

Boards' Business Unit



DARLINGTON
Safeguarding Children Board



Darlington
Safeguarding Adults
Partnership Board

Multi-agency Training Charging Policy



Reviewed October, 2016

Document Detail						
Date Approved	Approved by	Document Ref:	Revision No:	Issue Date	Review Date	Lead Officer(s)
04/11/2016	Training and Communications and Voice of the User Group	000.01	2	04/11/2016	03/11/2018	Chris Ashford (Multi-Agency Trainer)

Introduction

The Safeguarding Boards¹ in Darlington aspire to have excellent safeguarding practice across all professionals (employed or voluntary) who work with children, young people, adults at risk and their families.

To provide the breadth of safeguarding training that is necessary which is informed through the annual training needs analysis, delegate feedback and through the findings of the training annual report, we do have to apply some charges.

Please ensure that you are aware of our attendance and cancellation charges below prior to booking on our courses.

Booking on a course and allocation of places

Prior to booking on a DSAPB and/or DSCB course all employees and volunteers must ensure they have sought approval from their Line Manager.

Places are allocated on first come first serve basis. However there may be occasions when we have to limited agency attendance to ensure full multi-agency engagement. This is to ensure a diverse group of individuals/professionals attend and participate each course.

Formal confirmation is sent (where possible via email) within 3 working days and joining instructions are sent 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 as soon as they receive confirmation).

Charging arrangements

Organisations who contribute financially to DSCB and/or DSAPB

Organisations who contribute² financially to the either DSCB and/or DSAPB do not get charged for training unless they book a place and do not attend without prior cancellation.

Organisations who do not contribute financially to DSCB and/or DSAPB

For all other organisations or groups that do not contribute financially to DSCB or DSAPB are charged for each member of staff who attends³ a DSAPB and/or DSCB training course.

Registered Charities and Voluntary Community Groups

There are no charges for registered charities or Voluntary Community groups within the Borough of Darlington. Unless they book a place and do not attend without prior cancellation.

¹ Darlington Safeguarding Children Board (DSCB) and Darlington Safeguarding Adults Partnership Board (DSAPB)

² A list of contributing members is held by the Board's business unit

³ There is also a fee if the person does not attend the course they booked onto and did not cancel their place.

Fees⁴

The fees are £30 per half-day session and £50 per full day session for each delegate. (Invoice details will be required in advance of the training session).

Bespoke training requests

The Board is committed to the principle of multi -agency training as this provides very rich training to learn and share experience from each agencies perspective. However, it is acknowledged this is not always possible and agencies can request bespoke training:

- Half day course with organisation's own venue and refreshment arrangements **£250** (25 people maximum)
- Full day course with organisation's own venue and refreshment arrangements **£500** (25 people maximum)

To request bespoke training contact:

Chris Ashford

Multi-agency Trainer

Email: chris.ashford@darlington.gov.uk or LSCB.Training@darlington.gov.uk

Telephone: 01325 406453 or 01325 406452.

⁴ The Board reserves the right to levy charges at a higher level for specific training purchased from specialist training organisations as appropriate.

Non-attendance/Cancellation Fees

Candidate is unable to attend – Business Unit has been notified 10 working days or more prior to the course date.	No charge
Candidate is unable to attend – Business Unit has been notified 10 working days or more prior to the course date, and a replacement/other member of staff will attend in their place	No charge
Candidate is unable to attend due to sickness and Business Unit has been informed and a replacement/other member of staff will attend in their place.	No charge
Candidate is unable to attend – Business Unit has been informed after joining instructions have been sent out and a replacement/other member of staff cannot attend in their place.	Place Charged
Candidate is unable to attend due to sickness and Business Unit has been informed after joining instructions have been sent out and a replacement/other member of staff cannot attend in their place.	Place Charged
Candidate is unable to attend – Business Unit has not been informed (e.g. does not attend on course date).	Place Charge + £20 Admin Charge
Candidate is unable to attend due to sickness and Business Unit has not been informed (e.g. does not attend on course date).	Place Charge + £20 Admin Charge

Dispute charges

All requests must be made in writing to LSCB.Training@darlington.gov.uk clearly stating the reasons of the dispute. This will be reviewed by the Multi-agency Trainer and the Safeguarding Boards Business Manager within 5 working days of email receipt.