

# Charging Policy - Training



**VERSION:** 1

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## 1. PRINCIPLES OF INTER-AGENCY TRAINING

Training provided by Stockton-on-Tees Local Safeguarding Children Board (SLSCB) is governed by the following inter-agency principles:

- Training is child centred.
- It incorporates and promotes children's rights and needs and ensures that their welfare is paramount.
- Is informed and governed by equal opportunities and reflects the diversity of the Stockton-on-Tees community.
- Promotes and recognises the need for working in partnership with parents and carers.
- Promotes the need for inter-agency working to effectively safeguard children from harm.
- Is accessible to all individuals who work with children and families or adults who are parents, across statutory, voluntary and independent sectors.

*(Adapted from PIAT Sustaining Quality: Standards for Inter-Agency Child Protection Training and Development 2003 edition.)*

## 2. BOOKING AND ALLOCATION OF PLACES

### Multi agency training

Line managers or supervisors of all delegates must agree to them attending the course and sign the booking form or send it from their email account. Unauthorised or incomplete forms will not be processed.

Due to the nature of multi agency SLSCB courses, we will try and get an optimum mix of professional or volunteers from a number of different organisations on each course. Therefore places will **not** be allocated on a first come first served basis.

A selection process takes place following the closing date for bookings. Places are allocated to ensure a diverse group of professionals attend each course and formal confirmation is sent out in writing two weeks prior to the course date. (Delegates are advised to make a note of the date of the course they have applied for in their calendar/diaries to ensure they are available to attend the course).

Delegates must attend the entire course to receive a certificate.

## **Single agency training**

Requests for single agency training will be considered on an individual basis and will attract various fees depending on what course has been requested. A guideline to costs is detailed below.

Any queries can be made to the SLSCB course administrators on 01642 527636

### **3. CHARGES FOR ATTENDANCE ON SLSCB TRAINING**

Multi Agency Training is free to organisations that contribute to the work of the Board and to voluntary, faith, community and residents organisations and groups who are not in receipt of a training grant or have a limited training budget. This is subject to negotiation with the Safeguarding Children Business Manager. Organisations who do not contribute will be expected to pay a fee per person per day.

#### **Course / Seminar Fees**

##### **Multi Agency**

- Partner agencies contributing to the LSCB – FREE
- Voluntary, faith, community and residents organisations and groups - FREE
- Profit making organisations or Agencies in receipt of a training grant - £50 per day, £25 per half day for individuals.

##### **Single Agency Commissioned**

- Partner agencies contributing to the LSCB – £250 per day, £100 per half day
- Voluntary, faith, community, residents organisations and groups **not** in receipt of a training grant will be charged - £50 per day, £25 per half day or evening.
- Profit making organisations - £350 per day, £150 per half day.

#### **SLSCB e-learning module**

##### **- Basic Awareness of Child Abuse or Deliberate Harm to a Child.**

Organisations who are not eligible for free training from the Board will pay a, subsidised fee, for the E-learning module, which will remain at this rate until 2008.

The Board reserves the right to levy charges at a higher level for specific training purchased from specialist training organisations.

## **5. CANCELLATION**

Individuals who are booked to attend a course, who are then unable to attend, must cancel their booking as soon as they become aware of this. A substitute can take their place, but must be made known to the course administrator before the course starts.

### **Cancellation Fee**

#### **Multi Agency**

Failure to inform of a cancellation at least seven working days before a Multi Agency course will result in a non-attendance cancellation fee being incurred. Partner agencies contributing to the LSCB, Voluntary, Faith, Community and Residents organisations / groups, will be invoiced for a cancellation fee of £25 per person, unless there are extenuating circumstances.

Where apologies for non attendance are not received from Profit Making Organisations / non contributing Board Member organisations, a non-attendance cancellation fee of £100 per day and £50 per half day will be made unless there are extenuating circumstances.

#### **Single Agency Commissioned**

Failure to inform of a cancellation at least fourteen working days before a Single Agency / commissioned course date will result in a cancellation fee equivalent to the cost of the course plus 20%.

Anyone with queries of how this charging policy applies to their own organisation or individual circumstances should contact SLSCB Safeguarding Children Workforce Development Co-ordinator on 01642 527636 or email on [slscb@stockton.gov.uk](mailto:slscb@stockton.gov.uk)

