



Dún Laoghaire-Rathdown
County **Childcare Committee**



Autumn Training 2017

1. HR: Contracts and Handbooks

This practical workshop focusses on putting together clear, concise and workable contracts of employment for staff and the content of a staff handbook.

The workshop will deal with nuances of the Early Years/Childcare sector including term time contracts associated with funding limits.

The workshop will highlight the reason and benefit of a staff handbook, how to link the handbook to the contract and the key policies and information to include in the handbook.

Date: Thursday, 21st September

Time: 7pm – 9.30pm

Venue: Talbot Hotel, Stillorgan

Fee: €15

2. Information Clinic: Pobal Compliance

Most services will already be familiar with the Pobal compliance process, which involves a series of standardised on-site checks aimed at ensuring adherence with certain programme rules as set out by the Department of Children & Youth Affairs. Compliance visits will comprise of checks on records held in your service in respect of the following Early Years Programmes

- Free Pre-school Year in Early Childhood Care and Education (ECCE) Programme
- Training and Employment Childcare (TEC) Programmes
- Community Childcare Subvention (CCS) Programme
- Community Childcare Subvention Plus(CCSP) Programme
- Community Childcare Subvention Resettlement (Transitional) (CCSR(T)) Programme

This information clinic will advise you on what should be included in your Compliance folder which can be made available to the Pobal Compliance Officer. This will help to ensure minimum disruption during your unannounced compliance visit.

Date: Wednesday, 27th September

Time: 6.30pm – 8.30pm

Venue: Talbot Hotel, Stillorgan

Fee: Free. Click [here](#) to book your place.

3. Parents Workshop: Promoting and Supporting Positive Behaviour

This seminar will focus on common challenging behaviours in young children, from tantrums in young children, through to communication issues with older children. Participants will gain an understanding of how and why challenging behaviour develops, strategies to modify challenging behaviour, and how to modify one's own behaviour in order to encourage positive behaviour in children. The seminar gives very practical advice for parents.

Dr Mary O'Kane is a Lecturer in Psychology and Early Childhood Education teaching in Maynooth University and the Open University. She is also a regular contributor to Ireland AM on both parenting and early childhood education issues.

Date: Thursday 12th October
Time: 7.00pm – 9.00pm
Venue: Talbot Hotel, Stillorgan
Fee: **Free (booking essential)**



4. Child Centred Environments

This workshop, facilitated by Canavan & Byrne will provide you with fun and exciting ideas for the environments within your early year's settings. The environment is the third educator for the child, and it will influence how and what children learn. Both the indoor and outdoor environment will be discussed.

Ideas will be provided on various interest areas which can be incorporated into rooms from babies, toddlers and children of pre-school age. Links to Aistear and Síolta will be made throughout. This workshop is practical, and offers new ideas and tips for materials which are accessible for all early years providers.

This workshop covers:

1. Importance of the environment
2. Children's learning
3. Child-centred environments
4. Play spaces indoors & outdoors
5. Supporting emerging interests

Date: Wednesday, 18th October

Time: 7.00pm – 9.30pm

Venue: Talbot Hotel, Stillorgan

Fee: €15

5. HR: Support & Supervision

This workshop defines the structure and procedure for staff supervision and the development of a supervision policy.

The workshop reinforces the link between Staff and Management and is an effective motivational tool for enhancing teamwork, performance and productivity. The workshop will outline the purpose of supervision, roles and responsibilities of the Supervisor, the importance of recording and monitoring and evaluation.

Date: Thursday, 19th October

Time: 7.00pm – 9.30pm

Venue: Talbot Hotel, Stillorgan

Fee: €15

6. Parents Workshop: Autism 101

This free workshop facilitated by Lisa Domican, aims to raise awareness of autism in young children and will provide information to parents on supporting children with autism. Participants will learn what autism is and how it affects children in the learning environment. They will learn ways to help support children to attend, to organise and to communicate when they need help utilising simple and affordable techniques such as picture schedules, token rewards and visual aids.

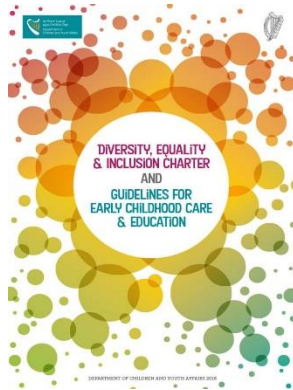
Date: Wednesday, 25th October
Time: 7.00pm – 9.00pm
Venue: Talbot Hotel, Stillorgan
Fee: Free (**booking essential**)



7. HR: Recruitment, Appraisals and Performance Management

This workshop provides an overview of the recruitment and selection process, including job adverts, interviews, Garda vetting and references. It will take you through performance management during the probation period and after the probation period. It will also provide guidance on how to carry out performance appraisals.

Date: Thursday, 23rd November
Time: 7.00pm – 9.30pm
Venue: Talbot Hotel, Stillorgan
Fee: €15



8. Diversity, Equality & Inclusion Guidelines Training

Did you know that Diversity, Equality & Inclusion Training is now included in the General Terms and Conditions governing participation in AIM (See Appendix 2 of ECCE Grant Funding Agreement)?

The aim of this training programme, delivered by DLRCCC, is to support educators to engage with the new Diversity, Equality and Inclusion Guidelines. It aims to foster awareness about diversity, equality and inclusion and to encourage and support those working in the sector to actively advocate for inclusion for all children and their families within the ECCE setting. It will explore the key issues surrounding equality and diversity and promote good practice in terms of supporting inclusion, equality and diversity in an early childhood education and care setting. It will also provide guidance on developing an Inclusion policy

The training is run over 15 hours (1 x 6-hour session plus 3 x 3-hour session).

***Please note: you must be able to commit to participate in all 4 sessions.**

You can book one of our 3 courses below

- 1) Diversity, Equality and Inclusion Training
Starts 25th September
Book [here](#)
- 2) Diversity, Equality and Inclusion Training
Starts 7th October
Book [here](#)

- 3) Diversity, Equality and Inclusion Training
Starts 14th October
Book [here](#)

- 4) Diversity, Equality and Inclusion Training
Starts 6th November
Book [here](#)

9. Community of Practice for Diversity, Equality & Inclusion and LINC participants

DLRCCC are facilitating a Community of Practice for early years educators who have completed the Diversity, Equality & Inclusion Training and LINC training. This will be a space to discuss your practice and the successes and challenges of implementing changes in your practice in relation to Diversity, Equality and Inclusion.

We have planned several dates for this Community of Practice which are outlined below:

Session 1

Date: Wednesday, 11th October
Time: 7.00pm – 9.00pm
Venue: Talbot Hotel, Stillorgan

Session 2

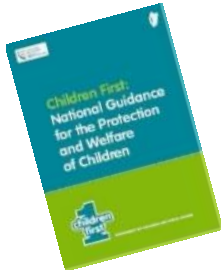
Date: Wednesday, 15th November
Time: 7.00pm – 9.00pm
Venue: Talbot Hotel, Stillorgan

Session 3

Implementing the Anti-Bias Approach with Ann Halligan

Support and guidance on how to implement an Anti-Bias approach in your setting with helpful examples from practice.

Date: Tuesday, 28th November
Time: 7.00pm – 9.30pm
Venue: Talbot Hotel, Stillorgan



Tusla Always Children First

Child Safeguarding Awareness Training: Foundation Level

This is the training course designed by Tusla especially for the Early Years Sector in partnership with the Early Years Children First Steering Committee. It replaces the Keeping Safe Training Programme and HSE Children First Foundation Level.

In line with current legislation and policy, all staff and volunteers must be made aware of their responsibility to protect children and keep them safe. This course will provide staff with information on recognising abuse, responding to concerns and safeguarding children. All participants will receive a certificate of attendance.

Please be advised that managers and those with a role in reporting child protection should attend this training in line with Pre-School Regulations and recommendations set out in Children First.

CP1

Date: Saturday 16th September
Time: 9.30am - 4.30pm
Venue: Talbot Hotel, Stillorgan
Fee: €20 (includes lunch)

CP2

Date: Saturday 14th October
Time: 9.30am - 4.30pm
Venue: Talbot Hotel, Stillorgan
Fee: €20 (includes lunch)

CP3

Date: Wednesday 8th
& Thursday 9th November
Time: 4pm – 7.30pm both days
Venue: Talbot Hotel, Stillorgan
Fee: €20

Child Safeguarding Awareness Training for Organisations: Refresher Course

If you or a member of your team have attended Child Protection training in either **2013 or 2014** you are now eligible to complete the 3.5 hour Refresher Always Children First Child Safeguarding Training for Organisations as opposed to the requirement to attend the full day foundation level training.

Please Note: A booking will only be made following receipt of booking form + payment and verification by us that you have attended this training before

Please see dates for Refresher Training below:

Refresher Training 1

Date: Thursday 5th October
Time: 4.00pm-7.30pm
Venue: Talbot Hotel, Stillorgan
Cost: €10

Refresher Training 2

Date: Thursday 23rd November
Time: 4.00pm-7.30pm
Venue: Talbot Hotel, Stillorgan
Cost: €10



The National Síolta Initiative has been developed to provide central support and coordination of Síolta and Aistear implementation across the early childhood sector. As part of this, an Introductory Workshop has been developed to increase awareness, understanding and familiarity with Síolta, Aistear and the Síolta Aistear Practice Guide. A series of 4 Standards Awareness Raising workshops have also been developed to enhance an understanding of the 16 Síolta Standards and how they link with Aistear and with practice.

You must attend the Síolta Aistear Introductory Workshop prior to attending the Awareness Raising workshops.

1. Síolta Aistear Introductory Workshop

This workshop is the first step in understanding the National Frameworks, Síolta and Aistear, and the online support tool, the Aistear Síolta Practice Guide. This 2.5 hour workshop will support participants to:

- Learn about the purpose and structure of Síolta and Aistear.
- Explore the connection between the two frameworks.
- Find out more about the Aistear Síolta Practice Guide.
- Next steps? Examine the possibilities for further support and guidance in relation to Síolta and Aistear in the early childhood sector.

Date: Tuesday 26th September
Time: 6.00pm – 8.30pm
Venue: Talbot Hotel, Stillorgan.
Fee: €15

**** Participants must have attended the Síolta Aistear Introductory Workshop to attend workshops 2, 3, 4 & 5****

2. Síolta Awareness Raising workshop: Standards 2, 6 and 7: Environments, Play and Curriculum.

This 2.5 hour workshop will examine what Síolta says about Standards 2, 6 and 7 and how these standards link with Aistear. It will also consider how you are currently implementing these standards and what you may do to further enhance practice

- Standard 2 Environments: looks at environments, both indoor and outdoor, materials and equipment, and how these are crucial in offering safe, developmentally appropriate, challenging and stimulating experiences.
- Standard 6 Play: promoting opportunities for developmentally appropriate and well-resourced opportunities for exploration, creativity and 'meaning making'.
- Standard 7 Curriculum: encouraging holistic development and learning requires the implementation of a flexible, broad based and documented curriculum.

Date: Tuesday 17th October
Time: 6.00 – 8.30pm
Venue: Talbot Hotel, Stillorgan.
Fee: €15



3. Síolta Awareness Raising workshop: Management Standards Workshop

This 3 hour workshop will examine what Síolta says about Standards 4 Consultation, Standard 8 Planning & Evaluation, Standard 9 Health and Welfare, Standard 10 Organisation, Standard 11 Professional Practice, Standard 12 Communication and Standard 15 Legislation and

Regulation. It will consider how you are currently implementing these standards and what you may do to further enhance practice. These standards have a particular focus on increasing the knowledge and understanding of standards which are particularly relevant to managers and the management team.

Date: Tuesday 24th October
Time: 6.00pm – 9.00pm
Venue: Talbot Hotel, Stillorgan.
Fee: €15

4. Síolta Awareness Raising Workshop: Standards 13, 14 and 16: Transitions, Identity & Belonging and Community Involvement.

This 2.5 hour workshop will examine what Síolta says about Standards 13, 14 and 16 and how these standards link with Aistear. It will also consider how you are currently implementing these standards and what you may do to further enhance practice.

- Standard 13 Transitions: examining how to promote sensitive management of transitions, maintain consistent relationships and close involvement of parents.
- Standard 14 Identity and Belonging: promote a practice that empowers every child and adult to develop a confident self and group identity, and to have positive regard for the identity and rights of others.
- Standard 16 Community Involvement: showing evidence and actions which extends and supports all the adults and children’s engagement with the wider community.

Date: Tuesday 7th November
Time: 6.00pm – 8.30pm
Venue: Talbot Hotel, Stillorgan.
Fee: €15

5. Síolta Awareness Raising Workshop: Standards 1, 3, 4 and 5: Rights of The Child, Parents and Families, Consultation and Interactions.

This 2.5 hour workshop will examine what Síolta says about Standards 1, 3, 4 and 5 and how these standards link with Aistear. It will also consider how you are currently implementing these standards and what you may do to further enhance practice.

- Standard 1 Rights of the Child: ensuring the rights of the child are met, and the child is enabled to make choices and be an active and equal participant in his/her own development and learning.
- Standard 3 Parents and Families: promoting and supporting a partnership approach and showing evidence of this.
- Standard 4 Consultation: ensuring inclusive decision making requires consultation that promotes partnership that seeks and acts on contributions to the decision-making process from all stakeholders.
- Standard 5 Interactions: showing evidence of a process of constructive interactions with all in the service, which is based on respect, equality, are sensitive and supportive.

Date: Tuesday 14th November

Time: 6.00pm – 8.30pm

Venue: Talbot Hotel, Stillorgan.

Fee: €15.00

Booking Form

DCYA Ref No: _____

Name: _____

Name of Early Years' Service: _____

Address: _____

Mobile No: _____

Email: _____

Please enter an email address as receipts and information on any changes to workshop details etc. will be sent by email.

Position in Service (please tick)

Room Leader

Manager

Early Years Practitioner

Childminder

Other (please specify): _____

Name & Date of workshop: _____

Cheque Money Order Postal Order

Total Amount Enclosed: € _____

Courses are subject to change and/or cancellation. Places are limited to two per service.

Please return completed booking forms to:

Dún Laoghaire Rathdown County Childcare Committee, Unit 16 Deansgrange Business Park, Blackrock, Co. Dublin. T: 01 2896600 | E: info@dlrchildcare.ie

Payment is needed to confirm booking, as relevant.

Data Protection Act 1988 & Data Protection Amendment Act 2003.

In accepting a place on a workshop or course you consent to have the following information recorded and stored by DLRCCC to monitor training uptake:

- Participant name & contact details - Service name - DCYA reference no - Role in service

All information is subject to the DLRCCC Data Protection Policy.





Seminar

Starting Strong: Inclusive Practice in the Early Years

Saturday 11th November 2017

DLRCCC are delighted to host a seminar for early years educators, Starting Strong, on Saturday, 11th November 2017.

The aim of the seminar is to support you in providing an inclusive practice for the children and families in your setting.

Participants will be able to choose one morning workshop and one afternoon workshop.

Date:	Saturday, 11 th November
Time:	9.30am – 4.00pm (includes lunch)
Venue:	Talbot Hotel, Stillorgan
Fee:	€25
Booking:	Seminar booking form is included at the end of this training programme.

First Preference will be given to early years educators who have completed the Diversity, Equality & Inclusion training with DLRCCC

Agenda

- 9.30am:** Registration
- 9.45am:** Introduction by Catherine Healy (National AIM Coordinator)
- 10.00am:** Morning Workshops
- 12.30pm:** Lunch
- 1.15pm:** Afternoon Workshops

Workshop Details

Participants choose one morning workshop and one afternoon workshop.

Morning Workshops: 10.00am – 12.30pm

10am: Conflict Resolution from a HighScope Perspective

Facilitated by Norma Kelly, HighScope Trainer

In all early childhood settings children have conflicts throughout the day, over space, materials and friendships. Learning how to find solutions that work for everyone is an important learning experience for adults and young children.

The HighScope approach views conflict as a natural part of children's play. This workshop will explore the strategies that adults can use to help children to develop their ability to solve problems when in conflict situations. Participants will explore the importance of acknowledging feelings and discuss how to use the specific conflict resolution steps in a number of ways.

10am: Practical Multi-Sensory Strategies for Early Years Settings'

Facilitated by Niamh Garivan, Senior Paediatric Occupational Therapist

This workshop will demonstrate some of the challenges faced by children with extra needs and provide advice on cost effective, easily implemented changes which can support engagement and encourage skill development in the children attending your early years setting

Afternoon Workshops: 1.15pm – 3.45pm

1.15pm: Sharing Sensitive News with Parents

Facilitated by Tricia Curtis, Speech & Language Therapist

This is aimed at Early Years practitioners who need a system to talk to parents about concerns they may have about a child in their care.

During this session, practitioners will:

- Gain an understanding of how parents feel when they receive sensitive news.
- Become more aware of their own feelings and response styles around sharing sensitive news.
- Learn about and apply effective communication strategies for sharing sensitive news.

- Discuss challenging case studies and scenarios with other professionals

1.15pm: Recognising and Supporting Children on the Autistic Spectrum

Facilitated by Lisa Domican

Autism can present itself in a million different ways. Not every parent will recognise the signs and have obtained a diagnosis that will make them eligible for specific support. However, as an Early Years professional, you may be able to spot the signs and create an environment that can include a child on the spectrum in a general setting. Lisa will explain what Autism can look like, help you imagine how it feels and explain what issues can affect involvement in typical early learning.

Lisa will demonstrate how to create a sensory space, make visual supports, adapt play structure to suit the learner's specific interests and how to use practical reinforcement.

There will be chance to bring your own examples to the talk, where Lisa will break down and problem solve specific issues using evidence based methodology.

Seminar Booking Form

Name:

Name of Early Years' Service:

Address:

Mobile No:

Email:

Please tick which workshop you would like to attend:

Morning Workshops

Conflict Resolution from a HighScope Perspective

or

Practical Multi-Sensory Strategies for Early Years Settings

Afternoon Workshops

Sharing Sensitive News with Parents

or

Recognising and Supporting Children on the Autistic Spectrum

Please note if workshops are overbooked, you may not get your first preference.

Fee for the seminar is €25 per participant (includes lunch)

Total Amount Enclosed: € _____

Places are limited to two per service. **Please return completed booking forms to:**

Dún Laoghaire-Rathdown County Childcare Committee, Unit 16, Deansgrange Business Park, Blackrock, Co. Dublin, Tel: 01 2896600 | E: info@dlrchildcare.ie

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