

# Safeguarding Children Training

## Charging Policy

April 2024 to March 2025



### 1 Charges and Administration

- 1.1 Training is free of charge to organisations that contribute financially to the core budget of Hartlepool and Stockton-on-Tees Safeguarding Children Partnership (HSSCP).
- 1.2 Other organisations who do not contribute to the core HSSCP budget but are able to contribute to the Hartlepool and Stockton-on-Tees multi-agency safeguarding children training programme by delivering agreed safeguarding training or who can provide suitable free training venues and facilities for the use of multi-agency training may also benefit from attending courses free of charge. Course and venue requirements will be subject to identified need. The number of free places will be negotiated depending on the services provided.
- 1.3 Invoice details must be provided on the HSSCP Training Application Form irrespective of whether a charge is to be incurred or not.
- 1.4 It is the responsibility of participants to sign the course register when attending a safeguarding children training course provided by Hartlepool and Stockton-on-Tees Safeguarding Children Partnership. This will be referred to as the evidence of attendance for audit purposes. Failure to do so will result in a non-attendance fee being incurred.
- 1.5 Invoices due for payments relating to HSSCP learning activities, including cancellations, will be raised retrospectively following the course completion.
- 1.6 Failure to pay an invoice will result in places that have already been booked for that organisation being cancelled until the evidence of payment is received.

### 2 Charging Arrangements

- 2.1 As referred to in 1.1 HSSCP Contributing Members - no charge:
  - HBC/SBC
  - Police
  - Hartlepool and Stockton-on-Tees ICB (includes NT&H Foundation Trust and TEWV NHS Trust)
  - Education Establishments who annually contribute financially to HSSCP.
- 2.2 All organisations who do not meet the criteria for free places as referred to in 1.1 or 1.2 above, including those commissioned by HSSCP will be charged as follows:
  - £40.00 half day per individual
  - £80.00 full day per individual

**Please note:** these charges will be the same for all training sessions including those which are delivered virtually e.g Microsoft Teams; Zoom; WebEx, etc

### **3 Recharge for Non-attendance/Cancellation**

- 3.1 Organisations will incur a charge of £50 per place should non-attendance as referred to in 1.5 above or where cancellation of less than 1 week (5 working days) prior to the training course/event occurs.

### **4 E-learning: Tees Safeguarding All (Children and Adult)**

- 4.1 A number of e-learning courses hosted by MeLearning are also available and they are free to all organisations who are partners of HSSCP (including the voluntary sector).
- 4.2 All courses are currently free of charge for staff and volunteers working within the Tees area in Statutory, Voluntary or Not for Profit organisations.

Please note that Commissioned Care Providers, Nurseries, Academies and Independent Schools are not considered as Private / For Profit organisations and can access the HSSCP e-learning programme free of charge.

- 4.3 Once enrolled on an e-learning course, a period of 4 weeks is given to complete the course. If the course is not completed within the 4 week period a non-completion charge may be implemented.