

SWINDON SAFEGUARDING PARTNERSHIP

The safeguarding partners in Swindon are committed to a partnership model that focuses on continuous learning and improvement with a clear line of sight on frontline safeguarding practice. The partners will promote a shared commitment to work together to improve outcomes for children and adults at risk.

- The Swindon Safeguarding Partnership will support, enable and challenge each other to work together to:
- Provide effective and informed leadership to the local safeguarding system;
- Deliver their shared responsibility for the safeguarding of children, young people and adults at risk in the borough;
- Promote positive working relationships with each other and children, adults and families
- Identify and act on learning, and
- Provide assurance to the Swindon community

Courses Charter

<p>Delegates will</p>	<ul style="list-style-type: none"> • Only attend training that they have booked on via the SSP website and they have received confirmation that they have secured a place. It is the delegate's responsibility to ensure they have kept a note of the course date and entered this into their calendar. The SSP BSU will not send reminders. • Not forward, the joining instructions or virtual meeting links to others unless this has been previously agreed with BSU SSP. • If you have booked a place and are subsequently unable to attend, you must cancel your place via the automated booking process or notify safeguardingpartnership@swindon.gov.uk via email ASAP. This will allow the place to be offered to other delegates. If notification is not received within the specified time period (usually ten working days) or you fail to attend the course, cancellation charges may apply. • Familiarise themselves with the information provided in the joining instructions prior to attending the training. The email will be sent from the safeguardingpartnership@swindon.gov.uk approximately one week prior to the date of the training session. Please check your junk/spam folder. • Attend the course for its duration and participate in the session. Ensure you have the appropriate IT equipment (e.g. camera, microphone) available to you. <u>You will need to have your camera on during the training session.</u> • Please confirm on your booking form or email safeguardingpartnership@swindon.gov.uk if you do not have access to these. • On conclusion of the course complete the SSP evaluation form. • If you require a certificate confirming your attendance on the course this can now be downloaded from the SSP website. Further guidance about how to do this together with the required password will be available once you have submitted your evaluation form. It is recommended that this is done as soon as possible post course to ensure you can access it in a timely way.
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<p>SSP Business Unit will</p>	<ul style="list-style-type: none"> • Agree course dates with trainers • Add course details to Eventbrite/Jadu and SSP website • Respond to delegate enquiries • Administrate course bookings, including sending out joining instructions • Publish pre-course and post-course materials on SSP website for delegates to access • Provide notification within agreed notice period if course is to be cancelled or postponed • Provide trainer with delegate register prior to course • Provide information collated from the evaluation forms to the trainers within 3 weeks of course being delivered
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<p>Trainer will</p>	<ul style="list-style-type: none"> • Confirm course dates with SSP Business Unit. • Develop and review course materials (please include SSP logo on materials) • Provide resources to BSU in advance of the course for these to be saved onto the SSP website. Please advise if you wish these to be password protected. • Provide the BSU with the virtual meeting link (if setting up your own meeting) at least 6 weeks prior to the course being delivered. • Deliver course • Mark delegates present on course register and return to BSU within 3 working days of course being delivered. • Only delegates who have booked a place should attend the training. If a delegate attends who is not listed on the attendance sheet please record their name, organisation and email address on the attendance sheet and notify BSU email safeguardingpartnership@swindon.gov.uk. It is the discretion of the trainer to consider whether it is appropriate for that delegate to remain on the training. • Encourage delegates to complete the evaluation form. This is now on MS Forms and the link will be provided to trainers and will also be available on the SSP website. • Respond promptly to requests from Business Unit. • If payment is required for commissioned services please provide invoices on a monthly basis to BSU for payment. If this is not possible, please liaise with BSU to discuss and agree a timeframe. • There will be observation of the training sessions by members of the SSP Practice Development Group, notification will be provided for the date of the observed session. The feedback from this observation will be provided to the trainer.
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