| HALTON SCIE SAFEGUARDING AND HSCB SAFER RECRUITMENT TRAINING PROGRAMME 2016/17 |
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| COURSE TITLE | DATE | TIME | VENUE | BOOKING DETAILS |
| AUTUMN TERM |
| Whole Staff Basic Awareness in Safeguarding; Train the Trainer *\*Autumn Term only\** | Monday 3rd October 2016 | 9.30 – 11.30am | Box 9 / Karalius Suite, Select Security Stadium, Widnes | Book via jennifer.adams@halton.gov.uk  |
| SDP/DDP Roles & Responsibilities for staff new to role *\*Autumn Term only\** | Monday 10th October 2016 | 9.30 – 12.00pm | Civic Suite, Runcorn Town Hall | Book via jennifer.adams@halton.gov.uk |
| SDP/DDP Roles & Responsibilities refresher | Friday 21st October 2016 | 9.30 – 12.00pm | Box 9, Select Security Stadium, Widnes | Book via jennifer.adams@halton.gov.uk |
| Safer Recruitment Refresher | Tuesday 8th November 2016 | 9.30am – 12.30pm | Willow Room, Municipal Building, Widnes | Complete the application form below and email to safeguarding.training@halton.gov.uk  |
| Designated Governor for Safeguarding *\*Date now confirmed\** | Tuesday 15th November 2016 | 9.30am – 12.30pm | Willow Room, Municipal Building, Widnes | By phone: 0300 123 5036, by email: schoolgovernance@governorslearningpartnership.com or online at [www.governorslearningpartnership.com](http://www.governorslearningpartnership.com)  |
| Safer Recruitment | Monday 28th November 2016 | 9.00am – 5.30pm | The Boardroom, Municipal Building, Widnes | Complete the application form below and email to safeguarding.training@halton.gov.uk  |
| Runcorn SDP Safeguarding Network Meeting | Tuesday 22nd November 2016 | 3.30 – 5.00pm | Civic Suite, Runcorn Town Hall | Book via SCiE@halton.gov.uk  |
| Widnes SDP Safeguarding Network Meeting | Wednesday 23rd November 2016 | 3.30 – 5.00pm | Box 9, Select Security Stadium, Widnes | Book via SCiE@halton.gov.uk  |
| SPRING TERM |
| SDP/DDP Roles & Responsibilities for staff new to role *\*New date added\** | Monday 30th January 2017 | 9.30 – 12.00pm | Willow Room, Municipal Building, Widnes | Book via jennifer.adams@halton.gov.uk |
| SDP/DDP Roles & Responsibilities refresher | Tuesday 31st January 2017 | 9.30am – 12.00pm | Civic Suite, Runcorn Town Hall | Book via jennifer.adams@halton.gov.uk  |
| Safer Recruitment Refresher | Wednesday 22nd February 2017 | 1.00pm – 4.00pm | The Boardroom, Municipal Building, Widnes | Complete the application form below and email to safeguarding.training@halton.gov.uk  |
| Safer Recruitment | Monday 6th March 2017 | 9.00am – 5.30pm | Civic Suite, Runcorn Town Hall | Complete the application form below and email to safeguarding.training@halton.gov.uk  |
| Designated Governor for Safeguarding | TBC | TBC | TBC | By phone: 0300 123 5036, by email: schoolgovernance@governorslearningpartnership.com or online at [www.governorslearningpartnership.com](http://www.governorslearningpartnership.com) |
| Runcorn SDP Safeguarding Network Meeting | Tuesday 28th March 2017 | 3.30 – 5.00pm | Civic Suite, Runcorn Town Hall | Book via SCiE@halton.gov.uk  |
| Widnes SDP Safeguarding Network Meeting | Wednesday 29th March 2017 | 3.30 – 5.00pm | Box 9, Select Security Stadium, Widnes | Book via SCiE@halton.gov.uk  |
| SUMMER TERM |
| Safer Recruitment Refresher | Monday 24th April 2017 | 9.30am – 12.30pm | Box 9, Select Security Stadium, Widnes | Complete the application form below and email to safeguarding.training@halton.gov.uk  |
| Safer Recruitment | Monday 8th May 2017 | 9.00am – 5.30pm | Karalius Suite, Select Security Stadium, Widnes | Complete the application form below and email to safeguarding.training@halton.gov.uk  |
| SDP/DDP Roles & Responsibilities refresher | Wednesday 14th June 2017 | 1.00 – 3.30pm | The Boardroom, Municipal Building, Widnes | Book via jennifer.adams@halton.gov.uk |
| Designated Governor for Safeguarding | TBC | TBC | TBC | By phone: 0300 123 5036, by email: schoolgovernance@governorslearningpartnership.com or online at [www.governorslearningpartnership.com](http://www.governorslearningpartnership.com) |
| Runcorn SDP Safeguarding Network Meeting | Tuesday 4th July 2017 | 3.30 – 5.00pm | Civic Suite, Runcorn Town Hall | Book via SCiE@halton.gov.uk  |
| Widnes SDP Safeguarding Network Meeting | Wednesday 5th July 2017 | 3.30 – 5.30pm | Box 9, Select Security Stadium, Widnes | Book via SCiE@halton.gov.uk  |
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| Please note:* Safer Recruitment and Safer Recruitment Refresher training is coordinated by Halton Safeguarding Children Board and is therefore subject to the HSCB Charging Policy. Please familiarise yourself with this policy prior to requesting a place on the training: <http://haltonsafeguarding.co.uk/training/>. To request a place on Safer Recruitment and Safer Recruitment Refresher training, a completed application form must be submitted to safeguarding.training@halton.gov.uk. The relevant application form can be found attached to the back of this document.
* Academies, Free Schools and Independent Schools are subject to a charge for attending SCIE training sessions. The fee is in line with the Halton Safeguarding Children Board Charging Policy and is £50 per half day training, £80 per full day and a £100 cancellation charge for non-attendance / late withdrawal. Network Meetings do not incur a charge. Please refer to the Halton SCIE Charging Policy for further details.
* All courses have minimum and maximum capacity numbers specified in the course overview handbook. These numbers are dependent on venue restrictions. If a course fails to reach the minimum capacity, the course will be cancelled. Applicants will be notified by email of this cancellation and will be given the option of transferring on to the next available course. If a course has reached the maximum capacity, applicants will be offered a waiting list place and will be notified as such.
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## Halton Safeguarding Children in Education Charging Policy 2016 - 2017

**Training Charges**

All Halton Safeguarding Children in Education (SCIE) training is free for schools that contribute directly to the Halton SCIE Officer via the DSG.

For all other schools (Academies, Free Schools and Independent Schools) there will be a charge of either:

**£50 for a Half Day course or;**

**£80 for a Full Day course**

A half day course is any training course up to 3½ hours in duration.

Payment will be requested by invoice after the event. To enable this, a budget code or invoice details are required at application stage. Please note applications will not be processed without a budget code.

Bespoke safeguarding training is also available at a charge of £200 per half day. Should you wish to commission a bespoke piece of training, please contact SCiE@halton.gov.uk to discuss your requirements.

**Non Attendance**

Halton SCIE appreciates that at times a school may need to cancel places reserved on training courses however this can be costly in terms of wasted resources therefore Halton SCIE expects applicants to observe the following procedures:

1. All cancellations/withdrawals from training courses should be made in writing at least *7 working days* in advance of the course to: SCiE@halton.gov.uk
2. When advance notice (7 working days or more) is not possible, the applicant’s Line Manager must notify the SCIE Officer of the reasons for the non-attendance on the day of the training, in writing, to: SCiE@halton.gov.uk

**All schools will be charged £100 for late cancellation made less than 7 working days prior to the course and for non-attendance on training.**

Exemptions to this policy will only be made in the case of staff sickness or bereavement, verified by the line manager in writing as described in point 2 above. Schools will be informed via email of any incurred charges for non-attendance.

**Halton Safeguarding Children Board Training Application**

**Details of Course**

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| --- | --- |
| **Course Title:**  | **Safer Recruitment\* / Safer Recruitment Refresher\*** *\*delete as applicable* |
| **Date of Course (Please specify the date you require):**  |  |

**Details of Applicant**

***If this section is not completed in full we cannot accept your application, this includes Budget Code/Invoice details for the charging policy***

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| --- | --- |
| **Name & Employee ID e.g. your employee number or agency equivalent:**  |  |
| **Job Title:** |  |
| **Team/Agency (e.g. Child in Need Team for HBC:** |  |
| **Email address**:(where we can send course confirmation and joining instructions) |  |
| **Telephone number:** |  |
| **Line Manager’s email address:** |  |
| **Budget Code/Invoice arrangements\*:** |  |
| **Signature of Applicant** |  | **Date:** |  |
| **Signature of Line Manager** |  | **Date:** |  |
| **Line Manager’s Name (Please print):** |  |

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| **Special requirements requested e.g. dietary needs, large print, Seating request etc.**  |
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\* If payment is to be made via invoice please list here the contact and address for invoices.

**Please return to:** **Safeguarding.Training@halton.gov.uk**