

Holiday, Activities and Food Training Programme 2025 – 2026





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Introduction to Learning and Development

At Bolton Council Children's Directorate, we recognise the value of staying informed with the latest research, knowledge, legislative, and theoretical developments. We work with some of the most vulnerable children and families in our community, and they deserve high-quality intervention from well-trained and knowledgeable professionals, regardless of their role within the organisation.

We aim to equip all staff with the confidence, expertise, and understanding needed to provide an exceptional service and ensure the safety and wellbeing of the children and families we support.

Our training offer is designed to enhance your skills and knowledge, ensuring you remain aligned with best practices, current policies, and legislation.

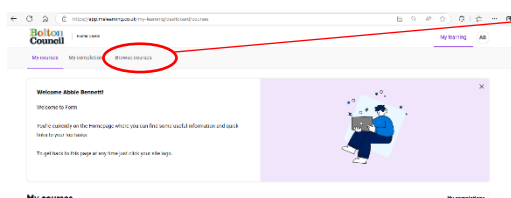
For qualified Social Workers, maintaining up-to-date Continued Professional Development (CPD) is also a key requirement for registration with Social Work England.

In addition to social work CPD Bolton Council's children's Directorate is committed to career development for all staff within the directorate through a strong culture of learning and valuing internal talent. This training offer forms part of that commitment.

Me Learning: How to Book and Cancel Courses

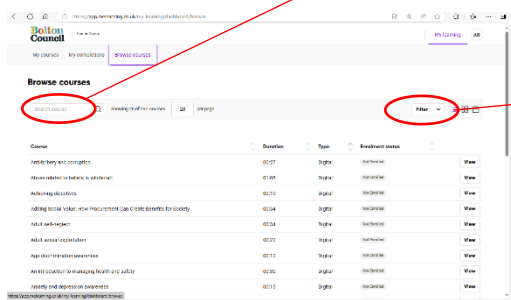
In order to access the free training listed in this training programme, you will need to access to your Me-Learning account.

Use this brochure to identify which Face to Face or Online courses you would like to attend and then in Me Learning, click on the Browse Courses section and search for your selected course. Once you have found the course you have searched for click 'View' and then 'Enrol'. Alternatively, once you have selected Browse Courses, you can then click 'Filter' - 'Type' and select Event or Digital for the type of course you are looking for.



1. Select 'Browse Courses'

On this page you will see a list of ALL the courses available to you.



2. Search for your selected course

Once searched, you will see the course you are looking for on your screen. Select view and enrol to sign up.

or

3. Select Filter - Type: Event and then search and select the course you are looking for.

When you filter to 'Events' you will see a full list on all course events. Here, you will need to look for your course and then click view and enrol.

If you are enrolling onto an Online course/ event, this will be delivered by Microsoft Teams or Zoom.

Your link to the online session will be visible on your Me Learning Courses once you have enrolled.



Cancellation Policy

On your Me-Learning account, you can cancel or amend your place on a course at any point up to 1 day before the course date.

If you do not cancel your place 24 hours prior to course date or do not attend, your service will be charged £30.



Holiday, Activities and Food Training Offer

Health, Safety and Fire Awareness

Overview:

This combined course provides a foundational understanding of general workplace health and safety principles, along with essential fire safety awareness. It is designed for all employees across various industries to help them recognize hazards, follow safe practices, and respond appropriately in the event of a fire or emergency.

Learning objectives:

- Understand legal responsibilities under the Health and Safety at Work Act 1974.
- Identify common workplace hazards (e.g., slips, trips, manual handling, electrical safety).
- Recognize the importance of risk assessments and how they are conducted.
- Follow safe systems of work and understand the role of safety signage.
- Report incidents and near misses effectively.
- Understand the importance of personal protective equipment (PPE) and how to use it correctly.

Audience:

This training is for HAF Providers only

Trainer(s):

Albany Training

Course venue:

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

DATE	TIME	DELIVERY
9 th May 2025	10:00 – 12:00	Online via MS Teams

How to Book:

To book, please go to the Learning and Development Homepage – [Homepage – Learning and development](#), Then within that page you will need to select the E-Learning tile. Once you are in the E-Learning section you will need to select The Open Access Learning Platform link and self-register to access the courses. If you already have a Me-Learning license for digital courses, you will need to email learninganddevelopment@bolton.gov.uk to request access to the Open Access Platform.

Price:

Funded by HAF via the Learning and Development Team.



Paediatric First Aid

Overview:

This 12-hour course is based around the most common injuries that occur with children, plus resuscitation. The training includes both theory and practical content within the sessions enabling candidates to demonstrate skills and knowledge; To preserve life, prevent the condition worsening and promote recovery.

Topics include:

- the roles and responsibilities of a first aider
- assessing an emergency situation safely
- CPR and AED
- administering first aid to a choking infant or child
- dealing with shock, scolds, bleeds, bites, stings and minor injuries
- dealing with casualties with fractures, and spinal or head injuries

Learning objectives:

- Know and understand the roles and responsibilities of a paediatric first aider
- Assess emergency situations involving infants and children safely
- Demonstrate effective CPR and safe use of an Automated External Defibrillator (AED)
- **Provide appropriate first aid for choking, bleeding, burns, bites, stings, shock, and other common childhood injuries.**
- Recognise and manage serious injuries

Level 3 Paediatric First Aid Certificate valid for 3 years

Audience:

This training is for HAF Providers only

Trainer(s):

Paul Kenny - Bolton Under Fives Forum (BUFF)

Course venue:

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

DATE	TIME	DELIVERY
11 th & 12 th June 2025	08:30-14:30	Face to Face





How to Book:

To book, please go to the Learning and Development Homepage – [Homepage – Learning and development](#), Then within that page you will need to select the E-Learning tile. Once you are in the E-Learning section you will need to select The Open Access Learning Platform link and self-register to access the courses. If you already have a Me-Learning license for digital courses, you will need to email learninganddevelopment@bolton.gov.uk to request access to the Open Access Platform.

Price:

Funded by HAF via the Learning and Development Team.



Data Confident

This course is run online through Open Access Me-Learning online learning platform.

Overview:

This course provides the starting point for any data protection training and is intended for anyone who handles personal data within an organisation.

The course provides the new Data Protection Act and the GDPR which will be incorporated within this Act.

It talks about why the new legislation is being introduced; the similarities and differences between the old regime and the new one; and the enhanced rights we all have in relation to the processing of our personal data.

Learning Objectives

- Identify different types of personal and organisational data
- Explain the key principles of the Data Protection Act and GDPR
- Apply a structured, four-step approach to processing personal data
- Recognize potential information risks and implement strategies to mitigate them

Audience:

This training is for HAF Providers

Trainer(s):

Me -Learning Digital

Course venue:

Online

How to Access:

Click the link [Homepage – Learning and development](#) to open the Learning and Development page then within that page you will need to select the E-Learning tile. Once you are in the E-Learning section you will need to select The Open Access Learning Platform link and self register to access this course.

If you already have a Me-Learning license for digital courses, you will need to email learninganddevelopment@bolton.gov.uk to request access to the Open Access Platform.

**Contact the Learning and Development Team via email:
learninganddevelopment@bolton.gov.uk**



Keeping Children Safe (Basic): Signs and Symptoms

Overview

This training is classroom based and suitable for those doing this course for the first time. It is the required basic training for all staff that come into regular contact or have periods of irregular contact with children, young people, parents or carers during the course of their work, including staff from the voluntary, independent and private sectors. You will need to renew your certification at least every three years

Learning Objectives

- Identify the main signs and symptoms of abuse and neglect
- Understand their safeguarding responsibilities

Audience:

This training is for HAF Providers only

Trainer(s):

Joanne King and Carla Lord

Course venue:

TBC

DATE	TIME	DELIVERY
TBC	TBC	Face to Face

How to Book:

To book, please go to the Learning and Development Homepage – [Homepage – Learning and development](#), Then within that page you will need to select the E-Learning tile. Once you are in the E-Learning section you will need to select The Open Access Learning Platform link and self-register to access the courses. If you already have a Me-Learning license for digital courses, you will need to email learninganddevelopment@bolton.gov.uk to request access to the Open Access Platform.

Price:

Funded by HAF via the Learning and Development Team.



Keeping Children Safe Basic (Digital Course)

Overview

All staff working with children in any capacity must complete this basic training and repeat it at least every 3 years. (Formerly Level 1)

This online training will help you understand the various areas of Safeguarding and Child Protection through Keeping Children Safe and Bolton's Framework for Action.

Learning Objectives

- Understand the difference between safeguarding and child protection.
- Identify the forms of abuse and some of the main signs and indicators.
- Consider your responsibility dealing with disclosures and safeguarding children.
- Familiarise with Bolton's thresholds (Framework for Action) and other key documents, processes and legislation.
- Consider our professional role and expectations of behaviour when working with children,

Audience:

This training is for HAF Providers

Trainer(s):

Me -Learning Digital

Course venue:

Online

How to Access:

Click the link [Homepage – Learning and development](#) to open the Learning and Development page then within that page you will need to select the E-Learning tile. Once you are in the E-Learning section you will need to select The Open Access Learning Platform link and self register to access this course.

If you already have a Me-Learning license for digital courses, you will need to email learninganddevelopment@bolton.gov.uk to request access to the Open Access Platform.

**Contact the Learning and Development Team via email:
learninganddevelopment@bolton.gov.uk**



Food Education with Children and Young People

Overview

This Classroom Kitchen training session provides participants with a course in structuring and delivering a basic cookery lesson. The aim of the course is for all participants to leave feeling confident and comfortable in delivering basic cookery sessions to their students and to teach participants the key knowledge and skills that children should be learning in regards to cookery and nutrition. The training will be delivered in an active session as all will participate in a live Classroom Kitchen cookery class.

Learning Objectives

- Confidently plan and deliver a basic cookery lesson
- Teach essential cookery skills and nutritional knowledge
- Engage students in hands-on food education activities

Audience:

This training is for HAF Providers only

Trainer(s):

Classroom Kitchen - Innovative Education

Course venue:

Castle Hill Youth Centre

DATE	TIME	DELIVERY
11 th July 2025	18:00 – 21:00	Face to Face

How to Book:

To book, please go to the Learning and Development Homepage – [Homepage – Learning and development](#), Then within that page you will need to select the E-Learning tile. Once you are in the E-Learning section you will need to select The Open Access Learning Platform link and self-register to access the courses. If you already have a Me-Learning license for digital courses, you will need to email learninganddevelopment@bolton.gov.uk to request access to the Open Access Platform.

Price:

Funded by HAF via the Learning and Development Team.





Important Booking Information

Please see Information on how to book on to courses at the front of this brochure.

Online Course Information

If the course is being delivered online via Microsoft Teams, you will be able to access the session link once you have enrolled. Upon enrolment, a 'Join Now' button will appear in you Me Learning courses with the name of the event. You will also receive a notification email of your enrolment and will be able to add the event to your calendar.

On the day of the course, you will need to log in to Me learning, select 'My courses' and click 'View' then 'Join Now' to access the training session. Please ensure you have Microsoft teams installed ready and join the training at least 5 mins before the start time.

Learning and development Team

Our Learning and Development team offers comprehensive, high quality training programmes to suit the mandatory and essential training requirements of those who work or volunteer within our Adults and Children workforce in Bolton. Please find all available training programmes in the Downloads Section on the right.

Enrolling on a course

We have now changed the way you book your place onto our training courses. You can now register yourself for free on our new Events Me-Learning platform. Once registered, you can enrol yourself onto the face to face and online courses of your choice. Each course is priced individually.

If you are a new delegate, please [register your details on Me-Learning](#). When you are registered, you will be able to [sign in to Me-Learning](#), browse the training catalogue and enrol on the courses.

We still have access to our [Digital Me-Learning platform](#) which hosts over 200 online courses at a cost of £30pppy, and our [Open Access Learning Platform](#) which hosts our free training.

For any questions related to booking, please email learninganddevelopment@bolton.gov.uk or phone on 01204 337600.

[Register on Me-Learning](#) [Sign in to Me-Learning](#)

If you need to cancel your place on a course

If your circumstances change and you cannot attend a course, please cancel your place on [Me-Learning](#).

Cancelling a Course

When cancelling your place, please be aware you must cancel your place at least 3 weeks prior to the course date, otherwise the following charges will apply-

3 weeks or more – No Charge

2 weeks prior - £30.00

The week of the training course, the day of training or non-attendance on the day- Full Cost of the course

IMPORTANT - If your course is free of charge and you do not cancel within the times outlined above, you will be charged £30.00





Useful Links

[Homepage – Learning and development](#)

[E-Learning – Learning and development](#)

Email: Learninganddevelopment@bolton.gov.uk

Tel: 01204 337600

Castle Hill Centre
Castleton Street
Tonge Moor
Bolton, BL2 2JW

