



# **TRAINING PROGRAMME 2018/19**

## **Introduction**

Welcome to a new Local Safeguarding Children Board Training Programme for 2018/19.

The programme is built around the common professional standards that professionals working with children and young people must demonstrate:

- Children / young people at the centre of what we do
- Respect for individuals, promoting their dignity and individuality
- That the well-being and safeguarding of individuals is promoted
- A value base that is built around recognising the rights of individuals
- Honesty and integrity in their interactions with others
- High standards in the of quality of service, care and support for individuals, data protection, information sharing and record keeping
- An awareness and understanding of responsibilities to assess and manage risk
- Accountability for actions and decisions
- Keeping up to date with knowledge and skills

## **Expectations in relation to continuing professional development**

North Lincolnshire's LSCB seeks to support individuals in keeping up to date with their knowledge and skills and also in the acquisition of further skills and expertise through the provision of training and in supporting development opportunities. The training provided by the LSCB supports practitioners in maintaining and developing their core skills for working and engaging with children, young people and their families.

As part of the development opportunities provided by the Board it runs information sessions, practice forums, locality days and conferences; which promote putting theory into practice, developing expertise and will enhance confidence in protecting children and young people. Publications that support learning and that may be of interest are highlighted in the awareness level training section.

There will be an expectation for employers to ensure staff complete the 8 week feedback survey sent to all attendees of LSCB courses in relation to the effectiveness of training in relation to practice.

## **Roles and responsibilities in relation to safeguarding training**

Working Together 2015 sets out the specific roles and responsibilities agencies have in relation to safeguarding training. There are other documents such as *Safeguarding Children and Young People: roles and competences for health care staff intercollegiate document September 2010*, which set out the specific requirements for individual agencies and the standards by which they will be inspected against.

### **Employers**

**Employers are responsible** for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's and young people's welfare.

It is the responsibility of employers to recognise that in order for staff to fulfil their duties in line with Working Together, they will have different training needs which are dependent on their degree of contact with children and young people and/or with adults who are parents or carers, their level of responsibility and independence of decision-making.

Employers should ensure that their employees who work or have contact with children are appropriately trained in child development and in how to recognise and act on potential signs of child abuse and neglect. Training should also include associated vulnerability risk factors, resilience and protective factors, identifying potential violent behaviour and assessing the capacity of a parent or carer to meet a child's needs, taking into account their own needs, circumstances, history, also any illness or addiction. Increasingly, professional bodies are requiring their members to demonstrate relevant education and training as part of revalidation.

Employers should ensure that appropriately qualified staff undertaking specialist roles in both children's and adults' services receive the necessary specialist training. For those experienced social workers undertaking key management and supervisory roles this should include, where relevant, training on managing referrals where there are concerns about the safety and welfare of a child or children.

Employers also have a responsibility to identify adequate resources and support for multi-agency training by:

- committing resources for multi-agency training, for example through funding, providing venues, providing staff who contribute to the planning, delivery and/or evaluation of multi-agency training
- providing staff who have the relevant expertise to support the LSCB (for example, by actively contributing to LSCB training)

- releasing staff to attend the appropriate multi-agency training courses and ensuring availability for them to complete multi-agency training tasks and apply their learning in practice
- encouraging and supporting their staff to complete post course evaluation forms
- ensuring that staff receive relevant single-agency training that enables them to maximise the learning derived from multi-agency training.

### **The role of the LSCB**

The LSCB is responsible for developing local policies for safeguarding and promoting the welfare of children, in relation to the training of people who work with children or in services affecting the safety and welfare of children.

The LSCB must have in place a learning and improvement framework and the training programme is one element of this framework.

The LSCB should review and evaluate the quality, scope and effectiveness of single and inter-agency training to ensure it is meeting local needs.

The LSCB aims to promote a culture of learning and continuous improvement so that professionals who are working with children, young people and their families safeguard and promote the wellbeing of children and young people.

### **Application process**

To apply for a course complete a copy of the application form at the back of this programme **in full** and forward to:

Local Safeguarding Children Board  
Safeguarding Practice Development Team  
Hewson House  
PO Box 35  
Station Road  
Brigg  
North Lincolnshire  
DN20 8XJ

Email: [Safeguardingpracticdevelopment@northlincs.gov.uk](mailto:Safeguardingpracticdevelopment@northlincs.gov.uk)

Telephone 01724 297011

## Common Drivers for the Training Programme

The LSCB training programme is built around national drivers, research and best practice, learning from national and local reviews of cases, learning from case audit and local training needs analysis.

### Aspirations of LSCB training

- To develop expert practitioners
- To equip people to identify and support children and young people at the earliest point of possible intervention
- To ensure that the experience of children and their families of services is positive because of how professionals have engaged and work with them
- To embed core values and principles of how we work with children and families across multi agencies
- To ensure a confident and competent workforce

### Pricing Structure

LSCB training is designed to reflect national drivers and local procedures. It will add value to a professional's continuous professional development in the area of safeguarding and child protection. The LSCB has tried to keep charges to a minimum although some charge has to be made to cover specific training courses.

**AWARENESS** - Workbooks and signposting to relevant websites and resources will be available free of charge. (Note: there may be a charge for e-learning by a national body).

**INTERMEDIATE** - There is no charge for LSCB contributing agencies (agencies who provide a financial contribution to the LSCB budget) or voluntary and community groups for intermediate courses.

All other non-contributing organisations, agencies, groups or businesses will be charged £25 per person per half day for intermediate courses (or pro rata).

**MASTERCLASSES** - For masterclasses, that have a cost implication, all agencies will be charged £50 per day per person (or pro rata), unless otherwise stated.

The exception is the child protection two day masterclass which is free for contributing agencies. Non-contributing agencies will be charged as above.

**Please note that failure to attend without notification within 5 days of the course will incur a £50 charge.**

## LSCB Training Overview 2018/19

### Awareness

The courses listed below are a minimum expectation of awareness training that should be provided to all staff within an organisation in relation to safeguarding children. These can be e-learning, workbooks, delivered courses or incorporated into safeguarding children awareness training. Below are links to publications, websites and e-learning available on these topics.

AWARNESS Course Title	Publication/ website link/ e-learning
<b>Safeguarding Children (Basic Awareness)</b>	Safeguarding Children Awareness Workbook available <a href="http://www.northlincspsc.co.uk">www.northlincspsc.co.uk</a>
<b>Awareness of Child Sexual Exploitation</b>	Awareness of Child Sexual Exploitation Workbook <a href="http://www.northlincspsc.co.uk">www.northlincspsc.co.uk</a> <a href="http://www.northlincspsc.co.uk/wp-content/uploads/2016/10/CSE-in-Gangs-and-Groups.pdf">http://www.northlincspsc.co.uk/wp-content/uploads/2016/10/CSE-in-Gangs-and-Groups.pdf</a>
<b>Child Sexual Abuse</b>	<a href="https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-abuse/">https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-abuse/</a>
<b>Domestic Abuse</b>	<a href="https://www.gov.uk/guidance/domestic-violence-and-abuse">https://www.gov.uk/guidance/domestic-violence-and-abuse</a>
<b>Female Genital Mutilation Awareness</b>	Female Genital Mutilation Awareness Workbook <a href="http://www.northlincspsc.co.uk">www.northlincspsc.co.uk</a> <a href="https://www.fgmelearning.co.uk">https://www.fgmelearning.co.uk</a>
<b>Honour Based Abuse</b>	<a href="https://www.karmanirvana.org.uk/about/honour-based-abuse/">https://www.karmanirvana.org.uk/about/honour-based-abuse/</a>
<b>Missing from Home and Care</b>	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care_3_.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance - Missing from care 3 .pdf</a>
<b>Modern Day Slavery Prevent</b>	<a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a> Or <a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a>
<b>Safer Recruitment</b>	<a href="https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/">https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/</a>

## INTERMEDIATE

**Face to face delivered courses for all staff who work directly with children, young people and families  
(appropriate to role)**

All training is held at the Learning Development Centre, Enderby Road, Scunthorpe, DN17 2JL, unless otherwise stated.

INTERMEDIATE Course Title	Date(s)	Time	Course Information
<b>Safeguarding Children (Intermediate)</b>	21 June 2018 15 November 2018	1.00pm-4.00pm 9.30am-12.30pm	An essential course that will provide you with a robust introduction to support the identification of needs or harm to children and young people.
<b>Safeguarding Disabled Children</b>	18 September 2018 13 February 2019	9.30am-12.30pm 1.00pm-4.00pm	This training will give the opportunity to understand and consider the additional vulnerabilities of disabled children and young people and will highlight the issues relating to safeguarding disabled children, explore values, develop practice knowledge including what research and serious case reviews says about safeguarding disabled children and their experiences/ outcomes. It will explore the signs and symptoms that are commonly identified as warning indicators or significant harm and what they mean.
<b>Safeguarding Adults – Mental Capacity Act &amp; DoLS Awareness</b>	For dates and to book places, please email: <a href="mailto:learningsolutions@northlincs.gov.uk">learningsolutions@northlincs.gov.uk</a>	Times confirmed on booking	An essential course to any practitioner working directly with families. This will equip staff with knowledge and skills to protect vulnerable adults in line with policy. How mental capacity is defined and who is affected by the act. Note – charges may apply.
<b>Child Development &amp; Vulnerability in Babies</b>	2 October 2018	9.30am-1.00pm	This course will enable you to understand the profound effect child abuse has on babies and children under the age of 5 years. You will understand why babies and toddlers are more vulnerable to harm than any other age group, consider lessons learnt from serious case reviews, understand the physical anatomy of very young children and consider how practice can be improved.

INTERMEDIATE Course Title	Date(s)	Time	Course Information
<b>Child Sexual Exploitation and Child Criminal Exploitation Awareness</b>	12 September 2018 6 February 2019	1.30pm-4.30pm 9.30am-12.30pm	This course will provide a robust introduction to support the identification of needs or harm to children and young people where they are being sexually or criminally exploited and what to do to prevent this taking place.
<b>Diversity and Cultural Awareness</b>	5 July 2018 7 March 2019	2pm-5pm 2pm-5pm	An introduction to different cultures, which relate to ethnicity, nationality and faith
<b>Domestic Abuse</b>	The Blue Door – to book email <a href="mailto:info@thebluedoor.org">info@thebluedoor.org</a>	Times confirmed on booking	The Blue Door offers a range of levels of Domestic Abuse courses to provide you with a greater awareness and understanding. <a href="http://www.thebluedoor.org/training/">www.thebluedoor.org/training/</a>
<b>Early Help Assessment</b>	4 October 2018 6 March 2019	1.30pm-4.30pm 9.30am-12.30pm	This will provide you with an understanding about the Early Help Offer and process, the Early Help Strategy and the Assessment model. It will give you the skills required to complete the assessment detailing how to complete the assessment model.
<b>Effective Communication and Advocacy</b>	10 October 2018	9.30am-3.30pm	This course explores the notion of effective communication and how this impacts and affects judgements made by professionals. This will also confirm the role of an advocate and how to access the services provided by the advocate.
<b>E-Safety Think-U-Know</b>	4 July 2018 17 January 2019	9.30am-12.30pm 1.30pm-4.30pm	This session will explore the current technological climate and provide an overview of risks, offender behaviour and trends in new technology. This course will prepare participants to deliver the Think-U-Know training model materials to children and young people.
<b>Legal Highs and Novel Psychoactive Substances</b>	25 June 2018	12.30pm-1.30pm	This 1 hour session is a brief introduction to legal highs and novel psychoactive substances, the risks associated and will give you a better understanding of how to support individuals who are using these substances.



<b>INTERMEDIATE Course Title</b>	<b>Date(s)</b>	<b>Time</b>	<b>Course Information</b>
<b>Managing Allegations against adults who work with children</b>	9 October 2018 13 March 2019	9.30am-12.30pm 1.00pm-4.00pm	To give all adults working with children an overview of the allegations process, policy and procedures. This course will make you aware of the process and legal framework regarding allegations, understand your responsibilities in procedures and understand the process about raising concerns regarding a staff members conduct towards a child.
<b>Prevent</b>	12 September 2018 16 January 2019 27 March 2019	9.30am - 10.30am	This training will cover a brief overview of Prevent including current risks and update on National Action as well as a brief overview of the Channel process and referral.
<b>Substance Use and Safeguarding</b>	23 November 2018	9.30am-4.30pm	This course will enable you recognise potential signs and symptoms of substance misuse, including any possible immediate risk that this poses to both the individual and those around them. You will be able to recognise what drugs look like, the effects of drugs and alcohol and understand the treatment options available locally.

## MASTERCLASSES

**Masterclasses are designed for a higher level of understanding  
(Course fee applicable to all organisations & agencies)**

All training is held at the Learning Development Centre, Enderby Road, Scunthorpe, DN17 2JL, unless otherwise stated.

MASTERCLASS Course Title	Date(s)	Time	Course Information	Course Facilitator
<b>Child Protection</b>	8 & 9 May 2018 30 & 31 July 2018 27 & 28 September 2018 19 & 20 November 2018 30 & 31 January 2019 27 & 28 March 2019	9.30am-4.30pm	<p>This course will develop an awareness of professional’s responsibilities to safeguard children and the key processes that underpin this. They will:</p> <ul style="list-style-type: none"> <li>• understand your roles and responsibilities to safeguard children</li> <li>• understand the role and remit of the LSCB</li> <li>• understand how you apply statutory guidance</li> <li>• understand the importance of information sharing and interagency working</li> <li>• understand private fostering</li> <li>• understand the principles of Working Together to safeguard children</li> </ul> <p><i>(Must have completed Safeguarding Awareness through the LSCB or own agency training before attending this course)</i></p> <p><i>(It is not necessary to repeat this course unless you have been out of front line local practice for more than two years)</i></p>	LSCB

MASTERCLASS Course Title	Date(s)	Time	Course Information	Course Facilitator
<b>Child Criminal Exploitation – Train the Trainer*</b> (*No course fee)	3 October 2018	2pm-4pm	This course will provide a robust introduction to child criminal exploitation and also train up staff so that they can deliver this training within their own agencies and/or contribute to delivery of this training across the multi-agency partnership. <i>Those attending should have already attended the two day Child Protection Masterclass and have some training experience or be confident in their ability to start to deliver training.</i>	LSCB & Humberside Police
<b>Child Sexual Abuse</b>	17 October 2018	9.30am-4.30pm	This training provides a broad and informative overview of child sexual abuse and familial sexual abuse. Based on experience, research and current practice, the course offers a clear foundation upon which to build your knowledge and skills covering: <ul style="list-style-type: none"> <li>• The models used to understand and assess behaviour</li> <li>• The process of sexually abusive behaviour in a variety of contexts</li> <li>• The impact of child sexual abuse and familial sexual abuse</li> <li>• Internet offending and offenders</li> <li>• How child sexual abuse affects primary and secondary victims</li> <li>• How to use ‘offender knowledge’ in direct work with abusers and families</li> </ul>	Lucy Faithfull Foundation

MASTERCLASS Course Title	Date(s)	Time	Course Information	Course Facilitator
			<ul style="list-style-type: none"> <li>• How to support children post disclosure (including when a prosecution is not going ahead or successful)</li> <li>• How to develop emotional resilience when dealing with CSA</li> </ul>	
<b>Domestic Abuse Level 2 &amp; 3</b>	The Blue Door – to book email <a href="mailto:info@thebluedoor.org">info@thebluedoor.org</a>	Times confirmed on booking	<p>These courses will provide you with a higher awareness and understanding of Domestic Abuse.</p> <p><a href="http://www.thebluedoor.org/training/">www.thebluedoor.org/training/</a></p>	The Blue Door
<b>G-MAP AIM2 – Initial Assessments of Young People who Sexually Harm</b>	29 & 30 November 2018	9.30am-4.30pm	<p>This course provides a primary knowledge base to evaluate and assess sexual behaviours presented by young people aged 12-18 years.</p> <p><i><u>Please note, the cost per course is £80 per person per day</u></i></p>	G-MAP Services
<b>G-MAP Good Lives &amp; Intervention Planning with Young People who sexually Abuse</b>	26 & 27 April 2018 7 & 8 February 2019	9.30am-4.30pm	<p>This course provides practitioners with a detailed framework for designing and implementing holistic intervention strategies based on the Good Lives Model. Techniques to address common offence related issues will also be covered</p> <p><i><u>Please note, the cost per course is £80 per person per day</u></i></p>	G-MAP Services
<b>Modern Slavery and Human Trafficking</b>	12 June 2018 23 January 2019	1.00pm-4.30pm	<p>This course will provide you with the skills to successfully identify victims of cases of modern slavery and respond appropriately. It will explain what modern slavery is and how</p>	Hope for Justice

<b>MASTERCLASS Course Title</b>	<b>Date(s)</b>	<b>Time</b>	<b>Course Information</b>	<b>Course Facilitator</b>
			to recognise the signs and indicators.	
<b>Neglect Graded Care Profile Accreditation</b>	24 April 2018 9 May 2018 10 May 2018 14 May 2018 18 May 2018 22 May 2018 6 June 2018 21 June 2018 29 June 2018	9.30am – 1.00pm	Multi-agency staff identified to complete the Neglect Graded Care Profile Accreditation.	LSCB
<b>Rising to the Challenge: Addressing Child and Adolescent Neglect</b>	6 December 2018	Sessions available: 9.30am – 12.30pm 1.00pm – 4.00pm	This course is for staff and will enable you to consider - The nature of neglect. The challenge of assessing and working with cumulative harm. Assessing and intervening in cases of neglect taking into account the current working environment	Jan Horwath
<b>Train the Trainer</b>	13 & 14 June 2018 14 & 15 November 2018	9.00am-4.00pm	This course is for workplace trainers responsible for training and teaching new or existing staff. You will become more confident in delivering training session and gain or refresh existing skills and knowledge necessary to plan, prepare, develop and validate training. The course covers how and why people learn, how to plan, prepare, deliver and evaluate a training session and how to write learning outcomes and training objectives.	Learning Solutions

MASTERCLASS Course Title	Date(s)	Time	Course Information	Course Facilitator
<b>Understanding Trauma</b>	9 October 2018	9.30am-3.30pm	This course will enable you to understand the neuro-science of trauma, understand the effects of PTSD on children and young people's emotions, behaviour, physical and mental health. Will develop an understanding of the impact of trauma and learn strategies to help children and young people with PTSD to manage their distressing symptoms.	Barnardos
<b>Youth Mental Health First Aid Training</b>  <i><u>Please note this course is £35 per person</u></i>	25 & 26 September 2018  3, 10, 16 & 17 October 2018  8 & 9 November 2018	9.00am-5.00pm  1.00pm-5.00pm  9.00pm-5.00pm	This course will provide you with information, tools and techniques to promote a young person's mental and emotional wellbeing and support young people who might be experiencing mental and emotional distress.	<b>To book a place complete the <a href="#">YMHFA booking form</a> and email to <a href="mailto:mags.smithson@north&lt;br/&gt;lincs.gov.uk">mags.smithson@north lincs.gov.uk</a></b>

PLEASE NOTE - FURTHER TRAINING MAY BE ADDED IN YEAR, IF SO, THE PROGRAMME WILL BE REDISTRIBUTED ACCORDINGLY

## **Training Course Information**

All face to face training is held at the Learning Development Centre, Enderby Road, Scunthorpe, DN17 2JL, unless otherwise stated.

Refreshments are available but lunch is not provided.

## **Training Course Disclaimer**

Please note that some of the training courses are targeted for practitioners who are involved in particular areas of work with children, young people and families and that some of the content and/or delivery methods maybe of a sensitive nature and may cause distress to individuals.

## **Non-attendance at training courses**

Having booked onto a course, you must attend it, unless there is a very serious reason why you cannot. The following reasons are the only ones acceptable for non-attendance:

- Illness sufficient to keep you away from work
- Bereavement following the death of a close relative
- Attendance required at court, either in connection with a case, or personal (including jury duty)
- Accident or breakdown whilst travelling to the training
- Severe weather conditions that have caused general disruption
- Other serious event or situation as decided by your line manager

You will be expected to organise your leave and your routine work commitments in order to attend the training.

Managers must organise their team so that workers can attend training they are committed to. Teams should expect to provide cover for the worker absent on training, except in situations described above.

***CANDIDATES WHO DO NOT ATTEND BOOKED TRAINING COURSES WITHOUT SUFFICIENT REASON WILL INCUR A £50 CHARGE TO THEIR AGENCY.***

## **Training Contacts**

To book on a course, please complete the booking form on the LSCB website or on the back of the Training Programme.

To discuss your course booking, please contact:  
Erin Hall, Operational Support, 01724 297011,  
[safeguardingpracticedevelopment@northlincs.gov.uk](mailto:safeguardingpracticedevelopment@northlincs.gov.uk)

To discuss other aspects of LSCB training please contact:  
LSCB, Hewson House, Station Road, Brigg, DN20 8XJ, 01724 297240,  
[LSCB@northlincs.gov.uk](mailto:LSCB@northlincs.gov.uk)

**Additional information can also be obtained from the LSCB website**  
[www.northlincs.lscb.co.uk](http://www.northlincs.lscb.co.uk)



## North Lincolnshire Local Safeguarding Children Board Course Booking Form

There is an expectation that participants commit to attending the full course arriving and leaving at the times specified. Charges will be made as listed on the programme. Acknowledgement of attendance is only given for full attendance. Failure to attend the full day may incur a £50 charge. Applications must have line manager approval.

This is a generic application form and should be used to apply for any of the LSCB courses as described in the LSCB Training Programme 2018/19. The Safeguarding Practice Development Team will notify you of any changes to the training timetable.

Please note that failure to attend without notification within 5 days of the course will incur a £50 charge.

**Application:** Complete the booking form and return by post to Safeguarding Practice Development Team, Hewson House, Station Road, Brigg, DN20 8XJ, or email to: [safeguardingpracticedevelopment@northlincs.gov.uk](mailto:safeguardingpracticedevelopment@northlincs.gov.uk)

<b>Course title</b>		<b>Date (Option 2)</b>
<b>Date (Option 1)</b>		
<b>Name</b>		
<b>Job Title</b>		
<b>Do you work for:</b>	<b>RDaSH</b>	<b>NLaG</b>
<b>Organisation</b>		
<b>Organisation address</b>		
<b>Telephone</b>		<b>Email</b>
<b>Invoice address if different from above</b>		<b>Purchase order number:</b>
<b>Please advise of any special requirements</b>		
<b>Contact details of Line Manager</b>		

Places on this course will be confirmed via email.

Please note that failure to attend without notification within 5 days of the course will incur a £50 charge.

**Any booking questions? Contact:**

Erin Hall Admin Support Tel: 01724 297011, Email:

[safeguardingpracticedevelopment@northlincs.gov.uk](mailto:safeguardingpracticedevelopment@northlincs.gov.uk)

## Youth Mental Health First Aid Training Booking Form

Please complete this form and return to [mags.smithson@northlincs.gov.uk](mailto:mags.smithson@northlincs.gov.uk)

Name		
Job Title		
Are you a (please tick)	School Mental Health Champion / other school staff	
	Health staff (RDASH, NHS, Virgin Care) Please state which team	
	Local Authority Team Member (Please state which team)	
	Other (Please state name of business / charity / organisation)	
Workplace, including address		
Contact number		
Email		
Organisation Name & Address (for payment purposes)		
Course (tick chosen session)	Course 19: 25 <sup>th</sup> & 26 <sup>th</sup> Sept	9-5pm
	Course 20 3 <sup>rd</sup> , 10 <sup>th</sup> , 16 <sup>th</sup> , 17th Oct	1-5pm
	Course 21: 8 <sup>th</sup> & 9 <sup>th</sup> Nov	9-5pm
	<b>Address details below:</b> Learning Development Centre, Enderby Road, Scunthorpe DN17 2JL  You will receive a confirmation email when your place is confirmed. Please note that places are strictly limited so if you do not have a booking confirmation you are unable to turn up on the day.	
Non – Attendance	<p>If you are unable to attend for any reason please notify <a href="mailto:mags.smithson@northlincs.gov.uk">mags.smithson@northlincs.gov.uk</a> 5 working days prior to day 1 of the course. Spaces are limited so non-attendance will be charged at £50 per person. We will invoice your organisation if you do not attend.</p> <p>You are required to attend all sessions to complete the course. You will be charged if you do not attend both days.</p>	