

Multi-agency Training Charging Policy

Introduction

The Safeguarding Partnerships¹ 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 Darlington Safeguarding Partnership's 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 (via email) within 3 working days and joining instructions/course overviews are sent 7-14 days prior to the course date. If you book this course for a colleague/team member, please ensure you pass on the dates and joining instructions/course overviews to the named delegate ahead of the training date.

(Delegates are advised to make a note of the date of the course they have applied for in their calendar/diaries as soon as they receive confirmation, to ensure they are available to attend the course).

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

Charging arrangements

Organisations who contribute financially to Darlington Safeguarding Partnership (DSP)¹

Organisations who contribute² financially to the DSP 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 DSP

For all other organisations or groups that do not contribute financially to DSP are charged for each member of staff who attends³ a DSP training course.

¹ Darlington Safeguarding Children Board (DSCB) and Darlington Safeguarding Adults Board (DSAPB) became Darlington Safeguarding Partnership (DSP) on 1 July 2019.

² A list of contributing members is held by the Partnership'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.

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.

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). ***Virtual Training carries a flat rate charge of £30 per person, per session.***

Bespoke training requests

The Partnership is committed to the principle of multi-agency training, as this provides very rich training to learn and share experience from each agency's 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 Partnerships or registered charities.

The following charges will apply to organisations who do not contribute to the Partnerships 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; **Email:** chris.ashford@darlington.gov.uk or DSP.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 Partnership 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 DSP.Training@darlington.gov.uk clearly stating the reasons of the dispute. This will be reviewed by the Multi-Agency Trainer and the Safeguarding Partnership's Business Manager within 5 working days of email receipt.



**Safeguarding is
Everyone's
Responsibility**