SSCB CHARGING POLICY

All SSCB multi-agency training is currently free of charge to the following agencies who contribute financially to SSCB; Shropshire Council, LA maintained primary and secondary schools, Shropshire CCG (which includes Community NHS Trust, Shropshire PCT (including GP practices), SaTH, Robert Jones & Agnes Hunt Hospital), Police, National Probation Service, CAFCASS, Shrewsbury Sixth Form College, Shrewsbury College of Arts & Technology, Derwen College, Walford & North Shropshire College and Youth Offending Service.

There is no charge for charities and/or VCS organisations whose annual turnover is less than £100K, or for organisations that provide infrastructure support to the VCS. These charities must quote their registration number on the booking form otherwise their places will be charged for.

Charities who have an annual turnover of more than £100k, any other agency or independent businesses who does not contribute financially to SSCB (see above), will be charged for any courses attended and the relevant fee is quoted on the course information page. Invoices will be raised to collect any money due.

SSCB CANCELLATION POLICY

The cancellation policy applies to ALL agencies

1) The full course fee will be charged to all agencies if a place is cancelled less than one calendar week before the training start date or for non-attendance on the day. It is therefore in the agency’s interest to send an alternative staff member/volunteer who is keen to attend the training and meets the entry requirements if the original delegate can no longer attend.

2) This fee will not apply if the organisation sends an alternative staff member/volunteer who is keen to attend the training and meets the entry requirements. We do not require prior notification of this change but full details must be written on the delegate list for the training.

3) Any cancellation of a delegate place, where there is no replacement being sent, should be made in writing by fax, email or post to the SSCB Inter-agency Safeguarding Training Team (contact details below). The Administrator will confirm in writing receipt of your cancellation and confirm whether any fees will be due. You should retain this notification as evidence of the cancellation.

4) To gain a certificate a delegate must attend all of the session. If a delegate arrives up to ½ hour late or needs to leave ½ hour early, certification is at the discretion of the trainer(s) for that session. Arrival or departure outside of this timescale is not permitted and the delegate will need to re-book to attend the course to obtain certification.
5) If a course is cancelled by the SSCB Inter-agency Safeguarding Training Team any course fees due will be cancelled for that session.

6) In the event of bad weather the SSCB Inter-agency Safeguarding Training Team will endeavour to contact delegates or leave a message with the venue when possible if the trainers are unable to attend and the training has to be cancelled.

SSCB Inter-agency Safeguarding Training Team, 2nd Floor Mount McKinley Building, Shrewsbury Business Park, Anchorage Drive, Shrewsbury, SY2 6FG.
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