



## Halton Children & Young People Safeguarding Partnership Training Charging Policy January 2024

### Charges for Training Places

All Halton CYPSP training is free to agencies that:

- Contribute to the Partnership's budget. (Currently this includes staff working for Halton BC, Cheshire Constabulary, NHS Halton IMB, 5 Boroughs Partnership NHS Foundation Trust, Bridgewater CHT, St Helens & Knowsley Teaching Hospitals NHS Trust, Warrington & Halton Hospitals NHS foundation Trust, Primary Care, Schools and Local Authority Nursery's / Children Centres); 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 (face to face / online)** or;
- **£80 per Full Day course (face to face / online)**

In order to continue to offer services during the COVID pandemic many of our training sessions are available through online delivery. This is delivered, in the main, through Teams. Please contact for further details if required.

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 Charge & Cancellation charge outside permitted period

Halton Children & Young People Safeguarding Partnership 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 partnership therefore expects applicants to observe the following procedures;

- All cancellations from training courses should be made at least 5 working days in advance of the course date, by email, to [safeguarding.training@halton.gov.uk](mailto:safeguarding.training@halton.gov.uk)
- Your Line Manager may transfer the booking to another staff member however they must notify the HCYPSP of the reasons for the transfer of delegate and provide the details of the replacement delegate name and email contact via email to [safeguarding.training@halton.gov.uk](mailto:safeguarding.training@halton.gov.uk)

All organisations will be charged for late cancellation made less than 5 working days prior to the course and for non-attendance on the day of the training. The rate will be:

- **£50 per half day session**
- **£80 per day session**

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

- Inspections where the member of staff is expected to participate where the notice period was less than 5 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.