

**Joint Charging Policy**  
**Newcastle Safeguarding Children Partnership and**  
**Newcastle Safeguarding Adults Board**  
**December 2019**



## **1. Booking and allocation of places**

Booking details are included in the programme and on websites and applications can be made via a booking form or online. Places are allocated as far as possible to ensure a diverse group of participants.

Line managers or supervisors of all delegates must agree to them attending the course before booking a place. This is so that your line manager ensures you have the time to attend the course, as well as the support to develop the learning you will take from the course in your area of work. It is also to ensure they are aware of the cancellation and non-attendance policy (see point 4 below). Your line manager will be copied into all correspondence about the course, so please ensure you provide an accurate email address.

Confirmation is sent out in writing/email on receipt of the booking (delegates are advised to make a note of the date of the course they have applied for in their calendar/diaries to ensure they are available to attend the course) and a reminder is sent out one week before the course.

Any queries can be made to Workforce Development Admin on 0191 2772091 or e-mail [wfdadmin@newcastle.gov.uk](mailto:wfdadmin@newcastle.gov.uk)

## **2. Charges for attendance on NSCB and NSAB training courses**

### **2.1 Multi-agency training is:**

- free to organisations that are either members of the Boards; contribute to the Boards; are a registered charity; a member of Newcastle CVS; an early year's provider and who work within Newcastle upon Tyne (see table 1).
- private / profit making organisations who work within Newcastle upon Tyne will also receive free training for safeguarding adults training but there is a charge per person for safeguarding children training (see table 1).
- organisations / individuals' who work outside Newcastle will be charged per person for both adult and children's courses (see table 1)

**Table 1**

Costs for the multi-agency annual safeguarding training programmes A = Adult programme C = Children's programme	Full Day – Over 4 hrs	Half Day – Up to 4 hrs
Organisations who are members/contribute to the Boards; are a registered charity; member of CVS; or Early Years provider.	Free (A&C)	Free (A&C)
Private/profit making organisations who work within Newcastle but do not contribute to the Boards	Free (A) £50 (C)	Free (A) £30 (C)
Organisations / individuals who work outside of Newcastle	£100 (A&C)	£50 (A&C)

**2.2 Single agency / bespoke training:**

- single agency / bespoke training will be considered on an individual basis. In some cases it may be free if it meets the wider strategic aims of the boards otherwise the charges are as follows (see table 2)
- a commissioned course which will need research and development would be costed on request.

**Table 2**

Costs for single agency / bespoke training both adult and children's programmes	Full Day – Over 4 hrs	Half Day – Up to 4 hrs
Courses already within our programme and delivered by the Boards	£500	£300
Briefings and other Commissioned courses	Negotiated on request	

The Board reserves the right to levy charges at a higher level for specific training purchased from specialist training organisations.

Anyone with queries of how this charging policy applies to their own organisation or individual circumstances should contact Workforce Development Admin on 0191 277 2091 or e-mail [wfdadmin@newcastle.gov.uk](mailto:wfdadmin@newcastle.gov.uk)

### 3. Online Training

The online training is free to all organisations that are members / contribute to the Boards and who work within Newcastle upon Tyne (this includes the voluntary sector).

### 4. Non-attendance and late cancellation fee

Individuals who are booked to attend a course, who are then unable to attend, must cancel their booking as soon as they become aware of this. A substitute can take their place (subject to them having completed any prerequisites that apply to the course) but must be made known to the course administrator.

Cancellations must be received within a week of the course start date, although it will be accepted on the morning of the course for those professionals who are ill or have other extenuating circumstances, which have been approved by their line manager.

**Table 3**

<b>Non-attendance and late cancellation fees for both adult and children's programmes</b>	<b>Full Day – Over 4 hrs</b>	<b>Half Day – Up to 4 hrs</b>
Organisations / individuals who work within Newcastle upon Tyne	£50	£30
Organisations / individuals who work outside of Newcastle upon Tyne	£100	£50

We reserve the right to cancel or amend the date/time of any sessions within the programme, due to low registration or for any other reason. Where we cancel or amend the date/time of any sessions, we will endeavour to give you as much notice as possible and you will be informed by email.

**Delegates must attend the entire course to receive a certificate.**