



**Perth & Kinross CPC
Protocol for the Allocation of
Inter-Agency Child Protection
Learning and Development Course Places
2018 – 2021**

What to do if you are worried about a child or young person?

If you are worried or concerned about a child or young person you should contact the Perth and Kinross Child Protection and Duty Team or the Police:

Perth and Kinross Child Protection and Duty Team – (24 hours)	01738 476768
Police Non-Emergency Number	101
In an Emergency	Call 999

Document Control

Perth and Kinross Child Protection Committee	
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Protocol

This Protocol for the Allocation of Inter – Agency Child Protection Learning and Development Course Places 2018 – 2021 has been agreed by Perth and Kinross CPC and the CPC Practice Improvement Working Group, for all inter–agency child protection learning and development opportunities / courses, provided in terms of the [Perth and Kinross CPC & ECS Annual Inter – Agency Child Protection Learning and Development Programme](#).

Agreement

1. All inter-agency child protection learning and development opportunities / courses provided and funded by Perth and Kinross CPC, will be advertised and published by way of the [Perth and Kinross CPC & ECS Annual Inter – Agency Child Protection Learning and Development Programme](#). This will be published by 31 July annually.
2. A copy of the current [Perth and Kinross CPC & ECS Annual Inter – Agency Child Protection Learning and Development Programme](#) and other Framework documents can be found on the [Inter-Agency Child Protection Learning and Development Framework page](#) of the [Perth and Kinross Child Protection Website](#). All inter-agency child protection learning and development opportunities / courses will also be advertised on the Child Protection Area of the Perth and Kinross [ECS Learning Hub Website](#). They will also be promoted via the CPC Practice Improvement Working Group and via the [Child Protection Website – What’s New Page?](#)
3. All prospective applicants from the public, private and third sectors across Perth and Kinross for these inter-agency child protection learning and development opportunities / courses will have equal opportunity and entitlement to secure places. All inter-agency child protection learning and development opportunities / courses will be funded by Perth and Kinross CPC and will be provided free of charge to participants.
4. All applications for Perth and Kinross CPC inter-agency learning and development courses / opportunities are managed by staff within Perth and Kinross Council’s Education and Children’s Services (ECS) Learning Hub.
5. Applicants who wish to secure a place on any one of the inter-agency child protection learning and development opportunities / courses must complete, in full, an online Application Form which can be accessed either by clicking on the smart-links within the Training Flyers or via the Child Protection Area of the [ECS Learning Hub Website](#).
6. There is an expectation that all applicants will have undertaken their respective single service / agency child protection training and will be following their agreed learning and development pathways.

7. Some inter-agency child protection learning and development opportunities / courses require the applicant to have undertaken prior learning. Should a delegate require to undertake prior learning before attending an inter-agency child protection course, this will be stipulated on the course page of the [Perth and Kinross CPC & ECS Annual Inter – Agency Child Protection Learning and Development Programme](#).
8. All Application Forms received will be collated and processed by staff at the ECS Learning Hub and places will be confirmed by email. Details of the applicant and their preferred inter-agency child protection course will be recorded by staff at the ECS Learning Hub in accordance with their procedures.
9. When applying for any inter-agency child protection learning and development course, applicants will be asked to read a statement about how their personal information will be used and confirm that they understand and accept the statement.
10. Personal information provided by applicants will be retained strictly in compliance of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. We will not retain personal information for longer than is necessary for the purpose of processing and evaluating the Perth and Kinross Annual Inter-Agency Child Protection Learning and Development Programme 2018-2019.
11. The initial reservation of places will be determined on a first come - first served basis. Individual services and agencies will not be allocated spaces on a pro-rata basis and cannot reserve any quota. However careful monitoring of demand will be undertaken by the ECS Learning Hub and / or the Child Protection Inter-Agency Coordinator and / or the ECS Child Protection Learning and Development Officer to ensure that all inter-agency child protection learning and development opportunities / courses remain inter-agency and that no single service or agency secures the majority of places on any inter-agency child protection learning and development opportunities / courses.
12. In the event that a particular service or agency requires additional places on any inter-agency child protection learning and development opportunity / course, then discussion will take place with the relevant single service or agency and / or their respective Learning and Development Officers in an attempt to meet that need.
13. Prior to the date of a particular inter-agency child protection learning and development opportunity / course taking place, staff at the ECS Learning Hub and / or ECS Child Protection Learning and Development Officer and / or ECS GIRFEC Development Officer and / or the Child Protection Inter-Agency Coordinator 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. Individual service / agency needs and / or requirements will, where possible, be taken into consideration as part of this process.
14. Staff at the ECS Learning Hub will send confirmation to those who have registered for an inter-agency child protection learning and development opportunity / course within 14 days of the course taking place, advising them that they have been

allocated a place. Recipients will then have to confirm or decline this offer. This will ensure that a best value approach is maintained and that all places have been taken up.

15. Those applicants who are unsuccessful in securing a place on their preferred inter-agency child protection learning and development opportunity / course will be notified wherever possible, usually by email.
16. In the event of the inter-agency child protection learning and development opportunity / course being oversubscribed, applicants will be advised. The ECS Learning Hub will retain applicant details on a waiting list, with a view to allocating the applicant a place on a future opportunity of the course they applied for. Waiting Lists will only be maintained for the period within the Annual Inter-Agency Child Protection Learning and Development Programme 01/08/2018 – 31/07/2019.
17. ***Perth & Kinross Education and Children's Services – ECS Learning Hub currently operate a Cancellation Policy. Please be aware that a charge of £50 may be applied if you fail to attend on the day / fail to cancel your place in advance.***
18. On arrival at the inter-agency child protection learning and development opportunity / course venue, all participants will be required to complete an Attendance Sheet / Signing-In Sheet with their Contact Details.
19. Those attending an inter-agency child protection learning and development opportunity / course will be required to complete an Exit / On-the-Day Evaluation Form at the end of the course.
20. Attendees may also be selected to complete a Workplace Evaluation within 3 – 6 months of the training course taking place. The purpose of the Workplace Evaluation is to establish the impact that the learning and development course had on practice.
21. Personal information of applicants will be deleted after the evaluation process is complete.