

Holiday, Activities and Food Training Programme 2025 -2026



Training Courses

- [Health Safety and Fire Awareness](#)
- [Paediatric First Aid](#)
- [Data Confident \(GDPR\)](#)
- [Keeping Children Safe \(Basic\) Online](#)
- [Keeping Children Safe \(Basic\) Face to Face](#)
- [Food Education with Children and Young People](#)



Health, Safety & Fire Awareness

Course Overview

This is a combined course to cover the basics of the health safety and fire awareness.

Course Venue

Online via Microsoft Teams - The link for this course will be sent to you once you have enrolled.

Trainer(s)

Albany Training

Dates & Times

Dates	Times
9th May 2025	10:00—12:00

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.*

Price

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Paediatric First Aid (2 day training)

Course 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

Level 3 Paediatric First Aid Certificate valid for 3 years

Course Venue

Castle Hill Centre

Trainer(s)

Paul Kenny - BUFF

Dates & Times

Dates	Times
11th & 12th June 202	8:30 –14:30

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.*

Price

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Data Confident (GDPR Training)

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

Course 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.

Booking

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.

**Contact the Learning and Development Team via email:
e-learning@bolton.gov.uk**

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Keeping Children Safe (Basic): Signs and Symptoms

Course 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

Course Venue

TBC

Trainer(s)

Carla Lord and Joanne King

Dates & Time

Dates	Times
TBC	TBC

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.*

Price

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Keeping Children Safe Basic (Digital course)

This course is run online through ME Learning.

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.

- 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,

Duration

2 hours

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.

[Bac](#)



Food Education with Children and Young people

Course 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.

Venue

Castle Hill Youth Club

Trainer(s)

Innovative Training– Classroom Kitchen

Dates	Times
1st July 2025	18:00 –21:00

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.***

Price

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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](#).

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

Email: Learninganddevelopment@bolton.gov.uk

Tel: 01204 337600

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

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