Professionals offer high quality personalised support to a range of children and young people so they can achieve their aspirations to lead independent and full lives. Providing this level of support requires professionals to have specific knowledge and skills, with a clear commitment to continuing their own professional development.
Welcome to the Community Support Services Training brochure 2017-2018. Thank you for taking time to look through the brochure, along with the trainers we have developed some new and improved courses for this year, but if there is anything that you feel is missing, please feel free to get in contact as we may be able to signpost you to an appropriate training session, or add it to our brochure of training.

Please don’t forget for those of you who are completing Diploma’s that the courses are delivered with this in mind, so you may be able to use this as evidence to aid completion of your Diploma.

For colleagues in the Private, Voluntary and Independent Sector there will be charges of £35.00 per half day/evening and £50.00 per full day attendance at all training courses advertised in this brochure. Payment is required upon booking on the course.

Refreshments will be provided on the training courses in this brochure, but you will need to bring along your own lunches for full day courses.

In addition to the courses advertised in this brochure we currently have access to the Kids E-Learning programme, if you would like to undertake this, please email the below address to ask for an account to be set up.

How to book on courses
The icons in the boxes below are shown by each course and indicate how to book.

Learn Together Cambridgeshire
http://www.cambridgeshire.gov.uk/learntogether/social
Then click on Workforce development - Childrens

Learn Together Cambridgeshire
http://www.cambridgeshire.gov.uk/learntogether/social
Then click on Community Support Services

APPLICATIONS CAN BE ACCEPTED UP TO A WEEK BEFORE THE TRAINING DATE

How to cancel your place on a course
If you need to cancel your place on any of the training courses within this brochure, please use the link you receive from Learn Together Cambridgeshire in your confirmation email, informing us of the cancellation as soon as you can.

Contact Details
Community.supportservicestraining@cambridgeshire.gov.uk
Community Support Services Duty Manager / On call - 01480 379800

If you have any queries regarding any of the training contained within this brochure or would like to suggest ideas for new training sessions, please feel free to get in contact.
### Dates 2017-2018

#### March 2017
- 4<sup>th</sup> Safeguarding Refresher

#### April 2017
- 22<sup>nd</sup> First Aid
- 26<sup>th</sup> Personal Safety
- 29<sup>th</sup> PROACT-SCIPr-UK® Refresher

#### May 2017
- 6<sup>th</sup> Makaton
- 12<sup>th</sup> Promoting dignity with disabled CYP
- 13<sup>th</sup> & 20<sup>th</sup> PROACT-SCIPr-UK® Introduction and Foundation

#### June 2017
- 3<sup>rd</sup> Moving and Positioning People
- 10<sup>th</sup> Medication Administration
- 16<sup>th</sup> E-safety
- 24<sup>th</sup> PROACT-SCIPr-UK® Refresher
- 30<sup>th</sup> Personal Safety

#### July 2017
- 1<sup>st</sup> First Aid
- 4<sup>th</sup> & 6<sup>th</sup> PROACT-SCIPr-UK® Introduction and Foundation
- 8<sup>th</sup> Moving and Positioning People
- 15<sup>th</sup> Recording and Reporting

#### August 2017
- 2<sup>nd</sup> PROACT-SCIPr-UK® Refresher

#### September 2017
- 9<sup>th</sup> Personal Safety
- 16<sup>th</sup> Moving and Positioning People
- 23<sup>rd</sup> Makaton
- 30<sup>th</sup> Sensory Processing

#### October 2017
- 7<sup>th</sup> First Aid
- 11<sup>th</sup> Sensory Processing
- 14<sup>th</sup> PROACT-SCIPr-UK® Refresher
- 21<sup>st</sup> E-safety
- 28<sup>th</sup> Medication Administration

#### November 2017
- 1<sup>st</sup> Preparing Children and Young People for Adulthood
- 4<sup>th</sup> & 11<sup>th</sup> PROACT-SCIPr-UK® Introduction and Foundation
- 11<sup>th</sup> Safeguarding
- 15<sup>th</sup> Personal Safety
- 18<sup>th</sup> Moving and Positioning People
- 25<sup>th</sup> Play, Leisure and Disabled Children
- 30<sup>th</sup> PROACT-SCIPr-UK® Refresher

#### December 2017
- 1<sup>st</sup> Recording and Reporting
- 9<sup>th</sup> Empowering Disabled children and Young People to Participate

#### January 2018
- 11<sup>th</sup> PROACT-SCIPr-UK® Refresher
- 13<sup>th</sup> Moving and Positioning People
- 20<sup>th</sup> First Aid
- 24<sup>th</sup> Play, Leisure and Disabled Children
- 27<sup>th</sup> Makaton

#### February 2018
- 3<sup>rd</sup> Sensory Processing
- 10<sup>th</sup> Promoting Dignity with Disabled CYP
- 17<sup>th</sup> Moving and Positioning People

#### March 2018
- 10<sup>th</sup> Safeguarding
- 13<sup>th</sup> & 14<sup>th</sup> PROACT-SCIPr-UK® Introduction and Foundation
- 17<sup>th</sup> Moving and Positioning People
- 24<sup>th</sup> Preparing Children and Young People for Adulthood
**Mandatory Training Courses**

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PROACT-SCIPr-UK® Refresher  Page 6

Personal Safety  Page 6

First Aid  Page 6

Safeguarding  Page 6

Medication Administration for Support Workers (Pills and Potions)  Page 9

**Child/Young person specific training**

Moving and Positioning of People  Page 9

Healthcare training  Page 9

**For Continued Professional Development**

Makaton  Page 11

Preparing Young People for Adulthood  Page 11

Recording and Reporting  Page 12

E-Safety  Page 12

Promoting Dignity with Disabled Children and Young People  Page 12

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Working with Families with Complex Needs  Page 14

Play, Leisure and Disabled Children  Page 14

Empowering disabled children and young people to participate  Page 15

**Venue Addresses**  Page 16
Two day course

PROACT-SCIPr-UK®
Introduction and Foundation

After attending this two day course you will have an understanding of the PROACT-SCIPr-UK® philosophy. This course will give you a positive range of options to use when managing challenging behaviour, you will cover a range of techniques to calm and de-escalate a situation to keep everyone safe.

What to Expect:

- Sharing experiences
- Strategies to use when working with children and young people with challenging behaviour
- Lots of group work

Dates:

Saturday 13\textsuperscript{th} & Saturday 20\textsuperscript{th} May 2017
Venue: The Meadows
Times: 9.30-16.30

Tuesday 4\textsuperscript{th} & Thursday 6\textsuperscript{th} July 2017
Venue: All Saints Church Hall
Times: 9.30-16.30

Saturday 4\textsuperscript{th} & Saturday 11\textsuperscript{th} November 2017
Venue: YPM
Times: 9.30-16.30

Tuesday 13\textsuperscript{th} & Wednesday 14\textsuperscript{th} March 2018
Venue: CPDC
Times: 9.30-16.30

Please note that this training is for Cambridgeshire County Council Staff and CCC approved Link Foster Carers only, please contact us if you need guidance.
PROACT-SCIPr-UK®
Refresher

This one day refresher course will update you around the use and implementation of the PROACT-SCIPr-UK® philosophy. This course will encourage you to reflect upon your practice and give you a positive range of options to use when managing challenging behaviour, you will cover a range of techniques to calm and de-escalate a situation to keep everyone safe.

You must have attended the Introduction and Foundation training to attend this course. Please note that this training is for Cambridgeshire County Council Staff and CCC approved Link Foster Carers only, please contact us if you need guidance.

Mandatory Training

By the end of the course, you will have:
- Awareness of the importance of personal safety.
- Guidance on reducing and controlling the risks.
- Practical strategies to avoid or manage situations that may threaten your personal safety.

Personal Safety

Dates:
Wednesday 26th April 2017
Venue: Butts Grove Centre
Time: 18:00 – 21:00

Friday 30th June 2017
Venue: Butts Grove Centre
Time: 10.00 – 13.00

Saturday 9th September 2017
Venue: Butts Grove Centre
Time: 10.00 – 13:00

Wednesday 15th November 2017
Venue: Butts Grove Centre
Time: 18:00 – 21:00
First Aid

This is a practical course which will give you an understanding of the role of a first aider, the importance of recording incidents and accidents as well as enabling you to be able to administer first aid in an emergency situation.

You will learn how to administer first aid to someone who:
- is unconscious
- is choking
- is wounded and bleeding internally or externally
- is suffering from shock
- requires resuscitation
- is suffering from a minor injury including cuts, grazes, bruises, minor burns
- has a fracture, dislocation or soft tissue injury
- has a common medical condition such as heart attack, stroke or diabetes.

Dates:

Saturday 22\textsuperscript{th} April 2017
\textbf{Venue:} HCC  
\textbf{Time:} 09:30 – 15:45

Saturday 1\textsuperscript{st} July 2017
\textbf{Venue:} HCC  
\textbf{Time:} 09:30 – 15:45

Saturday 7\textsuperscript{th} October 2017
\textbf{Venue:} HCC  
\textbf{Time:} 09:30 – 15:45

Saturday 20\textsuperscript{th} January 2018
\textbf{Venue:} HCC  
\textbf{Time:} 09:30 – 15:45

Needs to be completed every 3 years.
Safeguarding Training
This one day course will enable you:

- To understand the context of safeguarding within your role and the policies and frameworks for safeguarding children.
- To recognise key signs and symptoms of potential harm or lack of safety.
- To be competent in responding to any concerns.
- To identify concerns and determine actions.
- To be competent in reporting and recording any concerns.

Dates:
Saturday 11th November 2017
Saturday 10th March 2018

Venue: Buttsgrove Centre
Time: 10.00 – 16.00
Moving and Positioning of People

This course focuses on back care and safe moving and handling. Various pieces of equipment will be used including hoists and slide sheets. Transfers of children and young people to and from beds is also included.

Dates:

DATES TO BE CONFIRMED ASAP
Venue: HCC
Time: 09.00-15.00

You can attend the morning session if you just require the back care training and continue to do the full day for use of equipment and moving children and young people.

Medication Administration for Support Workers (Pills and Potions)

The course will give you the knowledge and skills required to safely assist with the administration of medication.

Dates:

Saturday 10th June 2017
Venue: Buttsgrove Centre
Time: 10.00-16.00

Saturday 28th October 2017
Venue: Buttsgrove Centre
Time: 10.00-16.00

This course should be renewed on a three yearly basis

Annual Refresher needed

Weekday courses are also available
Healthcare Training

How you apply for Healthcare Training is changing……..

Instead of filling out an application form, there is going to be an online training system called the Coventry and Warwickshire Framework.

This:
- enables staff to log onto and access questions based specifically around the needs of individual children using a unique access code for each child
- will deliver training for enteral feeding and other bespoke training including oral suction, oxygen therapy and antegrade continence enema’s (ACE)

Some of the training that was previously delivered at the yearly training events will also now be delivered as online training.

This will include Anaphylaxis, Epilepsy, Diabetes and Asthma.

The online training process will include:
- delegates completing online theory and a workbook
- delegates notifying our registered nurses, via a generic email address, that they have completed the online theory and workbook
- our registered nurses marking the training and providing feedback to delegates
- experienced staff can then arrange to meet nursing staff to undertake observations leading to certification of competency

The practical workshops referred to above will be based on choose and book system and will run every three weeks at various locations across Cambridgeshire providing greater availability throughout the year.

<table>
<thead>
<tr>
<th>Choose and Book Sessions – 9.30-12.30</th>
<th>Gastrostomy Theory Training – 13.30-17.00</th>
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</thead>
<tbody>
<tr>
<td>Tues 30th May</td>
<td>The Oaktree Centre, Huntingdon (Room G89)</td>
</tr>
<tr>
<td>Weds 21st June</td>
<td>The Oaktree Centre, Huntingdon (Room G89)</td>
</tr>
<tr>
<td>Tues 11th July</td>
<td>The Oaktree Centre, Huntingdon (Seminar Room 2)</td>
</tr>
<tr>
<td>Tues 1st August</td>
<td>The Oaktree Centre, Huntingdon (Seminar Room 3)</td>
</tr>
<tr>
<td>Weds 23rd August</td>
<td>Chesterton Medical Centre, Cambridge, Large Meeting Room</td>
</tr>
<tr>
<td>Mon 11th September</td>
<td>Childrens Unit, Hinchingbrooke Hospital (Seminar Room 3)</td>
</tr>
<tr>
<td>Tues 3rd October</td>
<td>The Oaktree Centre, Huntingdon (Seminar Room 3)</td>
</tr>
<tr>
<td>Weds 25th October</td>
<td>Chesterton Medical Centre, Cambridge, Large Meeting Room</td>
</tr>
<tr>
<td>Thurs 16th November</td>
<td>The Oaktree Centre, Huntingdon (Room G89)</td>
</tr>
<tr>
<td>Mon 4th December</td>
<td>Chesterton Medical Centre, Cambridge, Large Meeting Room</td>
</tr>
<tr>
<td>Fri 29th December</td>
<td>Childrens Unit, Hinchingbrooke Hospital (Seminar Room 3)</td>
</tr>
</tbody>
</table>

Community Support and CamPlay staff MUST contact your Line Manager to review this training, all other applicants should contact ccs.gen-cambs-cnt-cwtraining@nhs.net
Makaton

This half day workshop will teach you some commonly used vocabulary from stages 1-4, in a fun and light hearted way. At the end of this session, you should be able to use the early stages of the Makaton vocabulary with children and young people.

Dates:
Saturday 6th May 2017
Venue: Room 2 Buttsgrove Centre
Time: 10.00 – 13.30

Saturday 23rd September 2017
Venue: Room 2 Buttsgrove Centre
Time: 10.00 – 13.30

Saturday 27th January 2018
Venue: Room 2 Buttsgrove Centre
Time: 10.00 – 13.30

Preparing Young People for Adulthood

This course will:
- increase your understanding of new legislation, SEND reforms and local offer,
- develop your knowledge of the needs of CYP in relation to developing their understanding,
- recognise and practice skills to develop to their full potential as they prepare for adulthood,
- give you an awareness of the resources and support available for CYP and their families.

Dates: Wednesday 1st November 17 & Saturday 24th March 18
Venue: Buttsgrove Centre
Time: 10:00 – 16:00
Promoting Dignity with Disabled Children and Young People

This course is based upon the 7 Common Core Principles to support Dignity, produced by Skills for Care.

During this course you will:
- identify good practice around upholding dignity,
- access additional resources to help your own learning,
- make action plans to ensure that you are incorporating this way of working into your everyday practice.

Recording and Reporting

This course will:
- give context to why good recording keeps children and young people safe,
- ensure adequate reporting and recording,
- offers tips and advice on how to present reports; making them useful and informative,
- look at the legislation and policy around this area.

Dates:
Saturday 15th July 2017
Venue: Buttsgrove
Time: 10:00 – 13:30

Friday 1st December 2017
Venue: Buttsgrove Centre
Time: 10:00 – 13:30

E-safety

This training will focus on how children and young people may be using the internet, risks that they may face and how we can support them to stay safe online.

Dates:
Friday 16th June 2017
Saturday 21st October 2017
Venue: Buttsgrove Centre Rm 2
Time: 10:00 – 16:00
Sensory Processing

This course looks at:
What Sensory Processing is, including hyper and hypo sensitivity.

The reasons why children can be hyper and hypo sensitive to stimuli and the behaviours that may be displayed as a result of this.

The equipment and strategies available to support children and young people.

| Dates: | Saturday 30th September 2017  
Saturday 3rd February 2018  
Wednesday 11th October 2017 |
| Venue: | Buttsgrove Centre  
Huntingdon Youth Centre |
| Time: | 9:30 – 15:30  
9.30-15.30 |

Introduction to Autistic Spectrum Disorders

| Date: | DATES TO BE CONFIRMED ASAP |
| Venue: | Buttsgrove Centre |
| Time: | 09:30-15:30 |

This course provides an overview of information and knowledge about autistic spectrum disorders including common traits.

It offers an opportunity to share your practice and have a go at using different techniques and practices.

You will come away with new ideas and things you want to try out with the young people you are supporting.
Working with Families with Complex Needs

- Domestic Violence
- Parental Disability
- Parental Mental Health
- Parental Substance Misuse
- Information Finding
- Who to go to for extra advice?
- English as an Additional Language
- Top Tips for Encouraging Engagement

**Date:** DATES TO BE CONFIRMED ASAP  
**Venue:** Buttsgrove Centre  
**Time:** 09:30 – 15:30

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Play, Leisure and Disabled Children

This course will help you to overcome the barriers to enable all the children you work with to have enjoyable play experiences. It will also help you to consider risk management.

**Be ready to think outside the box!!!**

**Date:** Saturday 25th November 2017  
**Venue:** Buttsgrove Centre  
**Time:** 09:30 – 15:30

**Date:** Wednesday 24th January 2018  
**Venue:** Huntingdon Youth Centre  
**Time:** 09.30-15.30
Empowering Disabled Children and Young People to Participate

- Planned
- Active
- Recorded
- Thought through
- Inclusive
- Challenging
- Informed
- Personalised
- Accessible
- Timely
- Innovative
- Open
- Non-judgmental

This course will give you the tools to empower the children and young people you work with to:
- be heard
- join in with activities
- make their own decisions.

Date: Saturday 9th December 2017
Venue: Buttsgrove Centre
Time: 09:30 – 15:30
Venue Addresses

**Buttsgrove Centre**  
38 Buttsgrove Way  
Huntingdon  
Cambridgeshire  
PE29 1LY

**CPDC**  
Foster Road  
Trumpington  
Cambridge  
CB2 9NL

**HCC**  
Huntingdon Community Centre  
Ambury Road  
Huntingdon  
PE29 1JE

**Huntingdon Youth Centre**  
Sallowbush Rd  
Huntingdon  
PE29 7AF

**Askham**  
13 Benwick Rd  
Doddington  
March  
PE15 0TX

**All Saints Church Hall**  
The Hollow  
Hartford  
Huntingdon  
Cambridgeshire  
PE29 1XP

**March Community Centre**  
34 Station Road  
March  
Cambridgeshire  
PE15 8LE

**The Meadows**  
1 St Catharine’s Rd  
Impington  
Cambridge  
CB4 3XJ

**Stanton House**  
Stanton House  
Stanton Way  
Huntingdon  
Cambridgeshire  
PE29 6XL

**Tennyson Lodge**  
3 Gordon Ave  
March  
PE15 8AJ