



**Inter – Agency Child Protection
Training Programme**

Protocol for the Allocation of Places etc

**Getting it Right
in Perth and Kinross**
Helping children be the best they can be

Document Control

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This Protocol, for the Allocation of Places etc, has been agreed by Perth and Kinross CPC – Training Sub Group, for all Inter – Agency Child Protection Training Courses provided in terms of the annual Perth and Kinross CPC Inter-Agency Child Protection Training Programme:-

1. All Inter – Agency Child Protection Training Courses, provided and funded by Perth and Kinross CPC – Training Sub Group, will be published by way of an annual Perth and Kinross CPC Inter-Agency Child Protection Training Programme. This will be published by 1 April annually;
2. A copy of this Training Programme can be found at www.pkc.gov.uk – Child Protection. These Training Courses will also be advertised on the Perth and Kinross Education and Children’s Services Schedule of Opportunities which can be found at www.pkc.gov.uk – Education and Learning. These courses will be promoted in the Child Protection Quarterly Newsletters and will also be cascaded/circulated via members of the Perth and Kinross CPC – Training Sub Group to their own members of staff;
3. All prospective applicants from the public, private and voluntary sectors across Perth and Kinross for these Inter – Agency Child Protection Training Courses will have equal opportunity and entitlement to secure places on these courses. All Inter – Agency Child Protection Training Courses will be funded by Perth and Kinross CPC and will be provided free of charge to participants;
4. Staff within Perth and Kinross Council’s Education and Children’s Services – Training and Development Unit (TDU) currently support the above Perth and Kinross CPC Inter – Agency Child Protection Training Programme and Courses;
5. Applicants who wish to secure a place on any one of these training courses, must complete, in full, the self explanatory CPD1 Application Form which can be found at:-
<http://www.pkc.gov.uk/NR/rdonlyres/2BEB0528-2A51-41DF-A9D8-16D13B82A46C/0/CPD1Form201011.pdf>
6. The CPD1 Application Form can be downloaded to the Desktop and completed electronically. Alternatively it can simply be downloaded, printed off and completed by hand. All fully completed CPD1 Applications Forms should be returned to the Training and Development Unit, Perth & Kinross Council, Education & Children’s Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD Tel: 01738 476277 / 476345 Fax: 01738 476210 E-Mail: tdu@pkc.gov.uk; They can be returned by e mail, fax and/or post;
7. All CPD1 Application Forms received will be collated and places will be confirmed 7 weeks prior to the course due date. Full details of the applicant and their preferred training course will be recorded on the TDU Database;

8. The reservation of places will be determined on a first come - first served basis. Individual services/agencies will not be allocated spaces on a pro rata basis and cannot reserve any quota. Careful monitoring of demand will be undertaken by the TDU and the CPC Development and Training Officer to ensure that all courses remain inter – agency and that no one service/agency secures the majority of places on each training course;
9. In the event that a particular service/agency requires additional places on any of these training courses, then discussion will take place with the relevant single service/agency and/or their respective Training Officers in an attempt to meet that need;
10. Seven weeks prior to the date of a particular training course taking place, the TDU and the CPC Development and Training Officer will carry out a review of the course register to confirm that all places have been taken up, it is inter – agency based and representation is well balanced;
11. Confirmation will be sent to those who have registered for a Training Course advising them that they have been allocated a place. Recipients will then have 14 days to confirm or decline this offer. This will ensure that a best value approach is maintained and that all Training Course places have been taken up;
12. Perth & Kinross Education and Children’s Services – Training and Development Unit currently operate a Cancellation Policy. In certain circumstances, a Cancellation Penalty/Charge can be applied. Details of this can be found on the CPD1 Application Form at:-
<http://www.pkc.gov.uk/NR/rdonlyres/2BEB0528-2A51-41DF-A9D8-16D13B82A46C/0/CPD1Form201011.pdf>
13. Those applicants who are unsuccessful in securing a place on their preferred Training Course will be notified by e-mail wherever possible or by letter. In the event of Training Courses being oversubscribed, a Waiting List will be maintained and regularly monitored by the TDU in partnership with the CPC Development and Training Officer;
14. On arrival at the Training Course venue, all participants will be required to complete an Attendance Sheet/Signing In Sheet with their Contact Details which will be made available to services/agencies and the CPC Training Sub Group as and when required;
15. Those attending Training Courses will be required to complete an On-the-Day Evaluation Form at the end of the Training Course. A copy can be retained by the attendee for their Line Manager. They will also be supplied with a Self Reflection Form to consider and they will be made aware that follow up Workplace Evaluation will take place 3 – 6 months later to evaluate impact of the training on their practice;

This Protocol formalises existing procedures and will come in to effect immediately.

Gordon McKay
Child Protection Development and Training Officer

8 June 2010