

Leicester, Leicestershire and Rutland Safeguarding Children Boards' Charging Policy

The Safeguarding Boards of Leicester City and Leicestershire & Rutland (LLR) are committed to supporting the provision of quality multi-agency safeguarding training to partner agencies. Historically this programme has been delivered for free, through the Multi-Agency Training Sub-Group by partner agencies offering resources and training. However, this is financially unsustainable. The programme will continue to be free to those partner agencies that make a contribution to the Multi-Agency Safeguarding Programme.

This charging policy has been developed to support the budgetary requirements to provide this training across the whole workforce and is outlined below. It is intended that this will support the resourcing of the programme, enabling wider reach of learning and sustainability.

1. Charges for attendance on the LLR LSCB Multi-Agency Training Programme

Training is free of charge to organisations that contribute to the LLR LSCB training Programme as outlined in 2 below or who contribute to the running costs of either LSCB. Organisations which do not contribute will be charged a nominal fee for attending.

The charging rate as of April 2018 is:

- 1) 'For Profit' organisations or those external to Leicester, Leicestershire or Rutland (i.e. out of County and not commissioned to deliver a local service)

£50 per person for a half day course

£100 per person for a full day course

£150 per person for a 2 day course

- 2) Large 'not for profit' organisations, including schools, with over 30 employees

£40 per person for a half day course

£75 per person for a full day course

£110 per person for a 2 day course

- 3) All other 'not for profit' organisations

£30 per person for a half day course

£50 per person for a full day course

£75 per person for a 2 day course

The LSCB has considered the concerns raised by the Early Years Sector regarding access to training and has decided that in 2018 – 2019 the fees will be 50% less for provider services in this sector.

The Boards reserve the right to levy charges at a higher level for specific training purchased from specialist training organisations. In this case the cost will be clearly stated in the course promotional material.

All payments will be taken when the place is booked and therefore where permission is needed this is to be sought from line managers and/or budget holders prior to booking.

2. Contributions to the training programme

Contributions made to the training programme which allow for free attendance at events include:

- Providing a minimum of 6 days training delivery as part of the LLR LSCB multi-agency training programme
- Providing 6 free training venues and facilities for delivery of training on the multi-agency training programme
- Providing a financial contribution to the delivery programme, this would need to be negotiated considering the size of the organisation.
- Providing a combination of the above

Agencies may also offer to pay a standard amount per year to access all training available, or could negotiate to receive 12 training days for the cost of 10.

3. Cancellation or non-attendance charges

Individuals, who have paid to attend a course and are then unable to attend, will not be refunded. They can send a substitute person from the same organisation to take their place.

Individuals who are entitled to free training who have booked to attend a course and are then unable to attend, must cancel their booking within seven days of the event. If the individual is unable to cancel themselves, it is the responsibility of the manager of the person's organisation to cancel, or a charge will be incurred.

Cancellation charges can be avoided by either:

- Cancelling the place at least one full week (7 days) prior to the start of the course by e-mail to lcitylscb@leicester.gov.uk
- By identifying a substitute person to take the place, and by making it known by contacting lcitylscb@leicester.gov.uk by e-mail. Or by telling the trainer on the day, so that the register can be clearly marked.

The cancellation or non-attendance fee of £50 will be applied for anyone who would not be charged for the training, and who does not attend, offer a substitute, or cancel within the specified period.

LLR are not able to carry debt, so where a fee has been incurred then the delegate concerned will not be permitted to attend any further LLR LSCB courses until the fee has been paid.

4. Booking places on training events

To book a place on a course go to the programme <http://www.lcitylscb.org/safeguarding-learning-development-training/lscb-training-events-learning-resources/upcoming-training-events/> and follow the directions. If you are from an agency that pays a fee (see sections 1 & 2 above) you will be invoiced post registration and prior to the course, therefore you will need to seek the permission of your manager and/or budget holder before booking a place.

Likewise, if you are from an agency who contributes to the multi-agency training programme, you will need to have permission from your manager prior to booking.

A confirmation will be sent out via e-mail once the place is booked. It is vital that correct and current e-mail information is entered.

5. Cancellation of courses by the LSCBs

The LSCBs of LLR reserve the right to cancel or amend the date/time of any sessions within the training programme. Where a cancellation or amendment is made, delegates will be given as much notice as possible. Delegates will be informed by the e-mail address given on the registration form. Any charges made will be refunded should a course be cancelled.