



**Hartlepool & Stockton-on-Tees LSCBs
Joint Safeguarding Children Training**

**Charging Policy
2017 / 2019**

1 Charges and Administration

- 1.1 Training is free of charge to organisations that contribute financially to the core budget of HSCB and SLSCB.
- 1.2 Other organisations who do not contribute to the core LSCB budget but are able to contribute to the HSCB and SLSCB multi agency training programme by delivering agreed safeguarding training or who can provide suitable free training venues and facilities for the use of multi-agency training may also benefit from attending courses free of charge. Course and venue requirements will be subject to identified need. The number of free places will be negotiated depending on the services provided.
- 1.3 Invoice details must be provided on booking forms irrespective of whether a charge is to be incurred or not.
- 1.4 It is the responsibility of participants to sign the register when attending a HSCB/SLSCB training course. This will be referred to as the evidence of attendance for audit purposes. Failure to do so will result in a non-attendance fee being incurred.
- 1.5 Invoices due for multi-agency training payments, including cancellations, will be raised retrospectively following the course completion.
- 1.6 Failure to pay an invoice will result in places that have already been booked for that organisation being cancelled until the evidence of payment is received.

2 Charging Arrangements

- 2.1 As referred to in 1.1 HSCB/SLSCB Contributing Members - no charge:
 - HBC/SBC
 - CAFCASS
 - Police
 - Probation
 - Hartlepool and Stockton CCG (includes NT&H Foundation Trust and TEWV NHS Trust)
 - Education Establishments who annually contribute financially to LSCB's.
- 2.2 All organisations who do not meet the criteria for free places as referred to in 1.1 or 1.2 above, including those commissioned by HSCB/SLSCB will be charged as follows:
 - £40.00 half day per individual
 - £80.00 full day per individual

3 Recharge for Non-attendance/Cancellation

- 3.1 Organisations will incur a charge of £50 per place should non-attendance as referred to in 1.5 above or where cancellation of less than 1 week (5 working days) prior to the training course occurs.

4 E-learning: Safeguarding Children Training and Awareness

- 4.1 A number of e-learning courses hosted by the Virtual College are also available and they are free to all organisations who are members of HSCB/SLSCB (including the voluntary sector).
- 4.2 Private and profit-making organisations need to apply direct to Virtual College to access training, however, there is a charge for learners. To support safeguarding children training we have negotiated a discount with the Virtual College and to obtain this discount code contact sjscb@stockton.gov.uk. Applicants would then contact the Virtual College, quoting this code, to book a course.

Virtual College contact details are: tel (01943) 605976 and info@virtual-college.co.uk