



**TRAINING AND DEVELOPMENT
GUIDE FOR DISABLED
CHILDREN'S SERVICES**

2011—2012

Welcome to the Training and Development Guide for Disabled Children's Services for April 2011 to March 2012.

This year we are offering a range of courses and have lined up a number of trainers from a variety of organisations and backgrounds to deliver a varied and dynamic programme. All our courses are open to anyone involved in working with disabled children and their families as well as those who want to work in this area.

All the courses will be interactive, using individual and group learning, open discussion, practical activities and tutor led presentation. To get the most out of the training participants should expect to share their own experiences and fully engage in discussion topics.

We hope that you will be interested in attending one or more of these courses and that they will have a positive impact on your work with disabled children and young people.

The content of this training guide draws on the CWDC's (Children's Workforce Development Council) core skills required for carers of disabled children, and participation in any of the courses offered in this guide will aid your personal and professional development and help ensure that you are kept up to date with the ever changing practices in this highly skilled sector of Children's Services.

Further courses and staff development opportunities may be offered throughout the year that will be advertised separately. If you would like to be kept informed of changes then please contact the Children's Workforce Development Team on cypsworkforcedevelop@buckscc.gov.uk with your email and address details and we will add you to our database.

Please do not hesitate to contact the Children's Workforce Development Team on 01296 382765 if you require any further information on any training courses featured in this guide.

We look forward to seeing you at a course soon.



Lyndsey Reeman
Learning & Development Officer
Children and Young People's Trust Delivery Unit

Course Booking Procedure

Please read through the description of the course to ensure that it meets your needs. If you are in doubt and need further advice please contact the Children's Workforce Development Team on (01296) 382765.

Complete the course booking form which is located at the back of this training guide and send with your cheque made payable to Buckinghamshire County Council to the address on the form. Please use a separate form for each course.

Confirmation letters and a map will be emailed to the address specified on the course booking form within five days of receipt. If no email is specified confirmation will be posted.

Cancellation Policy

You will remain liable for payment of 100% of the course fees for non-attendance on the course.

All cancellations must be made in writing as soon as you are aware that you are unable to attend. Please email: cypsworkforcedevelop@buckscc.gov.uk.

You may request to transfer to an alternative course, please telephone (01296) 382765 to check availability.



OPENING MINDS — OPENING DOORS

Aims: This inspiring new training, delivered by parents of disabled children, will develop your skills and understanding on how to include disabled children in your provision.

Learning Outcomes: By the end of the course participants will:

- Have explored your / colleague's attitudes towards disabled children using your service
- Have a better understanding of the barriers faced by disabled children and their families in accessing services and activities
- Gain practical ideas on how best to work with carers and disabled children
- Help you to reflect on how the transition to your provision can be supported

Who Should Attend: This course is a must for anyone involved in working with children and families who want to make sure they are being inclusive to disabled children and their families.

Cost: £25.00 per delegate

Training Provider: Workshops are delivered by parents of disabled children.

Additional workshops can be provided on request where you work or jointly with other providers. Timings can be flexible but during school hours is preferred. **For more information and costs**, contact Nigel Currums on (01296) 382765 or e-mail cypsworkforcedevelop@buckscc.gov.uk

How to book: Please complete the course booking form at the end of this training guide.

Previous delegates have said:

“Very interesting and time flew past”

“Fantastic”

| DATE | LOCATION | TIME |
|---|--|---------------|
| Thursday 12 th May 2011 | Buckingham Children's Centre | 18:30 – 21:30 |
| Tuesday 14 th June 2011 | Barnardo's Children Centre, Amersham | 18:45 – 21:45 |
| Saturday 8 th October 2011 | Barnardo's Children Centre, Wing | 10:00 – 13:00 |
| Saturday 12 th November 2011 | Barnardo's Children Centre, Princes Risborough | 10:00 – 13:00 |
| Wednesday 1 st February 2012 | Elmhurst Children's Centre, Aylesbury | 18:30 – 21:30 |
| Saturday 17 th March 2012 | Disraeli School & Children's Centre, High Wycombe | 10:00—13:00 |

THE DEVELOPMENT OF DISABLED CHILDREN AND YOUNG PEOPLE — THE EARLY YEARS STAGE

Aims: This introductory course aims to explore the different ways that young disabled children develop and to teach participants ways of working with a child and their family to support the development that is appropriate to them.

Learning Outcomes: By the end of the workshop participants will:

- Be confident to work with the child, the family and other professionals to identify the stage of development a child is at
- Gained confidence to challenge their own perceptions and expectations of child development
- Know how to raise concerns about a child's development
- Have learned how to relate to a child in a stage appropriate way
- Have discussed stage appropriate activities and identified some key activities to use in their place of work

Who should attend: Anyone working with disabled children.

Cost: £35.00 per delegate.

Training provider: Jennifer Hennessy.

How to book: Please complete the course booking form at the end of this training guide.



| DATE | LOCATION | TIME |
|------------------------------|--|---------------|
| Monday 11th July 2011 | Elmhurst Children's Centre, Aylesbury | 18:30 – 21:30 |
| Thursday 15th September 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30 – 21:30 |

THE DEVELOPMENT OF DISABLED CHILDREN AND YOUNG PEOPLE – THE EARLY TEENAGE TO YOUNG ADULT STAGE

Aims: Young people can start to exhibit sexualised behaviours from any age and it can be difficult to know how to deal with the behaviour, especially if the young person has an impairment or is disabled. This introductory course aims to enable participants to have frank discussions about how to support this difficult stage and learn what role they can have in supporting the young person to adapt to this stage in their development.

Learning Outcomes: By the end of the workshop participants will:

- Have shared experiences in managing sexualised behaviour
- Have taken a closer look at inappropriate and appropriate behaviour and become confident to address both
- Have learned how to relate to a young person in a stage appropriate way

Who should attend: Anyone working with disabled children and young people.

Cost: £35.00 per delegate.

Training provider: Jane Fryer.

How to book: Please complete the course booking form at the end of this training guide.



| DATE | LOCATION | TIME |
|----------------------------|--|---------------|
| Wednesday 8th June 2011 | Elmhurst Children's Centre, Aylesbury | 18:30 – 21:30 |
| Monday 19th September 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30 – 21:30 |

COMMUNICATING WITH DISABLED CHILDREN AND YOUNG PEOPLE: FROM OBJECTS OF REFERENCE TO SIGNING—WHAT HELPS?

Aims: This introductory workshop is appropriate for people who work with children and young people with learning and / or sensory disabilities who need their communication supported by signs, symbols, objects of reference, and is also suitable for those who may need an update and / or to refresh their understanding.

Learning Outcomes: By the end of the course you will be able to

- Understand barriers to communication for children and young people with learning difficulties and sensory impairments
- Understand the functions of communication
- Demonstrate skills in understanding and recognising symbolic development
- Explore alternative and additional methods of communication such as using symbols and creating objects of reference
- Demonstrate some basic signing techniques and words
- Understand the needs for a consistent communication approach

Who should attend: Anyone working with disabled children and young people with communication difficulties.

Cost: £35.00 per delegate.

Training provider: Jill Coote.

How to book: Please complete the course booking form at the end of this training guide.

| DATE | LOCATION | TIME |
|--------------------------|---|---------------|
| Thursday 14th July 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30 – 21:30 |
| Monday 17th October 2011 | Elmhurst Children's Centre, Aylesbury | 18:30 – 21:30 |

INTRODUCTION TO AUTISM AND ASPERGERS SYNDROME

Aims: This introductory workshop is appropriate for people who are new to working with autistic children and young people, and is also suitable for those who may need an update and / or to refresh their understanding.

Learning Outcomes: By the end of the course you will be able to

- Demonstrate skills in understanding and recognising Autism and Asperger syndrome
- Identify effective ways of supporting social communications and social interaction
- Recognise and understand the Triad of impairments
- Understand strengths associated with being on the Spectrum
- Understand additional difficulties associated with being on the Spectrum, particularly sensory issues
- Identifying appropriate support strategies

Who should attend: Anyone working with children and young people on the Autistic Spectrum.

Cost: £45.00 per delegate.

Training provider: Jill Coote.

How to book: Please complete the course booking form at the end of this training guide.

| DATE | LOCATION | TIME |
|----------------------------|--|---------------|
| Tuesday 12th July 2011 | Elmhurst Children's Centre, Aylesbury | 18:30 – 21:30 |
| Thursday 13th October 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30 – 21:30 |

WORKING IN PARTNERSHIP TO SUPPORT POSITIVE TRANSITIONS FOR DISABLED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

Aims: To understand what a transition is for a disabled child or young person and to learn ways to support the child and the family through the process. To identify the key stakeholders in a transition and learn how to work in partnership with them.

Learning Outcomes: By the end of the course participants will:

- Understand transitions and the importance of making them a positive experience for disabled children and young people
- Know what makes a successful transition
- Have learned how to work in partnership to achieve successful transitions for disabled children, young people and their families
- Know their role in supporting disabled children, young people and their families through transitions

Who should attend: Anyone working with disabled children and young people who support children and their families through periods of change.

Cost: £35.00 per delegate.

Training provider: Stephen Richardson.

How to book: Please complete the course booking form at the end of this training guide.

Previous delegates have said:

“Enjoyable and informative. Involved everyone, relaxed, everyone had an opportunity to contribute”

“Stephen was a great tutor and was constructive with questions and support”

| DATE | LOCATION | TIME |
|---------------------------|---|---------------|
| Wednesday 18th May 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30 – 21:30 |
| Tuesday 31st January 2012 | Elmhurst Children's Centre, Aylesbury | 18:30 – 21:30 |

UNDERSTANDING AND POSITIVELY MANAGING THE BEHAVIOUR OF DISABLED CHILDREN AND YOUNG PEOPLE

Aims: To provide a grounding in the types of behaviour issues that disabled children and young people might demonstrate and to give delegates an opportunity to explore possible ways of managing these and to gain confidence to work with children and young people who's behaviour can sometimes be challenging.

Content: By the end of this course participants will:

- Have explored their own experiences and expectations of challenging behaviour
- Learned the importance of working in partnership to manage behaviour consistently
- Learned practical activities and suggestions for managing behaviour positively and reviewed different techniques
- Understand their role and boundaries when working with children and young people with challenging behaviour
- Understand how safeguarding relates to managing behaviour

Who should attend: Anyone working with disabled children and young people.

Cost: £55.00 per delegate.

Training provider: Booker Park School.

How to book: Please complete the course booking form at the end of this training guide.

Previous delegates have said:

*"Everything was very well explained with lots of examples and scenarios.
Thank you so much"*

"Best course ever! Thank you!"

"I liked the activities and learning different strategies"

| DATE | LOCATION | TIME |
|--------------------------|---|-------------|
| Thursday 16th June 2011 | Disraeli School & Children's Centre, High Wycombe | 09:30—16:00 |
| Friday 14th October 2011 | Elmhurst Children's Centre, Aylesbury | 09:30—16:00 |
| Friday 9th March 2012 | Elmhurst Children's Centre, Aylesbury | 09:30—16:00 |

ESSENTIAL CARE PLANNING, PERSONAL CARE AND MANAGING MEDICINES

Aim: To provide participants with the practical skills required to safely care for disabled children and young people in a variety of settings.

Learning outcomes / gains: By the end of the course participants will:

- Have learned appropriate ways to provide personal care
- Know how to safely manage medicines
- Understand what a care plan is and how to implement care
- Understand how safeguarding relates to providing personal care and care planning

Who should attend: Anyone working with disabled children and young people.

Cost: £35.00 per delegate.

Training provider: Buckinghamshire Healthcare NHS Trust.

How to book: Please complete the course booking form at the end of this training guide.



| DATE | LOCATION | TIME |
|-----------------------------|---|-------------|
| Tuesday 27th September 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30—21:30 |
| Thursday 1st March 2012 | Elmhurst Children's Centre, Aylesbury | 18:30—21:30 |

ASSESSING RISK AND CREATING A SAFE ENVIRONMENT FOR DISABLED CHILDREN AND YOUNG PEOPLE

Aim: To provide participants with some practical skills and knowledge to enable them to consider and manage the additional risks that arise when working with disabled children and young people.

Learning outcomes: By the end of the course participants will have learnt:

- How to create a safe environment by doing an appropriate risk assessment
- Good positions to use and positions to avoid
- Useful equipment and how it can be used
- How to do a moving and handling risk assessment
- Posture and general back care for themselves
- How the environment can impact the behaviour and reactions of disabled children

Who should attend: Anyone working with disabled children and young people.

Cost: £35.00 per delegate.

Training provider: Buckinghamshire Healthcare NHS Trust.

How to book: Please complete the course booking form at the end of this training guide.



| DATE | LOCATION | TIME |
|-----------------------------|--|-------------|
| Monday 27th June 2011 | Elmhurst Children's Centre, Aylesbury | 18:30—21:30 |
| Thursday 24th November 2011 | Disraeli School & Children's Centre, High Wycombe | 18:30—21:30 |



COURSE BOOKING FORM

Please complete **ALL** the sections below.
Any omissions of information could delay the processing of your application.

Note: Please use a separate application form for each course

| | | | |
|---|--|-----------------|--|
| Title of Course | | | |
| Date of Course | | | |
| Surname | | | |
| Forename(s) | | | |
| Title: Mr/Mrs/Miss/Ms | | Date of Birth | |
| NI Number | | | |
| Full Home Address | | | |
| Email Address | | | |
| Mobile Number | | | |
| Employer Name | | | |
| Employer Tel. no. | | | |
| Position Held | | | |
| Special dietary needs or physical requirements: | | | |
| Signature of applicant | | Date | |
| Approval of Employer | | Date | |
| Print Name and Position Held | | BCC Cost Centre | |

TERMS AND CONDITIONS

You will remain liable for payment of 100% of the course fees for non-attendance on the course.

All cancellations must be made in writing as soon as you are aware that you are unable to attend to cypsworkforcedevelop@buckscc.gov.uk

Should you be unable to attend we are able to transfer you to alternative course.

Confirmation letters will be sent by e-mail and not by post unless specifically requested.

***Please make cheques payable to
Buckinghamshire County Council***

Return to: Workforce Development Team
4th Floor
County Hall
Walton Street
Aylesbury, HP20 1UZ