



## **HALTON SAFEGUARDING CHILDREN BOARD TRAINING CHARGING POLICY OCTOBER 2016**

### **Charges for Training Places**

All Halton Safeguarding Children Board training is free to agencies that:

- Make a financial contribution of at least 15% to the Board's budget. (Currently this includes staff working for Halton BC, Cheshire Constabulary, NHS Halton CCG, 5 Boroughs Partnership NHS Foundation Trust, Bridgewater CHT, St Helens & Knowsley Teaching Hospitals NHS Trust, Warrington & Halton Hospitals NHS Foundation Trust, Primary Care and Schools.); and
- Not for profit and Voluntary Sector organisations with a national turnover of less than £100,000 per annum.

For all other agencies there will be a charge of:

- **£50 per Half Day course** or;
- **£80 per Full Day course**

Payment will be requested after the event. A budget code or invoice details are required at application stage. Please note that we will not process any applications without these details included.

### **Non Attendance Charges**

The Board appreciates that at times agencies may need to cancel places reserved on training courses. However this can be costly in terms of wasted resources. The Board therefore expects applicants to observe the following procedures:

- All cancellations from training courses should be made at least 7 working days in advance of the course date, in writing, to [safeguarding.training@halton.gov.uk](mailto:safeguarding.training@halton.gov.uk)
- When advance notice (7 working days or more) is not possible the applicant's line manager must notify the HSCB Business Support Team of the reasons for late cancellation/non-attendance on the day of the training, in writing, to [safeguarding.training@halton.gov.uk](mailto:safeguarding.training@halton.gov.uk)

All organisations will be charged for late cancellation made less than 7 working days prior to the course and for non-attendance on the day of the training. The rate will be:

- **£100 per day/half day**

Exemptions to this charge will only be made in the case of:

- Sickness of the course applicant.

- Inspections where the member of staff is expected to participate where the notice period was less than 7 working days.
- Unexpected operational issue for emergency service staff ie police, fire or ambulance service.

In all such cases the reason must be verified by the line manager in writing. Managers will be informed via email of any charges incurred for late cancellation/non-attendance.