

Wakefield Safeguarding Children Partnership (WSCP) coordinates the delivery of safeguarding training to colleagues working or volunteering with children and families within the Wakefield District. Training focuses on priorities in the WSCP Delivery Plan, Practice Guidance, Procedures, learning from reviews, audits and national and local guidance.

Training is designed to offer colleagues across agencies an opportunity to share experiences and improve their skills and further knowledge in operational practice, and ensures that training and learning impacts positively on future practice and ultimately improves outcomes for children and their families.

For face to face courses, it is important that delegates attend for the duration of the course and arrive and leave at the specified times.

Demand for WSCP courses is high and as a result, some applicants may not be able to obtain a place. To ensure that we achieve maximum attendance for our courses agencies must either:

- 1)** Provide us with a minimum of two working days notice of any cancellation for the place to be offered to another candidate. Where a booking is cancelled less than two working days prior to the course, except in circumstances of sickness, the cancellation fee will be £50 for one half or full day training and £50 per day where the course lasts two days or more. Delegates who are unable to attend must cancel their place via your [WSCP Training Delegate account](#), accessed via the WSCP Training Section or inform the WSCP Business Unit immediately if they are aware of their inability to attend by emailing [wscpevents@wakefield.gov.uk](mailto:wscpevents@wakefield.gov.uk) or
- 2)** Send another colleague to attend the course in the place of the original delegate. This is acceptable practice & no charge will be made. Where this is the case the substitute delegate must inform the course tutor and the course register should be amended to recognise the substitution.

By signing up to complete a course, delegates must be aware that where they do not attend a WSCP delivered course and have failed to comply with points 1 or 2 above their service will incur a minimum cancellation charge of £50, confirmation of this will be received via email to the delegate and their line manager.