



Protocol for Bespoke Training requested by settings*

**This protocol sets out the arrangements for bespoke early years training provided by Buckinghamshire Council,
Early Years Service**

Bespoke Training is a separate strand of training offered by the Early Years Service (EYS), Buckinghamshire Council. The benefits of this type of support include a whole team response to training and the opportunity for this to be tailored to your individual setting's requirements, delivered by your known and trusted members of the Early Years Service.

During this training, the trainer will encourage all staff to interact and share their views and ideas. This encourages the whole staff team to work together to develop the setting's practice. It is assumed that working practices and policies will be consistent across a nursery chain, therefore the EYS can accept bookings for Bespoke Training across several nurseries in a chain, for example, to support staff working with a specific age group within a nursery chain, such as toddlers. Bespoke Training is delivered to staff groups where delegate numbers are agreed with the trainer in advance (up to a maximum of 25). However, it is possible for the Early Years Service to deliver Bespoke Training to a larger number of practitioners on request, for example to facilitate a professional dialogue session for a school or a group of feeder settings. Fees may be adjusted to reflect larger numbers. This must be agreed in advance of the booking. Registers will be taken on the day and any additional numbers above 25 will be invoiced separately.

For further information and to discuss the cost of training for larger groups of practitioners, please contact your Key Contact to discuss requirements.

What you can expect:

- Your trainer/s will arrive at least 30 minutes before the start of Bespoke Training to meet the manager/EY Lead, familiarise themselves with the surroundings and to set up the presentation.
- For some courses, training handouts will be provided for delegates beforehand, via email, for you to print. Larger size documents will be e-mailed for the participants to access.
- The trainer will provide a blank register, evaluation forms and certificates.
- The aims and objectives of the session will be planned in advance with setting managers/ EY Leads/Head Teachers, to meet the needs of individual settings and staff teams.
- Reasonable adjustments will be made to enable all practitioners to have the same opportunity to access the training, e.g. visual impairment, physical disability.
- Confidentiality will be maintained, particularly where children and/or families may be discussed.

- Settings will be encouraged to compile an action plan following the training. Further support can be provided by your Key Contact, for its implementation and evaluation on request.

What will be expected from delegates:

- To ensure that Bespoke Training has maximum impact, managers and senior leaders **must** attend in order to oversee and drive forward practice development.
- Practitioners are expected to engage in the training and behave professionally. Should this not be the case, the trainers will speak with the manager in the first instance and if unacceptable behaviour continues the training will be stopped. No refund will be issued in this situation.
- The setting will be responsible for informing the trainer of fire safety procedures and any health and safety requirements or particular needs of delegates attending. This information should be discussed with the trainer before the session.
- Delegates will be expected to commit to equality of opportunity; tolerance and understanding of others' needs during the training.
- It is expected that practitioners participating in the training will be able to participate fully and be seated comfortably. The setting is requested to set up the training space. Delegates will usually be seated around tables to enable them to take notes, hold table discussions and participate in activities. The setting should make appropriate refreshments available for all participants.
- If possible, a pale-coloured clear wall space for the projection of a PowerPoint presentation will be needed. If, however, no PowerPoint facility is available we would expect this to be communicated to the trainer, at least one week in advance so that other presentation tools can be used.
- In the exceptional circumstance of any attendees needing to leave early or arriving late, advance notice must be given to the trainer to minimise disruption to the session.
- It is not expected that any children will be present, either children on roll at the setting or participants' own children. Managers will recognise that having children present during training will be distracting to delegates.
- In order that training is not interrupted, delegates will be expected to turn their phones to silent and only use them in exceptional circumstances.
- In the unlikely event of extreme weather or illness, we may need to postpone the session and the training will be rearranged. Contact will be made as soon as practically possible.
- In the highly unlikely event that the setting needs to cancel an agreed Bespoke Training session, the setting should email earlyyears@buckinghamshire.gov.uk FAO whoever is due to deliver the training. We will endeavour to rearrange the training. However, it may not be possible to cancel if less than 48 hours' notice is given. In this case, the setting will still be charged for the training.

*Settings: All early years providers including pre-schools, day nurseries, maintained schools, independent schools, free schools, academies, 'Out of School' sector settings (including HAF) and Family Centres.