



LEEDS SAFEGUARDING CHILDREN BOARD

Training Calendar

Spring 2010
(January – March)

Contents

<u>Contents</u>	<u>Page</u>
Contents	2
Introduction	3
Identifying Training Needs	4
Course Application: Cost Application Forms Submission of Forms Receipt of Forms / Allocation of Places Confirmation of a Training Place Cancellation of a Training Place Waiting Lists	5
Course Information : Start Times Signing In Late Arrival / Early Departure Certificates Evaluations Non-attendance Refreshments / Lunch Additional Learning Requirements	6
Raising Awareness in Child Protection – Level 1A	7
Introduction to Working Together to Safeguard Children and Young People – Level 1B	8
Working Together to Safeguard Children and Young People – Level 2B	9
Children and Young People who go Missing – Level 3	10
Child Protection and Children with Disabilities – Level 3	11
Child Protection and Women Experiencing Violence From Men They Know – Level 3	12
Children and The Net – Level 3	13
Female Genital Mutilation (FGM) Awareness – Level 3	14
Independent Safeguarding Authority (ISA) Briefing – Level 3	15
Multi-agency Working to Safeguard Children and Young People from Sexual Exploitation – Level 3	16
Not Just Our Daughters – Sexual Exploitation of Boys and Young Men – Level 3	17
Preventing Injuries Caused by Forcible Shaking (Never Shake a Baby Awareness) – Level 3	18
Safer Recruitment – Level 3	19
Training the Trainer – Level 1A Course – Level 3	20
Training the Trainer – LSCB Trainers – Level 3	21
Young Women, Risk Taking Behaviours, Child Sexual Exploitation and the Law – Level 3	22
Appendix 1 – Charging policy	23
Appendix 2 - Training Application	24
Appendix 3 - Training Request Form – Level 1A	25



Introduction

The LSCB Training Calendar provides information on all of the LSCB multi-agency courses, along with the current dates of sessions being offered for Spring 2010 (1st January – 31st March 2010). Dates for Summer and Autumn 2010 will be released in March and August.

Additional courses or study days which are not advertised within the calendar will be advertised via flyer.

The training is available at no cost to all workers (paid or voluntary) working with children, young people and / or their parents / carers within Leeds. Students on placement may apply for places, however priority is given to paid staff and volunteers.

All training is approved and endorsed by the LSCB Training and Development Sub Group, although it may incorporate sessions provided for the LSCB from our partner agencies. All LSCB trainers are provided by our partner agencies and train in addition to their normal workload.

Basic Child Protection Training should be provided in-house by organisations to their staff, however for organisations and agencies where this is not possible a multi-agency Level 1A training course is available, or sessions can be provided direct to organisations of 10 or more staff.

For further information about any of the LSCB training please contact the LSCB Training Section:

LSCB Training
Room 106, First Floor
Enterprise House
12 St Paul's Street
Leeds
LS1 2LE

Fax 0113 3950362

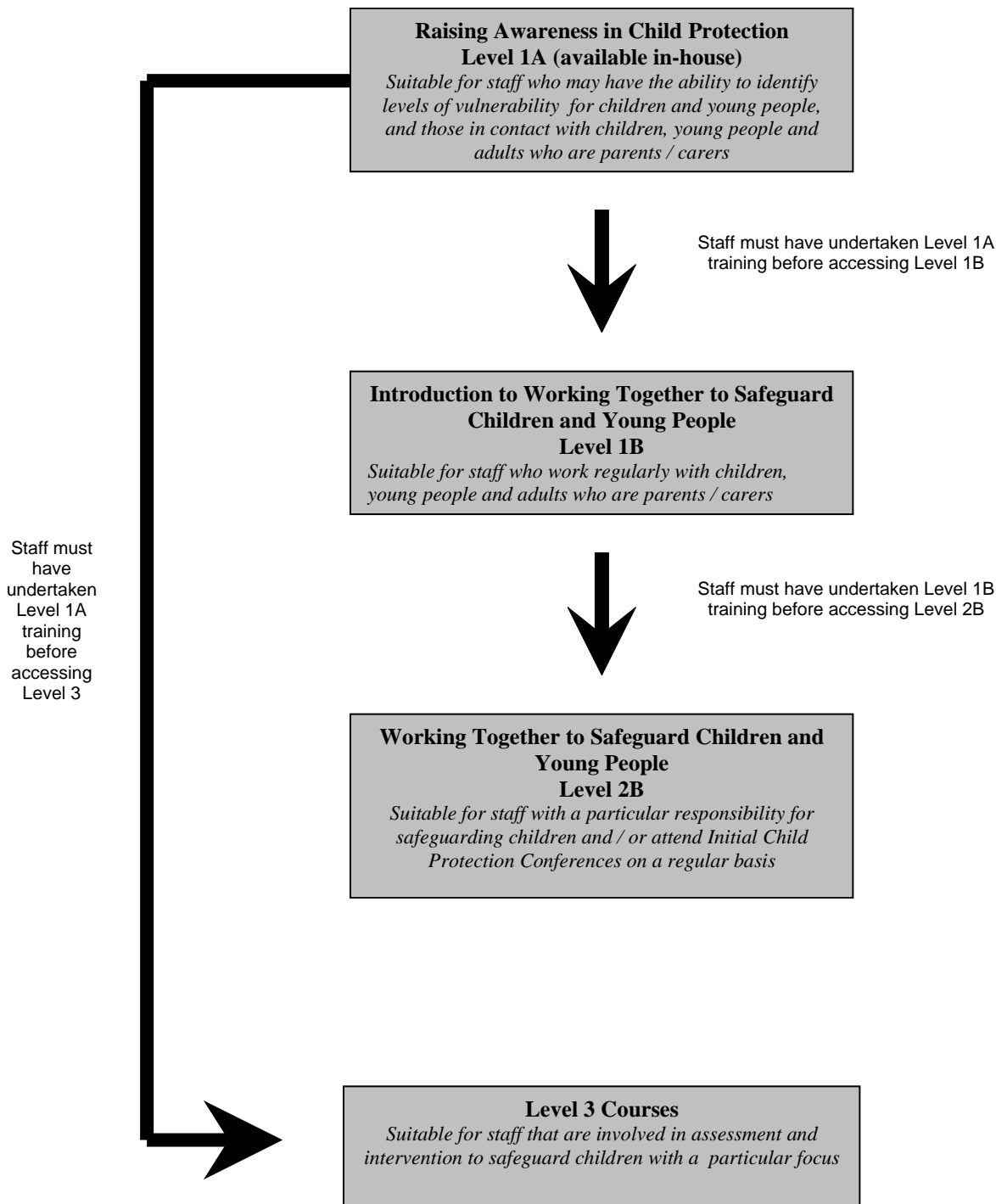
www.leedslscb.org.uk

Training and Development Officer - Karen Shinn
karen.shinn@leeds.gov.uk
0113 3952121

Training Administrator – Emily Graves
emily.graves@leeds.gov.uk
0113 2476538

Identifying Training Needs

Individuals should identify their training needs and which courses are appropriate for them through supervision and discussions with their organisations safeguarding representatives. The flowchart below outlines the standard training route provided by the LSCB (based upon the suggested training levels in Working Together 2006).





Course Application

Cost

There is no charge to attend any LSCB training courses.

Application Forms

Individuals should apply for LSCB training courses using the LSCB application form (a copy of which is at the back of this calendar – Appendix 1). Only fully completed LSCB forms will be accepted. Applications made on individual agency or Leeds City Council forms will be returned.

Application forms require a managers signature and contact details.

Applications stating next available date will also not be accepted as dates may not be suitable.

Submission of forms

Forms can be submitted electronically (via the website or e-mail) or by post. If submitting a form electronically please ensure that it is in a word document, and that although a manager can not sign the form, the managers details must be completed in full, and your manager must support your application.

Receipt of forms / allocation of places

On receipt of an application an individual will be allocated a place if one is available. Places are allocated on a first come first served basis, with the exception of Level 2B courses whereby partner agencies are allocated a set number of places. Applications for this course should be made as follows:

Health – applications to LSCB Training Administrator, places are allocated by the Named Nursing team

CYPSC – applications to, and allocation by Jude Penman, CYPSC OD

IYSS – applications to LSCB Training Administrator, places are allocated on a first come first served basis

Education Leeds - applications to, and allocation by Education Leeds Child Protection Team

Early Years - applications to LSCB Training Administrator, places are allocated on a first come first served basis

Third Sector and other agencies - applications to LSCB Training Administrator, places are allocated on a first come first served basis

Places can be reserved on a training course via phone, and confirmed by receipt of an application form. Reserved places will only be held for two weeks before they are released.

Confirmation of a training place

Confirmation of training places will be sent out to all participants by either email or letter approximately four weeks before the course is due to run. Your confirmation will include details of the course time and venue, including a map / directions. If you haven't been allocated a place you will also be notified of this approximately four weeks prior to the course. Please do not attend unless you have received confirmation of your place from the Training Administrator (you may be required to show this on the day of the course).

Cancellation of a training place

If you wish to cancel a place you have applied for please contact a member of the LSCB Training Section. You will be given a cancellation code, which you can quote if questioned by a member of the Training Section regarding non-attendance at a course.

The earlier a place is cancelled the more likely the chance of us being able to fill a place from the waiting list.

Waiting Lists

Waiting lists are held for all courses where applicable, and people will be contacted if a place becomes available. Unfortunately due to high numbers waiting lists can not be automatically carried forward to the next course, and if they have been unsuccessful people are encouraged to reapply for a different date.



Course Information

Start Times

All times stated within the calendar are the start times. Participants should therefore arrive at the venue in plenty of time to be sat and ready to start at the stated time.

Signing In

Participants are required to sign the sheet provided at the start of a course. Failure to do so may result in a participant not being given a certificate and being charged for non-attendance. If a participant's name does not appear on the sheet the trainer has the right to request that the person does not stay for the course, or that the participant shows proof of their place (confirmation letter).

Late arrival / early departure

We understand that unavoidable circumstances may mean that a participant is late for a course or needs to leave early. If you know in advance that this may be an issue for you please contact a member of the LSCB Training Section to discuss. The LSCB Training Section and the trainers have the right to refuse a place to a participant if they will miss a significant section of the session. If a participant is held up on the way to a course it would be appreciated if they could contact the LSCB Training Section to inform them, who will in turn inform the trainers.

Certificates

All participants on LSCB courses will receive a Certificate of Attendance, however the trainer reserves the right not to give certificates to people who do not attend for a full day.

Evaluation

Participants will be given an opportunity to evaluate a course at the end of a session. This information will be used to inform future training, including updating materials, changing course content and venue choice.

In addition participants will be sent a Post Evaluation form three months after the course to enable us to gauge learning impact.

Non-attendance

Due to high numbers of people not attending courses the LSCB have a Non-attendance Policy (see Appendix 2). If a participant fails to attend without unavoidable reason, or fails to obtain a cancellation code (see page 4) their Line Manager will be contacted and a charge of £50 levied. All charges recuperated will be directed back into the training budget.

Refreshments / Lunch

In order to allow the LSCB to provide free places on courses we do not provide lunch for participants. Lunch is available to order at some venues, and trainers will inform participants to local facilities at the start of a day. Participants are also welcome to bring their own lunch.

The LSCB will provide tea, coffee and biscuits throughout the day on all courses.

Additional Learning Requirements

Should you have any additional requirements which would make your learning and participation on a course better please use the section on the application form to inform us of this. We will make every effort to meet these needs, and if this is not possible we will contact you to discuss.



Raising Awareness in Child Protection – Level 1A

A two hour introductory child protection training for people who may have the ability to identify levels of vulnerability for children and young people, or who are in regular contact with children and young people either directly or through work with their families/carers.

This is seen as a minimum requirement for all people working within settings which work with or have regular contact with children and young people. It is recommended that people undertake refresher training every 3 years.

This course should be accessed through your own agency, however for agencies from the smaller voluntary or private sector that does not have access to training within their own agency this course is available via two routes:

- 1) Face to face course, delivered on the agency premises in order to meet their requirements, occasionally in the evening or at the weekend. Groups must have a minimum of 10 people participating. The course is delivered on demand and can be requested using the Training Request Form (Appendix 3)
- 2) Multi-agency courses for people unable to attend / arrange this within their own organisation.

Learning Outcomes

By the end of the course participants should be able to:

- Have an understanding of recent changes in Child Protection and Safeguarding, and how the LSCB fit into this.
- Define the different types of abuse and recognise signs and indicators
- Recognise and respond appropriately to concerns about possible abuse of a child, including the referral process
- Understand good practice when receiving a disclosure
- Recognise that not only the local authority, but all individuals have a responsibility in the protection of children and young people.

Session Times

Date	Time	Venue
Wednesday 20 th January	14.00 – 16.30	St Georges Centre
Thursday 4 th February	18.30 – 21.00	Tech North TBC
Monday 22 nd March	09.30 – 12.00	Burley Lodge Centre

Introduction to Working Together to Safeguard Children and Young People – Level 1B

A full day course for staff and volunteers who work regularly with children and young people, and / or adults who are carers, and who may be asked to contribute to assessments of children in need.

This is a one day multi-agency course which is run in the wedge areas of Leeds, allowing participants to meet other practitioners in their local area. Participants are encouraged, where possible, to attend the course within their own wedge. People working city wide may attend any course.

Participants must have completed Level 1A either through their own agency or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able:

- To further develop participants understanding of their individual role in child protection in the context of other professionals working with children and young people;
- To increase participants' understanding of role in recognising and responding appropriately to a child/ young person in need of protection;
- To increase participants' awareness and understanding of the thresholds between a child in need and a child in need of protection;
- To increase participants' awareness of the impact of and links between child abuse and social inequalities, domestic violence, mental health , drugs and alcohol misuse;
- To enable participants to be familiar with the outcomes and recommendations of Serious Case Reviews and local child protection statistics.

Session Times

Wedge	Date	Time	Venue
North East	Thursday 11 th March	09.30-16.30	Tech North TBC
East	Monday 8 th February	09.30-16.30	Team Talk
South	Wednesday 17 th March	09.30-16.30	St Georges Centre
West	Friday 29 th January	09.30-16.30	Pudsey Civic Hall
North West	Thursday 4 th February	09.30-16.30	Leeds Sailing and Activity Centre



Working Together to Safeguard Children and Young People – Level 2B

A city-wide two day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children, such as designated or named professionals who may be undertaking s47 enquiries or working with complex cases, including fabricated and induced illness, or those who would regularly attend Initial Child Protection Conferences.

Participants must have completed Level 1B through the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should have:

- Begun to explore the context in which values and attitudes inform their views of child abuse
- Greater awareness of the role of agencies in safeguarding children and the prevention of child abuse
- Developed an understanding of child protection in the broader context of children in need
- An appreciation of the complexities of inter-agency communication in child protection and the barriers to communication
- An improved knowledge of the legislation, structures and local procedures in child protection from referral through Initial Child Protection Conference to planning, review and post conference work with children and families
- Considered issues relating to anti-discriminatory practice
- A greater understanding of their own role and those of other workers from other agencies in child protection
- Reflected upon their practice in child protection informed by new learning

Session Times

Date	Time	Venue
Monday 25 th & Tuesday 26 th January	09.00 – 16.30	Tiger 11 @ Hillside
Wednesday 24 th & Thursday 25 th February	09.00 – 16.30	Safety Central
Thursday 25 th & Friday 26 th March	09.00 – 16.30	Team Talk



Children & Young People who go Missing – Level 3

A one day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children who are at risk of going, or who have gone missing.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training

Learning Outcomes

By the end of the course participants should be able to:

- know practically how to respond to young people who go missing including which local children's services are available
- understand the new statutory guidance and the Children Leeds procedures for children and young people who go missing from home, school or care
- have an awareness of the issues around going missing, who is most at risk, the reasons for it and the numbers for Leeds and to know the impact of not acting
- be able to identify the causes for missing children and young people, and factors likely to reduce going missing
- have an awareness of the links to Child Sexual Exploitation and Missing from Education

Session Times

Date	Time	Venue
Monday 25 th January	09.00 – 16.30	St Georges
Tuesday 23 rd February	09.00 – 16.30	Tech North TBC
Tuesday 23 rd March	09.00 – 16.30	Team Talk



Child Protection and Children with Disabilities – Level 3

A one day multi-agency course for staff and volunteers with a particular responsibility for safeguarding disabled children. This course explains why and how disabled children are vulnerable to abuse, describes how attitudes to disability may affect recognition and responses to abuse, and provides possible strategies for responding to possible cases of child abuse

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Explain why and how disabled children are vulnerable to abuse
- Describe how attitudes to disability may affect recognition and responses to abuse.
- Show an understanding of strategies for responding to possible cases of child abuse.
- Consider and implications of the issues addressed on the training for their own practice.

Session Times

Date	Time	Venue
Thursday 11 th February	09.00 – 16.30	Terry Yorath House TBC



Child Protection and Women Experiencing Violence From Men They Know – Level 3

A one day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children when issues facing women and children living with violence from men they know are raised.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Describe some of the issues facing women and children living with violence from men they know.
- Recognise the effects of violence against women by men they know on women and children, and able to make the links between this and child abuse.
- Describe the inter-agency roles and responsibilities for providing services to women and their children experiencing violence, and identify good practice in service delivery.

Session Times

Date	Time	Venue
Monday 8 th March	09.00 – 16.30	Belle Isle Open Access Centre



Children and The Net – Level 3

A one day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children who regularly use information and communication technologies such as the internet and mobile phones. The course provides an understanding of the development and range of information and communication technologies (ICT), their use by children and young people and by those who present a risk to them.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- describe some of the developments in ICT
- demonstrate an understanding of how children and young people use ICT
- name the main areas of risk to children and young people in their use of ICT
- identify the main features of the legislation, guidance and procedures relevant to safeguarding children and young people within ICT
- describe some of the ways in which ICT is used by those who present a risk to children
- identify practice issues in relation to their work with children and young people or adults

Session Times

Date	Time	Venue
Friday 26 th February	09.30-15.30	Safety Central

Female Genital Mutilation (FGM) Awareness – Level 3

A half day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children who are at risk of undergoing Female Genital Mutilation (FGM) due to their culture and / or country or origin, and those children who have already undergone FGM. Staff should consult the table on back page for further guidance about areas where FGM is practiced to see if they work with children and young people at risk.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Define/Classify FGM, including age performed, practitioners, methods used.
- Understand FGM's history and theories of origin.
- Understand FGM's health consequences.
- Understand the reasons and beliefs that support FGM, and the prevalence/distribution of FGM in Africa/UK.
- Understand Anti-FGM Legislation in the UK - Criminal/Child Protection.
- Identify women with FGM and identify the at risk, or circumcised child.
- Understand appropriate referral pathways for child protection.

Session Times

Date	Time	Venue
Thursday 1 st April	09.30-13.00	Armley Park Court TBC

Country	Prevalence	Type of FGM performed
Most reliable estimates		
Burkina Faso	72%	Type II
Central African republic	43%	Types I & II
Cote d'Ivoire	43%	Type II
Egypt	97%	Type I (17%) Type II (72%) Type III (9%)
Eritrea	95%	Type I (64%) Type II (4%) Type III (34%)
Guinea	99%	Type II
Kenya	38%	Type I & II Type III practiced in eastern regions
Mali	94%	Type I (52%) Type II (47%), Type III in southern Mali (1%)
Niger	5%	Type II
Nigeria	25%	Type I Type II predominant in south Type III only in north
Somalia	98-100%	Type III
Sudan	89%	Type I (15%) Type II (3%) Type III (82%)
Tanzania	18%	Type I & II
Togo	12%	Type II
Yemen	23%	No data
Other estimates		
Benin	50%	Type II
Chad	60%	Type II Type III only in the north
Ethiopia	85%	Types I & II Type III in regions bordering Sudan and Somalia
Gambia	80%	Type II
Ghana	30%	Type II
Liberia	60%	Type II
Senegal	20%	Type II
Sierra Leone	90%	Type II
Questionable estimates		
Cameroon	20%	Type I & II
Dem Rep Congo	5%	Type II
Djibouti	98%	Type II & III
Guinea-Bissau	90%	Types I & II
Mauritania	25%	Types I & II
Uganda	5%	Types I & II



Independent Safeguarding Authority (ISA) Briefing – Level 3

A 2.5 hour multi-agency briefing for managers and staff with a particular responsibility for the recruitment of paid and voluntary workers. This session will provide an overview of the Independent Safeguarding Authority's Vetting and Barring scheme and the responsibilities for employees of paid and voluntary staff.

Learning Outcomes

By the end of the course participants should be able to:

- Understand the Independent Safeguarding Authority and their role in relation to the Vetting and Barring Scheme
- Understand what the Vetting and Barring Scheme is, and the role it will play in the recruitment of paid and voluntary staff
- Understand their own organisations responsibilities in relation to the Vetting and Barring Scheme and the implications for not complying with it.

Session Times

Date	Time	Venue
Monday 8 th February	09.30-12.00	St Georges Centre
Wednesday 31 st March	13.30-16.00	Belle Isle Open Access Centre



Multi-agency Working to Safeguard Children and Young People from Sexual Exploitation – Level 3

Delivered by partner agencies from the LSCB Child Sexual Exploitation Task Group this is a one day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children when issues

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Have an understanding of issues of child sexual exploitation
- Understand the work of specialist agencies.
- Have an overview of legislation, and guidance around CSE
- Reflect on their professional role and explore ways to effectively safeguard children from CSE.

Session Times

Date	Time	Venue
Monday 1 st March	9:30 – 16:30	Team Talk



Not Just Our Daughters – Sexual Exploitation of Boys and Young Men – Level 3

Delivered by our partner agency Genesis this is a one day multi-agency course for staff and volunteers with a particular responsibility for safeguarding children when issues

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course:

- Participants will be more confident with the concept of sexual exploitation in relation to boys and young men.
- Participants will be knowledgeable regarding the grooming process and the factors that contribute to the sexual exploitation of boys and young men.
- Participants will gain a greater understanding of the BLAST Project, including how to refer and work in partnership with the project.
- Participants will be more comfortable with the issues of sexuality and identity that impact on boys and young who are involved in sexual exploitation through prostitution.

Session Times

Date	Time	Venue
Wednesday 31 st March	10.00-16.00	Middleton Railway



Preventing Injuries Caused by Forcible Shaking (Never Shake a Baby Awareness) – Level 3

A half day multi-agency course for staff with a particular responsibility for the safeguarding of children who are at risk of being shaken, including those working within Health Visiting, CYPSC, Midwifery, Early Years Services, and those working with young parents, teenage carers, lone parents and other carers.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training

Learning Outcomes

By the end of the course participants should be able to:

- Describe Shaken Baby Syndrome
 - How shaking is different from other forms of abuse.
 - What activities will and will not cause shaking injuries.
 - Injuries caused by shaking, long-term outcomes and victim and perpetrator statistics.
- Understand how coping with crying has an impact on forcible shaking
 - Latest research on early infant crying
 - How crying is linked to shaken baby syndrome.
 - Coping strategies to deal with the frustration caused by inconsolable crying.
- Undertake group work demonstrations
 - Practical demonstrations about how shaking damages the brain and how these can be used with parent / carer groups

Session Times

Date	Time	Venue
Monday 8 th February	09.30 – 12.30	Armley Park Court TBC



Safer Recruitment – Level 3

A one day multi-agency course for managers and staff with a particular responsibility for recruiting paid and voluntary workers into positions which have contact with children and young people and / or their carers.

This course looks at how to undertake the recruitment process safely with regards to child protection. Please note that this is not a course on recruitment and selection, rather how to make those processes safer.

This course contains a multiple choice assessment

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- begin to review their own and their organisations' policies and practices in recruitment with a view to making them safer

Session Times

Date	Time	Venue
Tuesday 16 th March	9.00 – 16.30	Team Talk



Training the Trainer – Level 1A Course – Level 3

A one day multi-agency course to equip larger Third Sector organisations with the skills and knowledge to deliver the Raising Awareness in Child protection, Level 1A course within their own organisation. Providing participants with knowledge regarding training delivery, and then information to deliver the course, including a copy of the course materials. This course is suitable for designated child protection staff and / or in-house trainers seeking to provide this course within their own organisation.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Understand how adults learn and the different learning styles
- Recognise different methods of delivery and the pro's and cons of these
- Recognise different resources available to trainers and the pro's and con's of these
- Learn techniques of how to handle difficult situations
- Deliver the Level 1A course

Session Times

Date	Time	Venue
Monday 1 st February	9.30 – 14.30	Belle Isle Open Access Centre



Training the Trainer – LSCB Trainers – Level 3

A one day multi-agency course for people considering becoming an LSCB trainer. It will equip participants with the skills and knowledge to deliver the LSCB training programme, and become a member of the LSCB Training Pool.

Participants wishing to go on to become LSCB trainers would be asked to commit to a minimum of 2 days delivery on behalf of the LSCB per year, and should have line management agreement with regards to becoming a trainer.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Understand how adults learn and the different learning styles
- Recognise different methods of delivery and the pro's and cons of these
- Recognise different resources available to trainers and the pro's and con's of these
- Learn techniques of how to handle difficult situations
- Understand the delivery structure of the LSCB Training Programme.

Session Times

Date	Time	Venue
Wednesday 10 th February	9.30 – 15.30	Middleton Railway TBC



Young Women, Risk Taking Behaviours, Child Sexual Exploitation and the Law – Level 3

Delivered by our partner agency Genesis this is a one day multi-agency course for staff and volunteers working with girls and young women (and / or their families) who are at risk of sexual exploitation, including prostitution.

Participants must have completed Level 1A either through their own agencies or the LSCB before they can attend this training.

Learning Outcomes

By the end of the course participants should be able to:

- Have a working knowledge of the organisation Genesis and the work they do
- Appreciate why we have stereotypes and how they influence our attitudes and those of society
- Have improved understanding of what is meant by sexual exploitation
- Develop an understanding of the difficulties faced when trying to exit risky lifestyles
- Consider prevention strategies

Session Times

Date	Time	Venue
Friday 26 th March	09.00 – 16.30	Tech North TBC

Appendix 1 – Charging policy



**Leeds Safeguarding Children Board
Judith Dodd, Chair
Room 106, First Floor
Enterprise House
12 St Paul's Street
Leeds, LS1 2LE**

Non-attendance on Training Courses – Charging Policy

Due to the popularity of the LSCB training courses, many of our courses are often fully booked with a reserve list, however we are increasingly finding that people are booking places and then not attending without prior notice. This is not allowing us the opportunity to offer such places to other people.

As a result of this a decision has been made that from 1st September 2007 charges will be made for non-attendance on all Leeds Safeguarding Children Board Multi – Agency Training Courses unless the place is cancelled at least 5 working days before the course date.

In the absence of receipt of a cancellation or notification of sickness / unavoidable absence at short notice an invoice for £50 will be sent by Leeds Safeguarding Children Board to the agency.

Cancellation of places or notification due to sickness / unavoidable absence at short notice should be made to Karen Shinn, Training and Development Officer on 0113 3952121 or karen.shinn@leeds.gov.uk or Emily Graves, Training Administrator on 0113 2476538 or emily.graves@leeds.gov.uk. You will be given a cancellation code which you can quote should your non-attendance be questioned.

We hope that you will appreciate that our motive is to ensure that as many people as possible are given the opportunities to attend our courses.

Yours

Karen Shinn
**Training and Development Officer,
Leeds Safeguarding Children Board**



Appendix 2 - Training Application



The Course

Course Title:

Date of Course: Venue:

Your Details

Name:

Job Title: Organisation:

Work Address:

.....

Phone Number:

E-mail:

Any details we should know regarding your participation in the course (eg mobility difficulties, large print hand outs, BSL interpretation etc)

Applicants Signature:

Managerial Support

As the applicants Line Manager I support their application for this course, and release them to attend. I will also discuss this training and their learning within supervision. I have also read and understood the charging policy for non-attendance.

Managers Name:

Manager Signature:

Telephone Number:

Please return this form to: **Training & Development Officer, LSCB, Room 106, First Floor, Enterprise House, 12 St Paul's Street, Leeds, LS1 2LE**

Confirmation of your place will be sent to you approximately 4 weeks prior to the date of the course.

Please note that failure to attend without prior notification due to unavoidable absence will result in your organisation being invoiced £50 to cover administrative costs.



Appendix 3 - Training Request Form – Level 1A

This standard two and half hour training package, approved by Leeds LSCB, is Level 1 awareness raising training, suitable for all staff who work with children and parents



Please complete both sides of this form and return it to the address overleaf.

Name of organisation/group:

Address:

.....

.....

Telephone No:

Email:

Contact Person:

Are you a not for profit organisation? YES / NO *

(not for profit organisations in the voluntary sector and childminders will not be charged, there may be a fee for other organisations)

Please briefly outline the services your organisation provides along with the nature and level of contact with children and / or young people, or their families:

Do you have a child protection policy? YES / NO *

Will you provide a member of staff to attend to provide support to staff if needed during the training? YES / NO *

No Participants requiring training

(minimum of 10 and maximum of 20 people per session)

No sessions required

If you have a small number of staff requiring training would you be prepared to have joint training with other voluntary/independent organisations? YES / NO *

** please delete*

Are you able to provide a suitable venue? (please consider size, layout for small group work etc)

YES / NO *

(if you require Leeds LSCB to provide a venue there may be a charge)

If yes, please state address below:

Please confirm if the following resources would be available at the venue:

Laptop & projector YES / NO *

(can the trainer just bring a memory stick?)

Flipchart stand and paper YES / NO *

Refreshments YES / NO *

** please delete*

Please state preferred dates and times for training:

(Exact dates can not be guaranteed so please give alternatives)

Time	Day <i>(Please tick or enter preferred dates and / or times)</i>				
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Signed:

Name:

Date:

Please return this form to:

**Karen Shinn, LSCB Training & Development Officer
LSCB, Room 106, First Floor, Enterprise House
12 St Paul's Street, Leeds, LS1 2LE**