

Policy Briefing

WAKEFIELD & DISTRICT safeguarding children board

Multi-Agency Safeguarding Children Training

Changes to LSCB Charging Policy

The purpose of this LSCB Policy Briefing is to inform agencies of imminent changes to the charging policy for multi-agency training delivered by the Wakefield and District Safeguarding Children Board. This policy does not affect the LSCB online child protection course, which remains free of charge for everybody.

These changes have been considered and agreed by the Training Sub-Committee and received final LSCB approval on 9th May. Both the Charging Policy and Non-Attendance Policy will go live on 1st July 2011.

Key changes in brief:

- For most people, training delivered by the Safeguarding Children Board will remain free of charge. This includes people who work in NHS Wakefield District Trusts, Police, WDH, Probation, WMDC, CAFCASS and HMP New Hall, as well as the voluntary and community sector.
- Applications from people who work in Local Authority Maintained Schools will continue to be free of charge
- Applications from people who work in Independent Schools, Academies and private companies run on a "for profit" basis will be subject to a fee
- The non-attendance policy will be rigorously implemented in all instances of non-attendance UNLESS we are notified within ten working days of the date of the course or the agency sends a substitute candidate. The fee will be £25, or £50 for a two day course.

The attached policy documents provide more detail. Please support the work of the LSCB by reading them and ensuring that if you or your staff apply for courses, the places are not wasted.

Details of the LSCB Training Programme can be found at www.wakefield.gov.uk/safeguardingchildren

Wakefield and District Safeguarding Children Board

Policy on Training Charges

1. Employees of the following agencies or services will **not** be charged for attendance on multi-agency training courses delivered by the Safeguarding Children Board:

- Wakefield Council (including Safeguarding and Family Support Directorate, Safe @ Home, Schools and Lifelong Learning Directorate, YDSS and YOT, Foster Carers etc.)
- NHS Wakefield District
- Wakefield and District Community Health Services (WDCHS)
- The Mid Yorkshire Hospitals NHS Trust
- South West Yorkshire Partnership Foundation Trust
- West Yorkshire Police
- CAF/CASS
- HMP and YOI New Hall
- Probation
- Wakefield and District Housing
- Maintained Schools in the Wakefield district (including teachers, Head Teachers etc)
- SPECTRUM
- Not for profit organisations within the voluntary sector
- Organisations providing a service for any of the above on a formal commissioned basis

2. Employees of the following agencies or services **will** be charged for attendance on multi-agency courses delivered by the Wakefield and District Safeguarding Children Board:

- Independent Schools
- Academies
- Private organisations conducting business on a “for profit” basis

3. Charges

For employees of organisations listed under 2. the following charges will be applicable, payable within 28 days of receipt of invoice. In cases where a place is cancelled, the fee will still be payable unless the place was cancelled within ten working days of the date of the course:

Half-day training or two-hour briefing session	£40 per delegate
Full day training	£80 per delegate per day
Bespoke training (half-day or twilight)	£300
Bespoke training (full day)	£500

Wakefield and District Safeguarding Children Board

LSCB Multi-Agency Training

Policy on Charging for Non-Attendance

Due to the continuing problem of non-attendance on our courses, the Safeguarding Children Board has made the decision to implement a fee for non-attendance. Currently approximately 150 training places a year are lost through non-attendance, which equates to about 10% of our training.

This policy will be implemented from 1st July 2011.

If you book a place on one of our courses and are then unable to attend, we ask that you give us **ten working days notice** of this. All of our courses are over-subscribed and this will allow us to offer your place to another candidate.

If you are unable to attend a course, we would ask that you consider whether a colleague in your team or service could attend instead. If this is the case, please let us know as soon as possible that someone else will be attending, so that we can amend course registers etc.

If you do not give us ten working days notice, your team or service will be invoiced for a fee of £25 per day (i.e. £50 for a two-day course). Half-day sessions will be charged at £25.

In cases where the non-attendance was due to unexpected sick leave or bereavement and where notification of this within ten working days was not possible (e.g. someone becomes ill on the day of the course) then the fee is likely to be waived if a manager can provide assurance to the WDSCB Business Manager of the genuine reason for this non-attendance.

Issues related to work commitments, priorities, annual leave or other employment-related reasons will not be considered a reason for the penalty fee to be waived.

Agencies in the voluntary sector that do not receive any form of funding will not be charged if the fee would have to be paid by the individual, not the organisation. Therefore people in these organisations are asked to carefully consider their application before applying.

In cases where individuals or services repeatedly fail to attend, this may result in the individual or service being restricted from applying for other LSCB courses.

A list of non-attendees is kept by the LSCB and this information is reported to LSCB Members on a regular basis.