

### Local Safeguarding Children Board Charging Policy

Charges for attendance on, and cancellation of Gateshead Local Safeguarding Children Board (LSCB) training are detailed below.

#### **To attend classroom based training, charges are as follows:**

	Half day	Full day
Gateshead LSCB partners: <ul style="list-style-type: none"> <li>- Gateshead Council</li> <li>- Gateshead Health NHS Foundation Trust</li> <li>- Newcastle Gateshead Clinical Commissioning Group</li> <li>- NHS England</li> <li>- North East Ambulance Service</li> <li>- Northumberland, Tyne and Wear NHS Foundation Trust</li> <li>- Northumbria Community Rehabilitation Company (formerly Northumbria Probation)</li> <li>- Northumbria Police</li> <li>- South Tyneside NHS Foundation Trust</li> <li>- Tyne &amp; Wear Fire and Rescue Service</li> <li>- CAFCASS</li> </ul>	Free	Free
Gateshead Organisations who contribute to the LSCB Training Programme	Free	Free
All other organisations	£50	£100

#### **To attend online learning modules, charges are as follows:**

Gateshead LSCB partners	Free
Gateshead Organisations who contribute to the LSCB Training Programme	Free
All other organisations	£25 per module. Contact Virtual College on 01943 885083 and quote SCBGATES

#### **Cancellation and non-attendance charges (Applicable to all)**

If you need to cancel classroom based training, charges are as follows:

Notice Period	Half day charge	Full day charge
More than 3 working days	No charge	No charge
3 working days or less	£25	£50
Non attendance	£50	£100

#### **Non completion of online learning charges (Applicable to all)**

It is not possible to cancel online learning modules, the charges are as follows:

Non completion of online learning module	£25 per module by given date
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Where a charge has been incurred, then the candidate concerned will not be permitted to attend any further LSCB courses until the fee has been paid. In the event of non-payment of due fees Gateshead Council will pursue legal action to recover the sum owing to it through the Council's debt recovery system.

**Cancellation by learner (classroom based training)**

If you need to cancel your place on LSCB training please log into iTrent [www.gateshead.gov.uk/hrpayroll](http://www.gateshead.gov.uk/hrpayroll) and cancel your place.

**Cancellation on behalf of someone else (classroom based training)**

If you need to cancel LSCB Training on behalf of someone, if you are a Gateshead Council employee with access to People Manager please log into your account and cancel their place. Please note you must be their reporting manager in order to be able to do this.

If you are external to Gateshead Council please call the Workforce Development Support Line on 0191 433 8355 and select option 1. You will be asked to enter details with regards to the cancellation. Please do not email the cancellation.

**Cancellation E-learning via Virtual College**

It is not possible to cancel online learning, once your application has been accepted you must complete the learning module.

**Record of attendance**

Delegates must sign the attendance record at their training session. Failure to do this will result in a non-attendance charge.

**Cancellation by LSCB**

We reserve the right to cancel or amend the date/time of any training within the directory, due to low registration or for any other reason. Where we cancel or amend the date/time of any training, we will endeavour to give you as much notice as possible of the cancellation/amendment.

**If you have any queries relating to this policy please contact:**

HR & WD, Gateshead Council, Civic Centre, Gateshead, 0191 433 2081  
[lsbtraining@gateshead.gov.uk](mailto:lsbtraining@gateshead.gov.uk)