West Sussex Safeguarding Children Board

**Training, Charging and Cancellation Policy**

The table below indicates the charges that apply to the different agencies and organisations across West Sussex.

Please note there is no charge to attend training for organisations and agencies that directly contribute to the WSSCB budget

|  |  |  |
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| Agency/Organisation | **Full day Course \*** | **Half Day Course \*** |
| LSCB Contributing Members  * **West Sussex County Council** * Fire & Rescue service * Maintained Schools * Pupil Referral Units**\*\*** * Early Years’ Settings * **District & Borough Councils** * Horsham District Council * Mid-Sussex district Council * Crawley Borough Council * Arun district Council * Chichester District Council * Adur & Worthing Council * **Sussex Police** * **Local Probation Trusts** * National Probation Service * Kent, Surrey & Sussex Community Rehabilitation Company * **NHS** * Horsham & Mid Sussex CCG * Coastal CCG * Crawley CCG * NHS England * Queen Victoria Hospital * Western Sussex Hospital Trust * Surrey & Sussex Healthcare Trust * Sussex Community Trust * Sussex Partnership NHS Foundation Trust * **CAFCASS** | **£0**  **£0**  **£0**  **£0**  **£0**  **£0** | **£0**  **£0**  **£0**  **£0**  **£0**  **£0** |
| Agency/Organisation | **Full Day Course \*** | **Half Day Course \*** |
| * **Local voluntary / charitable organisations** * Local Charities that have their trustee / steering group based in West Sussex and deliver services exclusively in West Sussex**.** * **Local Authority Foster Carers** (West Sussex only) | **£60**  **£0** | **£30**  **£0** |
| * **All other organisations, including:** * **West Sussex Non-Maintained Schools and colleges \*\*** * Early Years (Public Sector, Private or Public Organisations) * Other Local Authorities & County Councils | **£120** | **£60** |

**\* -** Charges are per delegate, per training day

**\*\*** - As per the West Sussex County Council location directory

\*\*\* - If you believe you may be eligible for a discount you must contact the LSCB to request the discount at the point of booking. If the discount is not agreed prior to the course your

organisation will be charged for the full amount.

**Cancellation Charges**

These will apply after a place has been confirmed, if less than 10 days’ notice of cancelation is given prior to the course date. The charge will be £60 for a full day course and £30 for a half day course. This applies to all organisations, including those that contribute to the LSCB budget. If another appropriate member of the same team/service can attend instead this is acceptable.

### Non – Attendance on the Day

All agencies, including those who contribute to the LSCB budget, will be charged £60.00 per full day course and £30.00 per half day course for non-attendance on the day, where there has been no attempt to notify the training administrator or reason given. Line Managers will be notified of non-attendance.

**Charges as above will be recouped via a budget code on the boking form, or as an invoice to line managers.**

**For any other queries about LSCB training please contact Lucy Short, LSCB Learning & Development Officer on** [**lucy.short@westsussex.gov.uk**](mailto:lucy.short@westsussex.gov.uk)