**LSCB Safeguarding Learning: Non-attendance charge.**

Leicester City and Leicestershire & Rutland Safeguarding Children Boards have agreed that there will be a universal charge applied for nonattendance on the following learning events:

* LSCB Essential Awareness. <http://www.childrensworkforcematters.org.uk/safeguarding-training>
* LSCB Interagency Training Programme courses. <http://www.childrensworkforcematters.org.uk/safeguarding-training>
* LSCB Competency Framework Governance Training - Strengthening Practice Supporting Safer Organisations

<http://www.lcitylscb.org/safeguarding-learning-development-training/competency-framework-training-strategy/>

* LSCB Trainers Network events (From April 2017).

<http://lrsb.org.uk/trainers-network>

Information in respect of charging for nonattendance is detailed on the booking information and learning event details.

The underlying principle of charging is to maximise attendance and prevent delegate spaces being unused, where others may have had the opportunity to attend.

Since the principle of charging has been introduced there has been a significant decrease in non-attendance, and the process has allowed spaces on courses to be re-allocated via the waiting list, and maximised the learning opportunity for the workforce.

All of the chargeable training courses use the Eventbrite booking system, which will allow delegates to update, amend details and cancel bookings. Please ensure you access this system to prevent charges being applied if you are unable to attend an event.

**Agreed process and principles:**

* A £50 charge will be applied when there is less than 24 hours (1 working day) notice and no replacement delegate is sent by the booking agency. ***Please note the Eventbrite booking system allows delegates to cancel tickets electronically, which will provide the delegate an electronic record of the time of cancelation.***

The 24 hours (1 working day) period will be from the point of the start of the course. For example: if the course starts at 1pm on Friday the apologies / cancellation must be received by 1pm on Thursday. For courses that start on Monday morning at 9am – cancellations / apologies must be received by 9am Friday morning.

* No charge will apply for unanticipated sickness or personal emergency circumstances (i.e. unwell on the day); this must be verified with the manager of the delegate.
* If the delegate / organisation is aware that the delegate will be sick in advance of the training course (i.e. on sick leave prior to the training course) apologies should be sent in advance by the organisation. If apologies are not received and no replacement is sent a charge will still apply.
* The Interagency Training co-ordinator, trainer for Essential Awareness and LSCB training officer will inform the Leicester City LSCB office of chargeable non-attendance (i.e. no apologies in advance received or no replacement sent.) This information will be shared monthly.
* The Leicester City office will liaise with the organisation and establish that the nonattendance is chargeable and then will process invoices for charges.
* Issues re significant and repeat non-attendance will be address via the existing processes and structures, and may impact on future attendance.
* Non-payment of charges may result in restrictions accessing any future LSCB learning events.

Any finance raised by charges for nonattendance will be used to support safeguarding learning across Leicester, Leicestershire and Rutland. (i.e. by commissioning additional learning events or funding existing learning events that will support safeguarding learning.) This would be reviewed at end of the financial year, and decisions on how to allocate the resources would be agreed by the Leicester, Leicestershire & Rutland Safeguarding Multi Agency Training, Learning and Development Group.

**Emma Ranger**

**13.01.2017**