Childcare Training

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## Self Evaluation Form - Childminders

### Course Aims

Recognising why reflective practice is essential in order for us to meet children's needs effectively.  
The better we are the better we can support children to reach their full potential.  
The methods we use to identify and evidence strengths and areas for development.  
How to use as an ongoing tool to support moving forward.

### Target Audience

Childminder

### Every Child Matters Outcome(s) and Common Core

Enjoy and Achieve  
Supporting Transitions  
Multi Agency working  
Sharing Information

Course Code	936612		
Sessions and time	16/11/2011	<b>Wednesday</b>	18.30-21.00
Venue	The Learning Centre - Hindley		
Course Tutor/s	Networks for Knowledge		

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Course Code	936988		
Sessions and time	06/02/2012	<b>Monday</b>	18.30 - 21.00
Venue	Douglas Valley Conference and Development Centre		
Course Tutor/s	Networks for Knowledge		

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Course Code	936987		
Sessions and time	24/03/2012	<b>Saturday</b>	9.30-12.30
Venue	Douglas Valley Conference and Development Centre		
Course Tutor/s	Networks for Knowledge		

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## Six Areas of Learning in the EYFS - Childminders

### Course Aims

A comprehensive understanding of the use of practical implications of ICT for all six areas of learning. Knowledge of a wide range of ICT toys, devices and software which are now available. Through a range of practical, hands on tasks participants will develop a good understanding of how they can harness ICT to support improved outcomes in all six areas of children's learning and development. A range of practical ideas for activities and resources will be provided including: computer software, websites and a range of simple to use ICT toys and resources including bee bots, remote control cars, metal detectors, cameras etc. There will be a range of practical, hands on opportunities to evaluate some of these resources during the session.

### Target Audience

Childminders

### Every Child Matters Outcome(s) and Common Core

Enjoy and Achieve

Make a Positive Contribution

Child and Young Person Development

Effective Communication and Engagement with Children, Young People and Families

Course Code	936625		
Sessions and time	19/11/2011	<b>Saturday</b>	9.30-12.30
Venue	The Learning Centre - Hindley		
Course Tutor/s	Networks for Knowledge		

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Course Code	936990		
Sessions and time	19/03/2012	<b>Monday</b>	18.30 - 21.00
Venue	Douglas Valley Conference and Development Centre		
Course Tutor/s	Networks for Knowledge		

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