



KNOWSLEY SAFEGUARDING CHILDREN PARTNERSHIP

KSCP Learning Agreement 2021

Knowsley Safeguarding Children's Partnership Training will:

- Provide you with up-to-date training in accordance with learning objectives set.
- Provide you with access to an updated Training Booking Portal where you can manage your own bookings and certificates.
- Ensure that additional needs are met where possible.
- Discrimination and/or oppressive behaviour or language will be sensitively challenged.
- Scrutinise comments and feedback made through evaluation with a view to making changes to courses where appropriate.
- Create a safe learning environment where confidentiality will be maintained unless this impacts on the welfare of a child.
- Escalate concerns which may arise during training with regards to practice.
- Will evaluate and review courses on an annual basis.
- Will carry out 3 months post training evaluation on identified courses in line with the priorities set for that year, to determine the impact of training.
- Will embed learning from recent child safeguarding reviews.



Delegates

•We expect delegates to:

- Print off and bring handouts to training (when requested)
- Notify the KSCP Training Officer by email (sarah.herron@knowsley.gov.uk) if you are unable to attend a course at least five working days prior to the course date.
- To keep to time and notify KSCP if you are going to be late.
- To ensure that mobile phones are placed on silent or switched off during training.
- To contribute and take time to listen within group activities
- To respect each other's differences.
- To be vigilant about the health and safety of others and comply with any evacuation procedures as appropriate.
- Complete post course evaluation forms as soon as is possible.
- Complete three-month follow-up evaluations or post course surveys if requested



Line Managers

•We expect Line Managers to:

- Respond to any training requests made via the Training Booking Portal.
- Spend time with the staff member or volunteer after the course to facilitate learning into practice, supporting them with any post evaluation requests.
- Ensure that the staff member or volunteer is freed up from their day-to-day practice to attend prearranged training.
- To organise the payment of a cancellation fee if the staff member or volunteer does not attend the course without giving five working days' notice.
- Escalate any concerns to the KSCB Training Officer regarding non-attendance/cancellation on training courses.

Non-attendance and Cancellation

Unfortunately, we sometimes experience participants cancelling with very little notice, or simply not attending the course without letting us know in advance. This results in wasted training places.

As demand for KSCP courses are high and some requests may be unsuccessful, early cancellation is necessary in order for places to be offered to other participants.

A minimum of **5 working days** prior to the course date is essential to avoid charges. In certain circumstances this can be waived on a case-by-case basis.

Failure to attend a course or late cancellation will result in the following charges: -

- Any training course up to 3 hours duration £50
- Any single full day training course £100
- Any 2-day training course £200
- Failure to complete E-Learning within 28 days £25

Managers will be informed that the member of staff has not attended, and invoices will be cascaded to managers for payment.