

Boards' Business Unit



DARLINGTON
Safeguarding Children Board



Darlington
Safeguarding Adults
Partnership Board

Training Programme

2019



March	
5	Level 1 Safeguarding Children Awareness
8	Safeguarding Children and Young People from Sexual Exploitation
12	Level 1 Safeguarding Adults
13	Level 2 Safeguarding Children – Managing concerns/ Conference and core groups
14	Early Help Assessment Workshop 1
14	Neglect – Graded Care Profile 2
19	Managing Allegations Training
20	Level 2 Safeguarding Adults – Managing the Concern
21	Early Help Assessment Workshop 2
26	Level 1 Safeguarding Adults
27	Domestic Abuse Awareness
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3	Designated Safeguarding Leads Refresher
23	Level 2 Safeguarding Children – Managing concerns/ Conference and core groups
24	Level 2 Safeguarding Adults – Managing the Concern
25	Neglect – Graded Care Profile 2
30	Formal Enquiries/Investigation
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8	Level 1 Safeguarding Adults
14	Level 2 Safeguarding Children – Managing concerns/ Conference and core groups
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23	Level 2 Safeguarding Adults – Managing the Concern
28	Early Help Assessment Workshop 2
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5	Level 1 Safeguarding Adults
6	Level 2 Safeguarding Adults
7	Safeguarding Children and Young People from Sexual Exploitation
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15	Level 1 Safeguarding Children Awareness
16	Level 1 Safeguarding Adults
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30	Level 2 Safeguarding Children

November	
5	Childhood Sexual Abuse & Dealing with Disclosure
13	Level 1 Safeguarding Adults
26	Level 2 Safeguarding Adults
27	Level 2 Safeguarding Children
December	
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10	Level 1 Safeguarding Children Awareness
11	Level 1 Safeguarding Adults
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Level 1 Safeguarding Children Awareness

Duration: Half Day	Target Audience: For staff whose work brings them into contact with children and families	Delivered by: Safeguarding Boards Trainer
Places Available: Maximum of 30	Date and Time of courses: 2 April – 9.30 – 12.30 1 May – 9.30 – 12.30 4 June – 9.30 – 12.30 20 August – 13.00 – 16.00 24 September – 13.00 – 16.00 15 October – 9.30 – 12.30 12 November – 9.30 – 12.30 10 December – 9.30 – 12.30 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives

- To introduce the subject of safeguarding children/ child protection and its importance for us all.
- To explore values and attitudes in relation to child abuse.
- To provide information on how to recognise signs and indicators of child abuse.
- To be clear on what actions to take if you have concerns about a child's welfare.

Learning Outcomes:

Participants will have a better understanding of:

- What is meant by 'safeguarding and promoting the welfare of children', and the different ways in which children and young people can be harmed.
- The statutory duty to safeguard and promote the welfare of children.
- Darlington Safeguarding Children Board and its remit.
- Darlington Safeguarding Children Board's Child Protection Procedures.
- The necessity of sharing information and accurate recording within the context of safeguarding and promoting the welfare of children.
- The boundaries of personal competence and responsibility, when to involve others and where to seek advice and support.
- When to consult with a manager/designated person.

Early Help Assessment Training Workshop 1: Introduction to Early Help Assessment

<p>Duration:</p> <p>Half Day</p>	<p>Target Audience:</p> <p>This course is intended for all practitioners who work with children, young people and their families.</p> <p>This course can form part of an induction programme for new starters. It is also intended for all practitioners who want to improve their knowledge and continue their professional development.</p>	<p>Delivered by:</p> <p>Early Help Co-ordinator</p>
<p>Places Available:</p> <p>Maximum of 25</p>	<p>Date and Time of courses:</p> <p>14 March – 12.30 – 17.00 21 May – 9.00 – 13.00</p> <p>Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.</p>	

Aims and Objectives:

This course will enable you to:

- To develop a solution focussed approach to completing an Early help Assessment.
- To gain the skills and confidence needed to complete robust and evidence based assessments
- To gain an overview of practical support and advice in relation to Early Help Assessment.
- To be clear on the role of consent.
- To understand Information sharing and your duties in relation to Data Protection

Learning Outcomes:

Upon successful completion of this training course, you will understand how the Early Help Assessment Framework can be used to support families to bring about change.

Early Help Assessment Training Workshop 2: Early Help Assessment – Lead Practitioner		
Duration: Half Day	Target Audience: This course is intended for nominated children’s workforce practitioners, i.e. all staff who work with children, young people and their families who are likely to take on the role of Lead Professional. This course can be included in an induction programme for new starters, it is also intended for all people who want to improve their knowledge and continue their professional development	Delivered by: Early Help Co-ordinator
Places Available: Maximum of 25	Date and Time of courses: 21 March – 12.30 – 17.00 28 May – 9.00 – 13.00 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives: <ul style="list-style-type: none"> • To understand the roles, skills and responsibilities of the Lead Professional • To understand the purpose and responsibilities of the Team around the Family and its members • To ensure practitioners are confident to undertake their roles and to challenge when appropriate. • Have an awareness of the step-up/step-down process form Children’s specialist services.
Learning Outcomes: <ul style="list-style-type: none"> • To understand the roles, skills and responsibilities of the Lead Professional • To understand the purpose and responsibilities of the Team around the Family and its members • To ensure practitioners are confident to undertake their roles and to challenge when appropriate. • Have an awareness of the step-up/step-down process form Children’s specialist services.

Level 1 Safeguarding Adults Awareness

Duration: Half Day	Target Audience: For staff whose work brings them into contact with Adults who are/or maybe eligible for services or are vulnerable or at risk of abuse	Delivered by: Safeguarding Boards Trainer
Places Available: Maximum of 25	Date and Time of courses: 12 March – 9.30 – 12.30 26 March – 9.30 – 12.30 8 May – 9.30 – 12.30 5 June – 13.00 – 16.00 21 August – 9.30 – 12.30 18 September – 9.30 – 12.30 16 October – 9.30 – 12.30 13 November – 9.30 – 12.30 11 December – 9.30 – 12.30 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives:

- To increase understanding of abuse and how and where it occurs
- To enable participants to identify signs and symptoms of abuse
- To provide an understanding of participants' role as a person identifying concerns and how to report a concern
- To raise an awareness of adults at risk and Safeguarding adult's issues.

Learning Outcomes:

- Be alert to the signs and symptoms of abuse
- Have an understanding about who can be an 'adult at risk'
- Be able to identify the different categories of abuse
- Recognise the roles and responsibilities of the person with concerns and their importance within the referral process
- Discuss & demonstrate raised awareness of Safeguarding Adults issues

Level 2 Safeguarding Children – Managing concerns/ Conference and core groups

Duration: Full Day	Target Audience: All applicants must have already attended Level 1 training. For those staff who work regularly with children and families who have considerable professional and organisational responsibility for safeguarding and promoting children’s welfare and be able to act on welfare concerns and be able to contribute appropriately for safeguarding processes.	Delivered by: Safeguarding Boards Trainer
Places Available: Maximum of 30	Date and Time of courses: 23 April: 9.30 – 16.00 14 May: 9.30 – 16.00 12 Jun: 9.30 – 16.00 25 Sep: 9.30 – 16.00 30 Oct: 9.30 – 16.00 27 Nov: 9.30 – 16.00 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives

- To demonstrate an understanding of the role of the Safeguarding Lead/Manager
- Identify the categories of abuse, indicators of abuse and the threshold for taking action
- Effectively utilise the Continuum of Need level indicators tool
- Demonstrate an understanding of effective working together
- Describe the child protection process in Darlington
- Demonstrate an understanding of the Child Protection process and Core Groups

Learning Outcomes

For participants to:

- Be able to communicate effectively and develop working relationships with other practitioners and professionals, children and families to safeguard and promote the welfare of children.
- Understand the role of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children.
- Have a sound understanding of the principles and processes for effective collaboration and be able to forge and sustain relationships with other practitioners and families to safeguard and promote the welfare of children.
- Understand boundaries of personal competence and responsibility, know when to involve others and where to get advice and support.
- Know what to do when there is insufficient response from other organisations and agencies, while maintaining a focus on safeguarding children.
- Have confidence to challenge constructively others’ practice where appropriate.
- Develop ability to write evidence based and outcome focused reports.

Level 2 Safeguarding Adults – Managing the Concern

Duration: Full Day	Target Audience: All applicants must have already attended Level 1 training. For those staff who have considerable professional and organisational responsibility for safeguarding Adults at risk of abuse.	Delivered by: Safeguarding Boards Trainer
Places Available: Maximum of 20	Date and Time of courses: 20 March – 9.30 – 16.00 24 April – 9.30 – 16.00 23 May – 9.30 – 16.00 6 June - 9.30 – 16.00 19 Sept – 9.30 – 16.00 29 Oct – 9.30 – 16.00 26 Nov – 9.30 – 16.00 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives:

- Demonstrate what action to take if an allegation of abuse is identified
- Identify what to consider when deciding whether to progress to a Safeguarding Referral
- Confidently utilise and implement the risk support tool
- Discuss & demonstrate knowledge of supporting the adult at risk and staff
- Identify parallel processes that may be implemented
- Explore and identify solutions/ways to keep the adult at risk safe and prevent further abuse

Learning Outcomes:

- Demonstrate what action to take if an allegation of abuse is identified
- Identify what to consider when deciding whether to progress to a Safeguarding Referral
- Confidently utilise and implement the risk support tool
- Discuss & demonstrate knowledge of supporting the adult at risk and staff
- Identify parallel processes that may be implemented
- Explore and identify solutions/ways to keep the adult at risk safe and prevent further abuse

Neglect – NSPCC Graded Care Profile 2 (Level 3)

<p>Duration:</p> <p>Full Day</p>	<p>Target Audience:</p> <p>The NSPCC Graded Care Profile (GCP) is designed to help practitioners spot when a child is at risk of neglect and get the right help to families earlier. The GCP2 is a practical tool which supports practitioners in measuring the quality of care delivered to an individual child from an individual carer or carers over a short window of time, and is designed to give a representative overview of the current level of care. The grades are based on observations and good quality evidence gathered during this window. All practitioners using the GCP2 will attend and passed a licensed training programme.</p>	<p>Delivered by:</p> <p>Safeguarding Boards Trainer/Workforce Development</p> <p>To book a place please contact workforce.trainingbookings@darlington.gov.uk</p>
<p>Places Available:</p> <p>Maximum of 30</p>	<p>Date and Time of courses:</p> <p>14 March – 9.30 – 16.30 25 April – 9.30 – 16.30 17 May – 9.30 – 16.30 11 June – 9.30 – 16.30</p>	

Course outline:

- An evidenced based assessment tool for evaluating levels of parental care
- Uses a graded scale (1=best 5=worst) to capture levels of physical and emotional care
- Based on Maslow's hierarchy of needs
- Identifies strengths as well as weakness
- Targets aspects of neglectful care
- Provides evidence that can inform care an intervention plans

Learning outcomes:

- Become licensed to use the GCP2
- Consolidate knowledge in relation to neglect
- Know where to go locally for support

Domestic Abuse Awareness (Level 3)

<p>Duration:</p> <p>Half Day</p>	<p>Target Audience:</p> <p>For those staff who have responsibility for undertaking child and adult protection enquiries and who work with complex cases e.g. professionals from Children's social care, adult social care, the Police, Health and Education. Training at this level is for staff who hold professional or organisational authority and a substantial degree of personal responsibility and autonomy to act on child and adult welfare concerns.</p>	<p>Delivered by:</p> <p>Safeguarding Boards Trainer</p>
<p>Places Available:</p> <p>Maximum of 30</p>	<p>Date and Time of courses:</p> <p>27 March – 9.30 – 12.30 11 Sept – 9.30 – 12.30</p> <p>Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.</p>	

Aims and Objectives:

- The impact of domestic abuse on victims
- The reasons behind domestic abuse
- The impact on children and vulnerable adults
- Diversity issues in domestic abuse
- Good practise in working with domestic abuse

Learning Outcomes:

For participants to have a better understanding of:

- Effective intervention and protecting children and adults.
- Professional roles/ responsibilities.
- Working together.
- The risk elements for children and adults

Safeguarding Children and Young People from Sexual Exploitation (Level 3)

<p>Duration:</p> <p>Full Day</p>	<p>Target Audience:</p> <p>For those staff who have particular responsibility for undertaking child protection enquiries and who work with complex cases e.g. professionals from Children's Social Care, The Police, Health and Education. Training at this level is for staff who hold professional or organisational authority and a substantial degree of personal responsibility and autonomy to act on child welfare concerns.</p>	<p>Delivered by:</p> <p>Barnardo's</p>
<p>Places Available:</p> <p>Maximum of 30</p>	<p>Date and Time of courses:</p> <p>7 June – 9.30 – 16.00</p> <p>Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.</p>	

Aims and Objectives:

- To increase effectiveness in working together to safeguard children and young people from sexual exploitation
- Have increased knowledge about the current local and national situation regarding children and young people who are exploited.
- Explore how young people become involved in/at risk of exploitation.
- Missing from home procedures.
- Identify risk factors and grooming of children sexually exploited
- Summarised relevant UK legislations in the area of Child Sexual Exploitation.
- Understand multi agency practical solutions to safeguard sexually exploited children and young people.
- Have increased knowledge of relevant LSCB procedures.
- Raising awareness of risk matrix and process.

Multi-Agency Working to Safeguard Disabled Children (Level 3)

<p>Duration:</p> <p>Full Day</p>	<p>Target Audience:</p> <p>The course is for all those practitioners and managers who regularly work with children and families and who have professional responsibility for safeguarding and promoting the welfare of children. The completion of this training will support practitioners to evidence their continual professional development. The training is likely to be suitable for many staff in groups 2 - 8 of the Working Together 2010 (p.125) (https://www.education.gov.uk/publications/eOrderingDownload/00305-2010DOM-EN.pdf)</p>	<p>Delivered by:</p> <p>Durham SCB</p> <p>Please note this course is facilitated by Durham Safeguarding Children Board and the venues are based across Durham. Please email lscb@durham.gov.uk to book a place.</p>
<p>Places Available:</p> <p>Maximum of 20</p>	<p>Date and Time of courses:</p> <p>TBC - The Glebe Centre, Murton</p>	

Aims and Objectives:

- To ensure staff recognise the increased vulnerability of deaf and disabled child and understand how to take forward any safeguarding concerns

Learning Outcomes:

By the end of the course attendees will:

- understand the specific areas of vulnerability for deaf and disabled children
- understand how attitudes and assumptions about disability held by professionals can act as barriers for disabled children in the safeguarding system
- understand the need for robust links between safeguarding professionals and those working with disabled children and their families
- recognise their own feelings in working with disabled children and their families

Internet Safety, digital literacy, building digital resistance and resilience (Level 3)

Duration: Full Day	Target Audience: Aimed at professionals working with children and young people who access the internet and use modern technology	Delivered by: Digital and Media Youth Worker To book a place please contact workforce.trainingbookings@darlington.gov.uk
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Date and Time of courses: 1 May – 9.30 – 16.00

Venue: Teesside University Campus, Haughton Road, Darlington

Aims and Objectives:

The session will provide key up to date information on trends, data and social media. Suggestions of how to best manage and activities, signposting and resources for safe use and discussion within your work.

Designated Safeguarding Lead Role in Education

Duration: Full Day	Target Audience: Designated Safeguarding Leads or deputies in Education	Delivered by: Safeguarding Boards Trainer/s/DBC Education Safeguarding Officer
Places Available: Maximum of 25	Date and Time of courses: 3 April – 9.30 – 12.30 (Refresher) 13 June – 9.30 – 16.00 27 June – 9.30 – 12.30 (Refresher) 12 Sept – 9.30 – 16.00 23 Sept – 9.30 – 12.30 (Refresher) 5 Dec – 9.30 – 16.00 16 Dec – 9.30 – 12.30 (Refresher) Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Learning Outcomes:

- The aim of the course is to enhance the skills of experienced designated safeguarding leads in Education and increase awareness of and the response to current issues relevant to their role.
- The initial full day training course will provide the required information and resources to enable designated safeguarding leads to deliver LSCB endorsed Level 1 training within their schools.

Childhood Sexual Abuse & Dealing with Disclosure

Duration: Half Day	Target Audience: All those working with children and young people.	Delivered by: Rape & Sexual Abuse Counselling Centre
Places Available: Maximum of 30	Date and Time of courses: 4 June 2019: 1.30 – 4.30pm 5 November 2019: 1.30 – 4.30pm Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives:

- What is Child Abuse
- What is CSA
- Define sexual abuse
- Myths
- The Impact and effects of CSA

Learning Outcomes:

By the end of the course participants will:

- Understand the definition of child sexual abuse
- Have a deeper understanding of the prevalence of child sexual abuse and its effects on survivors
- Be able to support survivors with increased confidence when dealing with disclosure
- Have increased knowledge of what survivors might need from workers in a supportive role

Managing Allegations Training		
Duration: Half Day	Target Audience: Anyone who works with children and young people, including those who work in a voluntary capacity	Delivered by: LADO – Carol Glasper
Places Available: Maximum of 25	Date and Time of courses: (Choose from 4 separate times/dates below) 19 March 2019: 10.00 – 12.00 19 March 2019: 13.00 – 15.00 4 September 2019: 10.00 – 12.00 4 September 2019: 13.00 – 15.00 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives:

- To ensure individuals are aware of what to do if they have concerns regarding staff, carers and volunteers.
- To give clear advice on appropriate and safe behaviours for adults working with children and young people.

Learning Outcomes:

- Safer recruitment
- Obtain an understanding of the LADO procedures
- Recognising and responding to an allegation
- Knowledge of a range of actions and outcomes relating to allegations

Safeguarding Adults Formal Enquiries/Investigation Training (Level 3)

Duration: Full Day	Target Audience: For staff who are responsible for carrying out formal enquiries in Darlington as defined by the Care Act 2014. Note: The course will not be applicable to police investigators/crime investigation	Delivered by: Safeguarding Boards Trainer/Safeguarding Practice Officer
Places Available: Maximum of 20	Date and Time of courses: 30 April – 9.00 – 13.00 22 Aug – 9.30 – 12.30 Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.	

Aims and Objectives:

- Describe the Safeguarding adults process
- Demonstrate when it is appropriate to conduct a 'Formal enquiry'
- Describe the 'formal enquiry' process
- Demonstrate effective questioning styles
- Confidently utilise and complete the 'Investigation report'

Learning Outcomes:

- Describe the Safeguarding adults process
- Demonstrate when it is appropriate to conduct a 'Formal enquiry'
- Describe the 'formal enquiry' process
- Demonstrate effective questioning styles
- Confidently utilise and complete the 'Investigation report'

MAPPA Briefing – Awareness Raising Session

<p>Duration:</p> <p>Half Day</p>	<p>Target Audience:</p> <p>All agencies in Darlington who work with or support individuals who have the potential to cause serious harm to others. This covers a wide range of agencies including Police, Prison, Probation Services, Health, Children and Adult Social Care Services, Education, Housing and Youth Offending Teams.</p>	<p>Delivered by:</p> <p>MAPPA Coordinator and VISOR CPC and DI Caroline Shields - Durham Police</p>
<p>Places Available:</p> <p>Maximum of 20</p>	<p>Date and Time of courses:</p> <p>Dates to be confirmed</p> <p>Candidates will be informed of venue in confirmation letter at least 7 days prior to the training session.</p>	

Aims and Objectives:

- To provide a general introduction to the principles, purpose and procedures of MAPPA.
- To raise understanding and awareness of lessons learned from MAPPA Serious Case Review.
- An introduction to MAPPA management of offenders with complex care and criminogenic needs.

Learning Outcomes:

- Be able to demonstrate an understanding of the definitions of harm.
- Understand the purpose and function of MAPPA.
- Gain an understanding of the language and terminology of MAPPA.
- Understand the referral process and feel confident in referring people into the MAPPA process.
- Be aware of their roles and responsibilities in relation to safeguarding and the MAPPA process.
- Raise awareness and understanding of the role and need for MAPPA Serious Case Review.
- Increase awareness of MAPPA management.

Multi-Agency Risk Assessment Conference (MARAC) (Level 3)

<p>Duration: Half day</p>	<p>Target Audience: The course is for all those practitioners and managers who regularly work with children and families and who have professional responsibility for safeguarding.</p>	<p>Delivered by: Durham Police</p> <p>Please note this course is facilitated by Durham Constabulary MARAC coordinator at Durham police HQ To book a place please contact LSCB.Training@darlington.gov.uk to obtain a booking form.</p>
<p>Places Available: Subject to availability</p>	<p>Date and Time of courses: 18 January 10.00 – 13.00 Durham Police HQ Aykley Heads Durham DH1 5TT</p>	

Aims and Objectives:

MARAC provides a consistent approach to risk assessment which identifies those victims of domestic abuse who are most at risk of serious harm. The process also enables effective information sharing, thus identifying risk that may not have been previously identified by the initial responding agency.

The course will provide an introduction to and increased awareness of the MARAC process in Durham and Darlington.

Multi-agency Training Charging Policy

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 in 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).

To book a place please contact LSCB.Training@darlington.gov.uk

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. Subject to availability, training can be delivered in setting free of charge to those who contribute to the Boards or registered charities.

The following charges will apply to organisations who do not contribute to the Boards and for bespoke training requests.

- 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 training within your setting or to request bespoke training contact the Multi-agency trainer:

Chris Ashford

Multi-agency Trainer

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

Telephone: 01325 406453 or 01325 406452.

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

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

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.