



LEEDS SAFEGUARDING CHILDREN BOARD

**Training Calendar
Spring Term 2012**



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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 2012 (1st January – 31st March 2012).

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 Learning 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.

Level 1 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 1 training course is available.

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

LSCB Training
7th Floor East
Merrion House
110 Merrion Centre
Leeds
LS2 8DT

Fax: 0113 3950362

www.leedslscb.org.uk

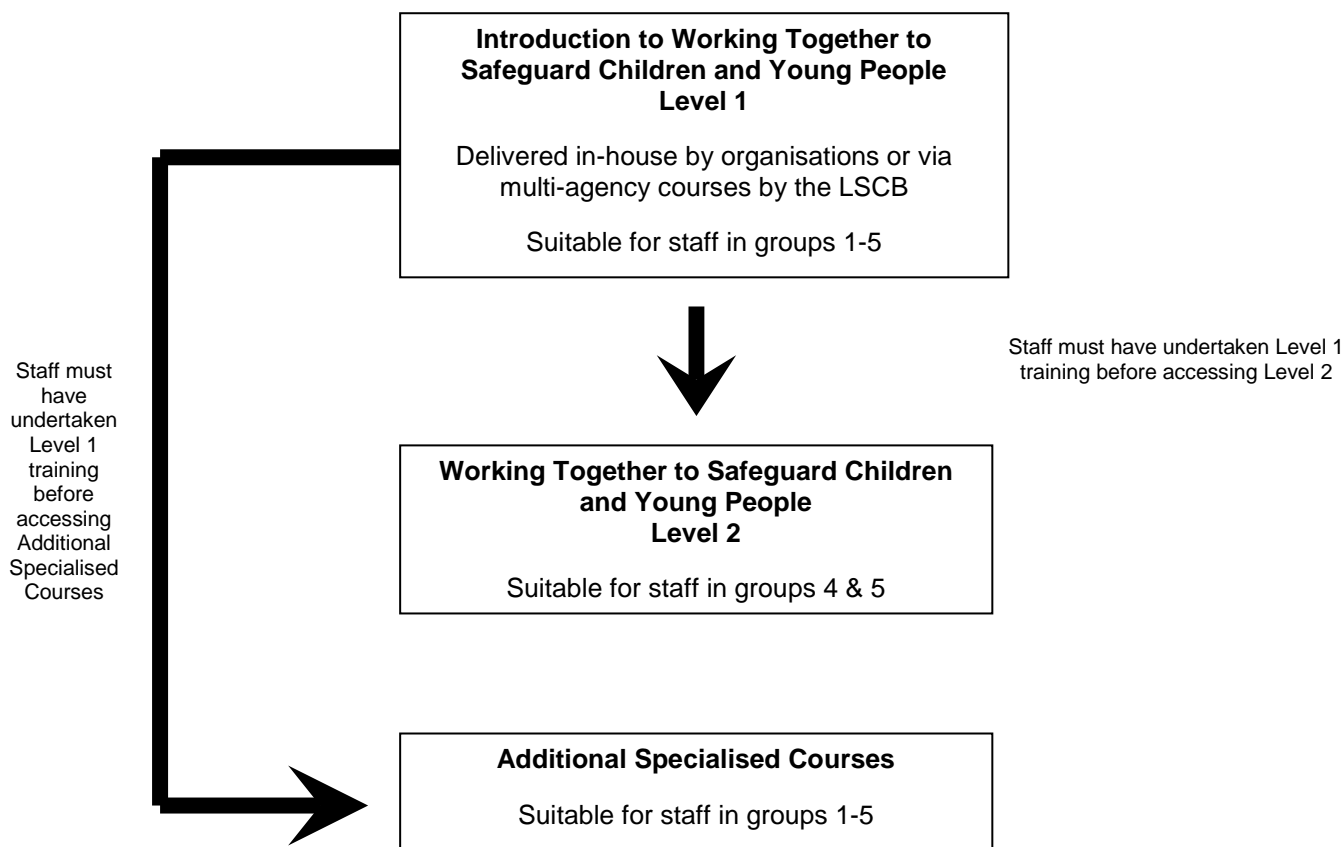
Training and Development Officer - Karen Shinn
karen.shinn@leeds.gov.uk
0113 3952121

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, based upon their job roles and contact with children and young people (see chart for guidance).

The flowchart below outlines the standard training route provided by the LSCB .



Group 1 - Staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect. For example, librarians, GP receptionists, community advice centre staff, groundsmen, recreation assistants, environmental health officers.

Group 2 - Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers, who may be in a position to identify concerns about maltreatment, including those that may arise from the use of CAF. For example, housing, hospital staff, YOTs in secure settings and in community, the police other than those in specialist child protection roles, sports development officers, allied health professionals, disability specialists, faith groups, community youth groups, play scheme volunteers.

Group 3 - Members of the workforce who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child and parenting capacity where there are safeguarding concerns. For example, paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports club welfare officers, those working with adults in, for example, learning disability, mental health, alcohol and drug misuse services, those working in community play schemes.

Group 4 - Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquires, including professionals from health, education, police and children's social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need.

Group 5 - Professional advisors, named and designated lead professionals.



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 2). **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 manager's 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 cannot 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 2 courses whereby partner agencies are allocated a set number of places. Applications for the Level 2 course should be made as follows:

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

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

Education Leeds - applications to, and allocation by the Education Child Protection Team (0113 3951210)

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. 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 15 minutes before the course start 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. This will be sent to the line manager to be completed within supervision.

Non-attendance

Due to high numbers of people not attending courses the LSCB have a Non-attendance Policy (see Appendix 1). If a participant fails to attend without unavoidable reason, 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 of 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.

Course materials

All participants will be sent the course materials prior to the day (with their confirmation). It is the responsibility of participants to print these out and bring these with them to the course – **trainers will not bring spare copies**

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

A four hour introductory 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, through work with their families/carers or the setting in which they work (groups 1-5).

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 the LSCB multi-agency sessions.

Staff wishing to attend Level 1 on the evening session will need to attend both sessions, ie both the 21st & 22nd February.

Learning Outcomes

By the end of the course participants should gain an understanding of :

- Child abuse and neglect including signs and indicators.
- Normal child development
- What to do in response to concerns, documentation and the sharing of information regarding concerns
- Their own safeguarding roles and responsibilities
- Working together to identify assess and meet the needs of children where there are safeguarding concerns
- The impact of parenting issues such as domestic abuse and substance misuse on parenting capacity.
- The importance of family history and functioning

Session Times

Date	Time	Venue
Wednesday 11 th January	09:00-13:00	Burley Lodge Centre
Tuesday 17 th January	13:00-17:00	St Georges Centre, Middleton
Monday 23 rd January	09:00-13:00	Pudsey Civic Hall
Thursday 2 nd February	13:00-17:00	Headingley Enterprise and Arts Centre (HEART)
Friday 10 th February	09:00-13:00	Chapelton Children's Centre
Tuesday 21 st & Wednesday 22 nd February	18:30-20:30	Home-Start, Oxford Chambers
Wednesday 29 th February	13:00-17:00	St Georges Centre, Middleton
Tuesday 6 th March	09:00-13:00	Burley Lodge Centre
Saturday 17 th March	09:00-13:00	Headingley Enterprise and Arts Centre (HEART)
Monday 19 th March	13:00-17:00	Chapelton Children's Centre
Friday 30 th March	09:00-13:00	Pudsey Civic Hall



Working Together to Safeguard Children and Young People – Level 2

A one 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, or those who would regularly attend Initial Child Protection Conferences.

Participants must have completed Level 1 before they can attend this training.

Learning Outcomes

By the end of the course participants should have:

- A greater awareness of how section 47 enquires are undertaken, along with their individual roles and responsibilities within that process.
- A greater awareness of the role of agencies in safeguarding children and the prevention of child abuse
- 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
- An understanding of decision making processes within child protection, including taking emergency action, making referrals and at Initial Child Protection Conference.
- A greater understanding of ensuring effective professional practice, including anti-discriminatory practice, supervision, information sharing and record keeping

Session Times

Date	Time	Venue
Friday 13 th January	09:00-16:30	Burley Lodge Centre
Thursday 19 th January	09:00-16:30	St Georges Centre, Middleton
Wednesday 25 th January	09:00-16:30	Pudsey Civic Hall
Tuesday 31 st January	09:00-16:30	First Floor, West Yorkshire Playhouse
Monday 6 th February	09:00-16:30	Pudsey Civic Hall
Friday 24 th February	09:00-16:30	Headingley Enterprise and Arts Centre (HEART)
Thursday 1 st March	09:00-16:30	Pudsey Civic Hall
Wednesday 7 th March	09:00-16:30	Burley Lodge Centre
Tuesday 13 th March	09:00-16:30	St Georges Centre, Middleton
Thursday 22 nd March	09:00-16:30	Chapelton Children's Centre
Monday 26 th March	09:00-16:30	Headingley Enterprise and Arts Centre (HEART)



Child Protection and Children with Disabilities

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 1 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
Monday 27 th February	09.00 – 16.30	Terry Yorath House



Child Protection and Women Experiencing Violence From Men They Know

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 1 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
Wednesday 28 th March	09:00-16:30	Burley Lodge Centre



Children and The Net

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 1 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
Wednesday 21 st March	09:00-15:00	Leeds Sailing and Activity Centre

Female Genital Mutilation (FGM) Awareness

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 of origin, and those children who have already undergone FGM. Staff should consult the table below 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 1 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 22 nd March	09:30-13:00	Armley Park Court

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	50%	Types I & II
Mauritania	25%	Types I & II
Uganda	5%	Types I & II



Genesis Training - Basic Child Sexual Exploitation and the Grooming Process (Introductory Level)

A one day multi-agency course suitable for individuals who work with children and young people, for instance: Youth workers / health care professionals/ police / social workers / staff in education / residential and foster carers.

Participants must have completed Level 1 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 the definition of Child Sexual Exploitation (CSE)
- Have an understanding of the grooming process and the local picture / changes
- Challenge their attitudes to CSE
- Understand what factors increase vulnerabilities that lead to CSE
- Be able to identify a young person at risk
- Have an understanding of how referrals will be assessed by Genesis and how they are prioritised
- Know how to identify and refer to specialist agencies and other relevant services
- Be able to understand the effects of CSE
- Be aware of their responsibility in Safeguarding young against CSE
- Have an understanding of good practice in relation to safeguarding young people against CSE
- Have an understanding of the aims of the Genesis
- Be aware of the range of services provided by Genesis for young people

Session Times

Date	Time	Venue
Wednesday 7 th March	10:00 – 16:30	St Georges Centre, Middleton



Genesis Training - Responding to Child Sexual Exploitation-What works (Advanced Level)

A one-day multi-agency course suitable for professionals who already have an understanding of the issues of Child Sexual Exploitation, and would like to develop their practice / skills.

Participants must have completed Level 1 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 update on the current picture of grooming and Child Sexual Exploitation CSE (context)
- Understand the aims of Genesis, and the range of services offered
- Have a greater knowledge of how Genesis support young people, in relation to prevention, protection, prosecution (3p's)
- Develop a greater understanding of the impact of CSE on young people
- Have identified useful tools to support them in their work with young people
- Have a greater understanding of current guidance in relation to safeguarding
- Have an understanding of how CSE fits into local strategies
- Have a greater understanding of the law and how it can be used to disrupt perpetrators
- Understand the importance of intelligence gathering and how it can be used to disrupt CSE
- Know how refer to specialist agencies and other relevant services

Session Times

Date	Time	Venue
Wednesday 14 th March	10:00 – 16:30	St Georges Centre, Middleton



Preventing Injuries Caused by Forcible Shaking **(Never Shake a Baby Awareness)**

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 1 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 20 th February	09:30-12:30	Armley Park Court



Safeguarding Training for Managers Without Child Protection Responsibilities

A one day multi-agency course for people who manage frontline workers engaged in safeguarding work, but who themselves are not dealing with Child Protection on a daily basis. Participants will be expected to have a working knowledge of safeguarding systems within their own organisation, including referral systems and involvement in Child Protection Conferences.

Participants must have completed Level 1 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:

- To have an understanding of child abuse and its extent
- Describe how individual, institutional and social factors may contribute to the likelihood of abusive behaviour occurring
- Identify the legal framework for the safeguarding and protection of children
- Refer to the procedures for reporting abuse
- Recognise how and when to share information
- Understand how practitioners get stuck / lose focus
- Identify support mechanisms for staff
- Understand how to deal with insufficient responses from other organisations
- Have an understanding on the SCR process, and lessons learnt
- Have an understanding of how to deal with allegations against staff

Session Times

Date	Time	Venue
Thursday 15 th March	09:00 – 16:30	Headingley Enterprise and Arts Centre (HEART)



Safer Recruitment

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 and therefore participants must attend the whole day – participants arriving late will be turned away

Participants must have completed Level 1 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
Friday 9 th March	09:00-16:30	Leeds Sailing and Activity Centre



Working with Hard to Engage Parents in Relation to Safeguarding

A one day multi-agency course for staff and volunteers working with parents / carers who can be difficult to engage with.

Participants must have completed level 1 either through their own organisation or with the LSCB before they can attend this course.

Learning Outcomes

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

- understand what is meant by hard to engage
- understand why parents/carers can be difficult to engage with and what influences such behaviour
- recognise different strategies used by parents/carers to avoid engagement including superficial compliance, avoidance, crossing boundaries and collusion
- gain strategies for encouraging and increasing engagement from families
- recognise the link with safeguarding and child protection - a re-occurring theme within Serious Case Reviews

Session Times

Date	Time	Venue
Monday 16 th January	9:00 – 16:30	First Floor, West Yorkshire Playhouse

Non-LSCB Courses

Serious Case Review recommendations often identify the need for new or additional training. Review of training provision across the City can identify existing courses within the city which are delivered by partner agencies which address recommendations that have been made.

The following courses meet the identified recommendations of recent SCR's carried out within Leeds, and we signpost you to them:

Course	Learning Outcomes	Suitable For	Cost	Delivering Agency	Contact Details for Further Information
<p>Low Mood, Depression, Self Harm and Suicidal Intent: Identification and Assessment</p> <p>The focus of this day is awareness raising and assessment</p>	<p>By the end of the day delegates should be:</p> <ol style="list-style-type: none"> 1. Aware of the links between low mood, depression, self harm and suicidal intent in children and young people. 2. Able to identify concerning warning signs. 3. Be equipped to carry out an initial assessment with children and young people who may be depressed, suicidal or self harming. 4. Be confident in knowing when and how to refer these young people to the CAMHS service 	<p>Staff and volunteers working with children and young people and /or families</p>	<p>Fully subsidised</p>	<p>CAMHS, NHS Leeds Community Healthcare</p>	<p>For application forms and info on further CAMHS courses:</p> <p>0113 295 3476 admin.camhstraining@nhs.net www.camhs.leeds.nhs.uk</p>
<p>Low Mood, Depression and Self Harm: Practical Interventions</p> <p>The focus of this day is on practical interventions.</p>	<p>By the end of the day delegates should be:</p> <ol style="list-style-type: none"> 1. Aware of the ways assessment and intervention strategies are linked. 2. Able to plan interventions informed by assessment and based on robust theoretical underpinning. 3. Equipped with practical strategies to support young people who are depressed and/ or self harming in ways appropriate to their role and work setting. 4. More confident when working with young people for whom low mood, depression and self harm are difficulties. 	<p>Staff and volunteers working with children and young people on an ongoing basis.</p> <p>Delegates need to have attended the following courses first. Low Mood, Depression, Self Harm and Suicidal Intent: Identification and Assessment, or have attended Working with Depressed Young People or Working with Young People who Self Harm.</p>	<p>Fully subsidised</p>	<p>CAMHS, NHS Leeds Community Healthcare</p>	<p>For application forms and info on further CAMHS courses:</p> <p>0113 295 3476 admin.camhstraining@nhs.net www.camhs.leeds.nhs.uk</p>
<p>Not Just Our Daughters – Sexual Exploitation of Boys and Young Men</p>	<p>By the end of the day delegates should:</p> <p>Be more confident with the concept of sexual exploitation in relation to boys and young men.</p> <p>Be knowledgeable regarding the grooming process and the factors that contribute to the sexual exploitation of boys and young men.</p> <p>Gain a greater understanding of the BLAST Project, including how to refer and work in partnership</p>	<p>Staff and volunteers working with boys and young men where sexual exploitation issues arise</p>	<p>£50/person</p>	<p>Blast, Yorkshire MESMAC</p>	<p>For application forms and information:</p> <p>0113 2444209 p.mitchell@mesmac.co.uk www.mesmac.co.uk/blast</p>

Appendix 1 – Charging policy



**Leeds Safeguarding Children Board
Jane Held, Chair
7th Floor East
Merrion House
110 Merrion Centre
Leeds
LS2 8DT**

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:

Trust (health staff only)

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 agree for them to print out and bring the course materials with them. 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:

Address (if different to above)

.....

Telephone Number:

Please return this form to: **Training & Development Officer, LSCB, 7th Floor East,
Merrion House, 110 Merrion Centre, Leeds, LS2 8DT**

**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.