Community Support Services

Training Brochure 2018 - 2019

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.

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.

We are currently still in the process of arranging some of the training dates; these will be confirmed in due course and an updated brochure will be distributed.

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 £55.00 per half day/evening and £85.00 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.

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

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 2018-2019

April 2018
7th PROACT-SCIPr-UK® Refresher
14th Moving and Positioning People
21st First Aid
25th Personal Safety

May 2018
12th & 19th PROACT-SCIPr-UK® Introduction and Foundation
25th Promoting dignity with disabled CYP

June 2018
4th E-safety
9th Play, Leisure and Disabled Children
16th PROACT-SCIPr-UK® Refresher
20th Personal Safety

July 2018
5th & 6th PROACT-SCIPr-UK® Introduction and Foundation
14th Recording and Reporting
28th First Aid

August 2018
3rd PROACT-SCIPr-UK® Refresher

September 2018
15th Personal Safety
27th Sensory Processing

October 2018
3rd & 10th PROACT-SCIPr-UK® Introduction and Foundation
6th Communication
13th PROACT-SCIPr-UK® Refresher
13th Safeguarding
20th First Aid

November 2018
3rd E-safety
5th Personal Safety
17th Sensory Processing
21st Preparing Children and Young People for Adulthood

December 2018
5th Recording and Reporting
7th PROACT-SCIPr-UK® Refresher

January 2019
12th Empowering Disabled children and Young People to Participate
19th Play, Leisure and Disabled Children
26th First Aid

February 2019
9th Promoting Dignity with Disabled CYP

March 2019
9th Safeguarding
18th & 19th PROACT-SCIPr-UK® Introduction and Foundation
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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 12th & Saturday 19th May 2018
Venue: To be confirmed
Times: 9.30-16.30

Thursday 5th & Friday 6th July 2018
Venue: To be confirmed
Times: 9.30-16.30

Saturday 3rd & Saturday 10th November 2018
Venue: To be confirmed
Times: 9.30-16.30

Monday 18th & Tuesday 19th March 2018
Venue: To be confirmed
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.
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.

### PROACT-SCIPr-UK® Refresher

- **Dates:**
  - Saturday 7th April 2018
  - Saturday 16th June 2018
  - Friday 3rd August 2018
  - Saturday 13th October 2018
  - Friday 7th December 2018
  - Wednesday 16th January 2019
- **Venue:** To be confirmed
- **Time:** 9.30-16.30

### Personal Safety

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.

- **Dates:**
  - Wednesday 25th April 2018
  - Wednesday 20th June 2018
  - Saturday 15th September 2018
  - Monday 05th November 2018
- **Venue:** Buttsgrove 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 21\textsuperscript{st} April 2018
Venue: HCC
Time: 09:30 – 15:45

Saturday 28\textsuperscript{th} July 2018
Venue: HCC
Time: 09:30 – 15:45

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

Saturday 26\textsuperscript{th} January 2019
Venue: HCC
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 13th October 2018
Saturday 9th March 2019

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:**
Saturday 14th April 2018  
**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 Xth June 201X  
**Venue:** Buttsgrove Centre  
**Time:** 10.00-16.00  
Saturday Xth October 201X  
**Venue:** Buttsgrove Centre  
**Time:** 10.00-16.00

Link Foster Carers are also welcome to attend.

Annual Refresher needed

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:**
Saturday 14th April 2018  
**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.
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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<tbody>
<tr>
<td>Tues 13th March</td>
<td>Block 13, Ida Darwin, Cambridge (Room G30) All Day</td>
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<td>Tues 10th April</td>
<td>The Oaktree Centre, Huntingdon (Seminar Rm F25) 12pm – 5pm</td>
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<tr>
<td>Tues 8th May</td>
<td>The Oaktree Centre, Huntingdon (Seminar Rm 3) 12pm – 5pm</td>
</tr>
<tr>
<td>Fri 29th June</td>
<td>The Oaktree Centre, Huntingdon (Seminar Rm F25) All Day</td>
</tr>
<tr>
<td>Further Dates To Follow</td>
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</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 X\textsuperscript{th} May 201X
Venue: Room 2 Buttsgrove Centre
Time: 10.00 – 13.30

Saturday X\textsuperscript{rd} September 201X
Venue: Room 2 Buttsgrove Centre
Time: 10.00 – 13.30

Saturday X\textsuperscript{th} January 201X
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 21\textsuperscript{st} November 18
Venue: Buttsgrove Centre
Time: 10:00 – 16:00
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 14th July 2018
**Venue:** Buttsgrove Centre
**Time:** 10:00 – 16:00

Wednesday 5th December 2018
**Venue:** Buttsgrove Centre
**Time:** 10:00 – 16:00

E-safety
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:**
Monday 4th June 2018
Saturday 3rd November 2018
**Venue:** Buttsgrove Centre Rm 2
**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.

**Dates:**
Friday 25th May 2018
Saturday 9th February 2019
**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.

Dates:
Saturday 27th September 2018
Saturday 17th November 2018
Venue: Buttsgrove Centre
Time: 9:30 – 15:30

Introduction to Autistic Spectrum Disorders

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 Substance Misuse
- Information Finding
- Top Tips for Encouraging Engagement
- English as an Additional Language
- Parental Mental Health

**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.

**Date:** Saturday 19th January 2018  
**Venue:** Buttsgrove Centre  
**Time:** 09:30 – 15:30

**Date:** Saturday 9th June 2018  
**Venue:** Buttsgrove Centre  
**Time:** 09:30 – 15:30

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Be ready to think outside the box!!!
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 12th January 2019
Venue: Buttsgrove Centre
Time: 10:00 – 16:00
## Venue Addresses

<table>
<thead>
<tr>
<th>Venue Address</th>
<th>Address Details</th>
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| **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 |