

Scottish Childminding Association

□□□□ Training Services

Building confident children



The training life of a childminder

Call SCMA Helpline to show interest in childminding and request a Guide to Becoming a Childminder pack.

Become fully registered with SCSWIS, take out SCMA membership and Public Liability Insurance and start working as a childminder.

Progress on to the SVQ 3 in Children's Care, Learning and Development.

Go along to SCMA Induction training to learn how to look after a childminding business and how to fill in the SCSWIS application form.

Attend SCMA Continuing Professional Development (CPD) workshops and download the CPD Portfolio for free from the Members' Zone of the website.

Attend Network Meetings and access external training such as First Aid and REHIS Elementary Food Hygiene.

After six months as a childminder, enrol on SCMA's Scheme of Excellence.

"I definitely think this course has given me ideas to help prepare for inspections and in general with the children."

As with all professionals, quality childminders should take the opportunity to continue to develop their knowledge and skills throughout their career. One of the implications of childminders sitting within the regulatory framework of the Scottish Social Services Council (SSSC) is that they should undertake ongoing and continuing professional development. The SSSC's Code of Practice states "As a social service worker, you must be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills."

This series of workshops offer childminders the opportunity to continue to broaden their knowledge base, enhance their skills and improve the quality of their childminding service. The range of topics will grow in response to childminders' demands and SCSWIS requirements in-line with good practice. The CPD workshops each lasts 2.5 hours. SCMA can run these locally on demand at a time and venue which is convenient for our members.

The SCMA CPD Workshops...

Equality of Opportunity

Equality of opportunity is about making sure that everyone has a fair and equal chance in life. Children need to feel valued and learn to respect one another.

This workshop identifies and explores all aspects of equal opportunities which directly affect childminding practice by:

- Exploring understanding and recognition of equality of opportunity issues.
- Exploring good practice in relation to childminding.
- Identifying and challenging discriminatory practices.

Independence and Self-esteem in Children

The idea behind providing an enabling environment is to help children gain independence skills, make choices and gradually take responsibility. This helps children to learn that they are competent and can be trusted and so supports their self-esteem. Children need adults to help them 'have a go'. A positive environment means that children do not worry about making mistakes as they know the adult will be on hand to support them without 'taking over'. Children can learn to make choices and take responsibility only if they feel secure and know that adults' reactions will be supportive.

This workshop covers:

- How routines support learning and development.
- How to deal positively with conflict.
- How to facilitate children's personal care.

Keeping Children Safe and Healthy

Childminders understand the importance of ensuring they provide a safe environment for children to develop and grow. This is at the heart of good childcare practice and allows childminders to reflect on the care they provide by raising awareness of health and safety issues when caring for children.

This workshop helps childminders to explore and understand the need to:

- Identify health and safety issues.
- Define a safe environment.
- Meet the National Care Standards.

“How am I doing?” - Self-assessment and Grading

At the heart of the self-evaluation process are two specific questions:

- How am I doing?
- How do I know?

The National Care Standards (NCS) underpin the work of SCSWIS and care services must adhere to them in providing their services.

In developing the self-assessment process, SCSWIS has developed a set of Quality Themes and Quality Statements, to link to the NCS. Each quality theme has been matched to the most relevant Care Standard. Quality statements will provide a prompt to help answer these questions, and this helps childminders to grade the quality of their service.

The grading system is to enable service providers to be more actively involved in their annual inspection: the inspection should be seen as an event, not a process. By inviting childminders to answer a series of questions based on quality themes, they can link self-assessment to reporting on performance, planning for improvement and taking action to achieve this.

This workshop introduces Quality Themes and Quality Statements and helps childminders evidence and grade the quality of their service provision.

Safe and Secure: Child Protection

The Scottish Government has a current policy on child protection, “Keeping Children Safe”, and has produced standards and a training framework which SCMA has used to develop this training in-line with the national programme.

It is important to recognise that child abuse is a reality in our society. Childminders have a vital frontline role in protecting children and obtaining support for children and families under stress. It is essential that childminders are equipped to play their role in this task and can recognise abuse and have knowledge of child protection procedures.

This job-specific workshop will emphasise a pro-active approach to equip childminders with the knowledge and skills to minimise the risk of abuse.

It explores:

- Vulnerability of the childminder as a lone worker.
- Roles and responsibilities of the childminder and of key professionals.
- Development of a child protection statement.
- Reporting procedures.

Scottish Social Services Council (SSSC) Codes of Practice

The Scottish Social Services Council (SSSC) regulates people who work in care services in relation to training and qualifications. Although childminders are not required to register with the SSSC, they do form part of the social services workforce, therefore there is an expectation that childminders will understand and comply with these codes in their work with children and families.

The aim of the workshop is to cascade a shared understanding of the purpose of the SSSC Codes of Practice. The workshop will:

- Clarify the role of the Scottish Social Services Council (SSSC).
- Define the purpose of the Codes of Practice.
- Explore how this guidance should be applied to a childminding setting.

Positive Behaviour Management

Managing children's behaviour in a positive way is essential for maintaining a relaxed atmosphere in a childminding service. Childminders play an important role in building a child's self-esteem and social skills, and a positive environment will assist this role.

This workshop focuses on three main areas, namely:

- Examining childminder's expectations of children's behaviour.
- Identifying reasons why children sometimes behave in difficult ways.
- Identifying positive ways of encouraging acceptable behaviour.

Supporting Children and Families Through Change

Good relationships with parents and children are vital in a childminding setting as they benefit everyone, especially children. Good relationships create a welcoming and secure atmosphere for children, which in turn helps young children to settle and relax. Good relationships also benefit the quality of interaction between the childminder and the parents.

Where relationships are good, parents are more likely to be able to share information, make comments and take an interest in what their children have been doing. This in turn benefits the children and emotionally they may find it easier to move from the care of one person to another.

This workshop will identify the needs of parents and children by:

- Exploring separation fears of parents and children.
- Identifying the need for pre-contact.
- Establishing settling in procedures.
- Developing an Admissions Policy.

Parental Involvement

Meaningful involvement and communication between parent and childminder is one of the keys to a quality service and a quality experience for the child. We often speak about working in partnership with parents; however this cannot be achieved without first involving parents. Parental involvement lays the foundation for an effective partnership.

This workshop will give childminders the opportunity to:

- Discuss the definition of parental involvement.
- Identify the barriers to parental involvement.
- Explore practical solutions to these barriers.
- Establish meaningful ways of involving parents in a childminding service.

Marketing Me

The workshop looks at the process and benefits of marketing to assist the sustainability of a childminding business. A variety of marketing techniques and skills are explored and participants will be encouraged to consider developing a marketing plan for their business.

This workshop is designed to assist and equip new childminders with the knowledge, skills and tools to effectively market their business. Once registered, the new childminder may not know how to inform or advertise their business to parents, guardians and carers. This training ensures that childminders start off on a professional footing and builds confidence in their abilities to market themselves.

Whether they are new or established childminders, this marketing tool has been developed to assist participants design a marketing strategy for the development and sustainability of their business – examples of marketing ideas explored are branded t-shirts and unique selling points.

Child Led Planning

Why plan? We plan so we can meet children's needs in all areas of development, and so that each child can reach their full potential. Children are happy and fulfilled if their needs are being met. Planning helps us meet these needs.

This workshop aims to enable participants to develop a practical planning system that is appropriate to their setting and responsive to the children's needs.

The workshop will

- explore how planning can support children's development and enrich their experience.
- explore child led planning and individual care plans.

Supporting Children's Learning and Development

To actively promote every aspect of the development of babies and children, childminders must be prepared to extend their knowledge of child development and work with children with a genuine respect for their needs. Children have physical, emotional and cognitive needs - but how can childminders meet these needs without a deeper understanding?

This workshop explores:

- How children learn.
- How to identify different aspects of child development.
- How to identify learning opportunities in every day routines.
- The need to monitor each child's progress.
- How to draft a plan.

Getting it Right for Every Child

GIRFEC is a programme of change being introduced across Scotland over the coming years that aims to improve outcomes for all children and young people. It plans to do this by displaying a shared approach that builds solutions with, and around, children and families. It enables children to get the help they need when they need it. GIRFEC has been shaped by Scottish Government policy over several years. It is supported by Curriculum for Excellence, the Early Years Framework, Equally Well and a number of other related policies and of course, the Concordat with local government.

This workshop covers:

- Exploration of the purpose of GIRFEC.
- Identification of GIRFEC's eight well-being indicators.
- Overview of the National Practice Model.
- Identifying how childminders can put this into practice.

Community Childminding

Taking referrals through SCMA's community childminding service is likely to broaden the range of children coming into a community childminder's care. They may be required to take children from a wider age range and background experiences. Some of the referrals received may be for children who have been taken into care, either temporarily or permanently.

The intention of the SCMA training course is to increase the confidence of childminders in their ability to work with this wider range of children, by having the chance to explore some of the relevant issues. The ethos behind this core four day training programme is to focus on identification of the needs of the individual child incorporating the social model of inclusion. The course comprises the SCMA community childminding programme and inclusive childminding training. The course contents are as follows:

Day One

SCMA Community Childminding Programme

- 1.1 Nurturing Identity
- 1.2 Equality and Discrimination
- 1.3 Identity and Loss
- 1.4 Attachment and Resilience


Day Two

SCMA Community Childminding Programme

- 2.1 Safer Caring
- 2.2 Understanding the effects on child development
- 2.3 Understanding and managing challenging behaviour
- 2.4 Working Together

Community Childminding cont...

Inclusive Childminding

- 3.1 Inclusion of Families with Additional Needs
 - 3.2 Quiz on disability
 - 3.3 An overview of disability
 - 3.4 A journey of change through a century
 - 3.5 Children's Rights
 - 3.6 Medical and Social Models
 - 3.7 Inclusion of Vulnerable Families
 - 3.8 Communication
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Day Four

Inclusive Childminding

- 4.1 Basic Needs
- 4.2 Additional Needs
- 4.3 Child development – facts and effects
- 4.4 Relationships / parent partnership
- 4.5 Additional Information

SCMA's National Training Plan

It is our intention to open up SCMA learning opportunities to childminders across Scotland. We are now an approved Branded Learning Centre and all 12 of our Continuing Professional Development Workshops are accessible to those who take out an ILA200 Account with Skills Development Scotland.



How do I pay for the workshop?

You can pay by applying for an ILA200 account. You must have your account arranged before booking a course as you cannot use your funds to pay for a course retrospectively.

What is an ILA Scotland Account?

It is an Individual Learning Account taken out with ILA Scotland. It is a simple way to get up to £200 a year funding towards the cost of learning something new. It's a Scottish Government scheme eligible to people aged 16 or over, with an income of £22,000 a year or less, or who are on benefits. The account can be renewed every year, even if you do not use all of the previous years fund.

How do I set up an account?

You can request an application pack by going to the ILA Scotland website on www.ilascotland.org.uk or, if you prefer to speak to an adviser, you can call them free on **0808 100 1090** to request an Application Pack.

When you receive your application pack, complete it and send back in the pre-paid envelope that is supplied.

Once your account has been set up, a Welcome Pack will be sent to tell you more about how to use your account. Remember, before you book a course you must have received your ILA Scotland account number which will be in the Welcome Pack provided.

Self-financing

You can also elect to pay for the workshops yourself by debit or credit card, over the phone, if you have used up your ILA £200 for the current year. The cost of each workshop is £40.

How do I find out more about a particular workshop or register my interest?

Simply call Training Services on 01786 445377/option 4. Thanks to the support from our membership this service is available from 8.45 am – 4 pm, Monday–Friday.

You can also email us at trainingbookings@childminding.org.

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