



## HAF Provider 2023 Training Offer

The HAF Team are committed to supporting HAF providers with quality improvement. We are delighted to offer a wide range of fully funded courses for 2023. Book courses via this link: [Booking and reservations for Early Years Workforce Development \(bookingbug.com\)](https://www.bookingbug.com) and select the 'HAF' or the 'Safeguarding and Child Protection' Tabs. Please ensure the venue each staff member works at is noted under 'name of setting' when booking. This will ensure that your funded places are allocated correctly. **Once booked and confirmed, the course fee will be charged if not attended without advance explanation.**

We recognise the value of offering many courses online. However, there are expectations from participants to ensure they gain the most from attending:

- Participation verbally or via the chat box is expected.
- Cameras must be switched on and Teams must be fully working on their device.

If a participant hasn't contributed to the course or their camera has been off without contact through the session, the participant may not be able to complete the course or gain their certificate of attendance.

### **Safer Recruitment: 30.10.23, 7-8.15pm: 2 places per HAF venue funded.**

This is a new course for the autumn term. The aims of this live online course are to enable HAF providers to identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people. Providers will be supported to review their policies, procedures and practice for recruitment in order to ensure a robust safeguarding culture is in place.

### **Safeguarding:**

Registered HAF providers must evidence they understand and work within local safeguarding procedures. All staff working or volunteering must be able to identify signs of abuse and neglect and understand local safeguarding procedures. **It is strongly recommended that CCC safeguarding training is attended, providing key local information to operate a HAF programme in Cambridgeshire.**

- **Designated Person for Child Protection (DP) Training: 1 place funded per HAF venue per year.**  
At least one DP must be available at all times the venue is open, preferably on site. Senior members of staff should attend, all parts must be attended. Childminders who have attended equivalent training with PACEY are exempt from the above but are welcome to book a place. Training should be refreshed every 2 years. Additional places can be booked and paid for. Courses are usually face to face with some part 2 courses offered online.
- **Basic Child Protection (BCP) Training – 2 places funded per HAF venue per year.**  
Preferably, all staff working or volunteering at a Cambridgeshire HAF scheme will complete this course. Training should be refreshed every 3 years. Additional places can be booked and paid for. Courses are face to face or online.

### **Inclusion:**

The Equality Act 2010 and the SEND Code of Practice 2015 require providers to make reasonable adjustments to ensure children with disabilities are not at a substantial disadvantage when compared with their peers. This duty is anticipatory and therefore requires thought to be given in advance to what children and young people with disabilities might require and what adjustments might need to be made to prevent that disadvantage. (SEND Code of Practice, p17)

We ask providers to ensure that at least one person attends the manager training, and the majority of staff attend the staff training.

- **Inclusion Training - HAF Managers/Owners: 4 places per HAF venue per session.**

This one-part live online briefing session supports managers to gain an understanding of the key practices of inclusion and the accompanying legal requirements. This will include information that should be gathered when a child with SEND is booked to attend your scheme; how to establish and prepare for their needs and the funding available to support 1:1 staff.

- **Inclusion Training - HAF Staff: 4 places per HAF venue per session.**

This 2-part live online course supports staff to build their understanding of how to support children with additional needs and SEND. This includes specific needs such as sensory processing difficulties, challenging behaviour, ADHD and Autism. The course aims to inform and upskill staff to increase confidence in their role.

- **Understanding Children's Behaviour and Interactions: 4 places per HAF venue per session.**

This live online session aims to help staff understand why children exhibit a range of different behaviours and how these can impact on group dynamics. The session explores how staff can successfully influence positive interactions and support children's self-regulation. It will also consider a range of strategies that can be used to promote prosocial behaviour.

- **Become an Adult Mental Health First Aider (MHFAider®) Training: 2 places per HAF venue per year.**

This 2-day face to face course, led by a MHFA England approved Instructor, will teach learners how to identify warning signs, symptoms of mental ill health and to develop the skills and confidence to support someone. This is a unique opportunity to embed mental health support within your team. The cost of this course is usually £325 and is fully funded for HAF providers. Further details: [MHFA England webpage](#). Learners must have an interest in the subject matter and could be a senior manager/ HAF venue manager or any other member of staff who is both approachable and willing to reach out to others. Learners must attend for the full 2 days to complete this course. **If a cancellation is made within 21 days of the course start date or where non-attendance occurs, a £50 cancellation fee will be charged.**

- **Practically Sustainable Webinar: unlimited places can be booked.**

This informative live webinar brings together different sustainability concepts and practices to ensure that we can all make simple small steps towards bigger environmental impacts. Ideas will be shared about sustainable food practices and resources which can be used both personally and as part of your provision. An introduction to food miles, food seasonality, food waste and growing, will support understanding of the need for different food choices for both children, families and staffing teams alike. The course will also look at how we can significantly reduce our consumption of resources, such as single use plastics. We'll aim to give you a better understanding of recycling practices, covering the 7 R's of sustainability, the myths around recycling and identifying plastics.

- **Food Hygiene Training: 3 places per HAF venue per year.**

This pre-recorded online course supports providers understanding of their legal responsibilities relating to food hygiene practices. It considers best practice in relation to food safety, potential hazards, temperatures, storage, and preparation of food. The law requires all staff handling food to have a basic understanding of food hygiene to work safely and protect food from contamination. [HAF 2023 Training Request Form](#)

### **Early Years and Childcare Training and Support Programme**

Cambridgeshire early years and childcare settings can complete further courses, undertake qualification opportunities, and subscribe to annual membership packages. Please follow this link for [further information](#).