

The Training Day is aimed at adult leaders of voluntary youth organisations and adult volunteers who work with children and young people.

Early booking is necessary to secure places, particularly on the Emergency Aid and Level 2 Award in Food Safety in Catering courses.

A detailed programme and map will be sent to you nearer the time along with confirmation of your booking.

Please complete the enclosed booking form and return it with the booking fee to the Youth Focus office by **Friday 31st October 2008**. If you have missed this closing date, please call us to check the latest availability on your chosen course. Contact details can be found below.

The subsidised cost is **£15 for the full-day** courses including lunch, and **£5 for the half-day workshop** including coffee/tea. Please make your cheque payable to **Youth Focus**.

**If you have any special dietary requirements or any food allergies please let us know when returning this booking form.**

If you require any further information regarding any of the courses - please call us on the number below.

Green Park Centre, Aston Clinton, Aylesbury HP22 5NE  
**Telephone:** 01296 631911 **Email:** [office@youthfocus.org.uk](mailto:office@youthfocus.org.uk)  
[www.youthfocus.org.uk](http://www.youthfocus.org.uk)  
Registered Charity No. 290094  
Funded by Buckinghamshire County Council



# Training Day

**Saturday 15th November 2008**

**9.00am - 4.30pm**

**Green Park Centre**

**Aston Clinton**

**Bucks HP22 5NE**

## **Full Day courses on:**

Emergency Aid (certificated)

Level 2 Award in Food Safety in  
Catering (certificated)

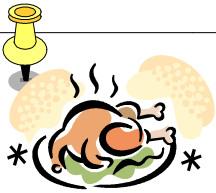
Disabled Young People, Integration and the  
Development of Good Practice

**£15.00 per head including lunch**

## **Half Day morning workshop on:**

Child Protection for those working with Children and  
Young People

**£5.00 per head including coffee**



### **Level 2 Award in Food Safety in Catering**

**Meg Hart - Food Fact**

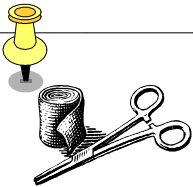
**9.00am Registration**

**Course: 9.30am - 4.30pm**

**Full Day: £15.00 including lunch**

A Certificated Course with a multiple Choice Examination covering:

- ◆ Legislation
- ◆ Food Safety Hazards
- ◆ Temperature Control
- ◆ Refrigeration, chilling and cold holding
- ◆ Cooking, hot holding and reheating
- ◆ Food handling
- ◆ Principles of safe food storage
- ◆ Cleaning
- ◆ Food premises and equipment



### **Emergency Aid**

**Debbie Brooks - British Red Cross Trainer**

**9.00am Registration**

**Course: 9.30am - 4.30 pm**

**Full Day: £15.00 including lunch**

A Certificated Course with an assessment covering:

- ◆ Breathing and Circulation
- ◆ Personal Safety, Assessing the Incident
- ◆ Priorities: ABC check and sending for help
- ◆ Unconscious Casualty
- ◆ Rescue Breathing
- ◆ CPR
- ◆ Choking
- ◆ Blood Loss and Shock
- ◆ Control of Bleeding
- ◆ Burns



### **Disabled Young People, Integration and the Development of Good Practice**

**Steve Richardson - Richardson Training Consultancy Ltd**

**9.00am Registration**

**Course: 9.30am - 4.30pm**

**Full Day: £15.00 including lunch**

Workshop Aims:

- ◆ There will be an opportunity to develop skills, knowledge and abilities in working with disabled young people to help them to integrate within a mixed ability group.
  - ◆ The workshop will create opportunities to learn and develop practice from a practical, ethical and accessible perspective.
  - ◆ The workshop will support the development of practice for volunteers and paid staff to ensure positive outcomes for disabled young people
- Steve is a disabled person with 25 years experience working with the voluntary sector. He has specialised in developing disability policy, training and staff development. He has also worked with a government office to support the development of the ECM framework to ensure disabled young people were consulted and represented.



### **Child Protection**

**Peter Rice**

**Half day morning workshop for those working with children and young people**

**9.00am Registration**

**Course: 9.30am - 12.30pm**

**£5.00 including coffee**

The Laming Report in 2003 emphasised the importance of taking both individual and collective responsibility for Child Protection, including those who work in the voluntary sector.

The sessions will cover:

- ◆ Definitions of child abuse
- ◆ Potential indicators
- ◆ Actual disclosures
- ◆ How to handle these, obviously, sensitive issues

The sessions will conclude with information on how volunteers can protect themselves and handouts will be provided.