



TRAINING PROGRAMME 2019/20

Introduction

Welcome to the Children's MARS Board Training Programme 2019/20

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 Children's MARS Board 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 Children's MARS Board 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 Children's MARS Board courses in relation to the effectiveness of training in relation to practice.

Roles and responsibilities in relation to safeguarding training

Working Together 2018 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 Children's MARS Board (for example, by actively contributing to Children's MARS Board 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 Children's MARS Board

The Children's MARS Board 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 Children's MARS Board must have in place a learning and improvement framework and the training programme is one element of this framework.

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

The Children's MARS Board 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:

Children's MARS Board
Multi Agency Innovation Hub
Hewson House
PO Box 35
Station Road
Brigg
North Lincolnshire
DN20 8XJ

Email: mars@northlincs.gov.uk

Telephone 01724 297500

Common Drivers for the Training Programme

The Children's MARS Board 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 Children's MARS Board 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

Children's MARS Board 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 Children's MARS Board 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/MASTERCLASSES – There may be a charge for intermediate and masterclasses and this will be indicated in the training programme.

Please note that failure to attend without notification within 5 days of the course may incur a £50 charge. If you are unable to attend, you can defer your place to an appropriate colleague to avoid the charge.

Children's MARS Board Training Overview 2019/20

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.

AWARENESS Course Title	Publication/ website link/ e-learning
Safeguarding Children (Basic Awareness)	Safeguarding Children Awareness Workbook available www.northlincscmars.co.uk
Awareness of Child Sexual Exploitation	Awareness of Child Sexual Exploitation Workbook www.northlincscmars.co.uk http://www.northlincscmars.co.uk/wp-content/uploads/2019/01/CSE-procedure.pdf
Child Sexual Abuse	https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-abuse/ http://www.northlincscmars.co.uk/wp-content/uploads/2018/11/CSA-Toolkit-102018.pdf https://www.educare.co.uk/courses/child-sexual-exploitation-in-sport (Charge of £5.00)
Domestic Abuse	https://www.gov.uk/guidance/domestic-violence-and-abuse
Female Genital Mutilation Awareness	Female Genital Mutilation Awareness Workbook www.northlincscmars.co.uk https://www.fgmelearning.co.uk
Honour Based Abuse	https://www.karmanirvana.org.uk/about/honour-based-abuse/
Missing from Home and Care	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care_3_.pdf
Modern Day Slavery	https://www.gov.uk/government/collections/modern-slavery
Prevent	http://course.ncalt.com/Channel_General_Awareness/01/index.html Or https://www.elearning.prevent.homeoffice.gov.uk/

Safer Recruitment

<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>

INTERMEDIATE

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

INTERMEDIATE Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
Child Exploitation, County Lines and OCG	17 July 2019	12.30 to 4.00	Engineering UTC Northern Lincolnshire	The learning objectives are to: <ul style="list-style-type: none">• have an understanding of what Child Criminal exploitation is• understand the County Lines Model• be able to identify the vulnerabilities and risk factors• understand the local picture and themes arising• consider your role in reducing the risk to children	Charlene Sykes North Lincolnshire Council Phil Booker Humberside Police	Free
	19 September 2019	12.30 to 4.00				
	30 October 2019	12.30 to 4.00				
Diversity and Cultural Awareness	TO BE CONFIRMED	3 hours	TO BE CONFIRMED	An introduction to different cultures, which relate to ethnicity, nationality and faith	Liesel Dickinson North Lincolnshire Council	Free
DASH/MARAC Awareness Training	04 December 2019 24 February 2020	09:30-13:30	The Blue Door Women's Centre	This course has been designed to give professionals an overview of the MARAC (Multi Agency Risk Assessment Conference) process and to develop	The Blue Door	Free of Charge

INTERMEDIATE Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
	Please note, you must have completed Domestic Abuse Level 1 or equivalent prior to undertaking this course.			<p>awareness of risk and how to assess it. The aims and objectives for the course are:</p> <ul style="list-style-type: none"> • To develop an understanding of the MARAC process, including DASH risk assessment and the role of the IDVA • Have a clear understanding of the MARAC criteria • Know when, and how, to complete a MARAC referral • Identify the responsibility of agencies when dealing with domestic abuse cases <p>To book, please email Kirsty.parkinson@northlincs.gov.uk</p>		
Domestic Abuse Impact on the Child Level 1	The Blue Door – to book email info@thebluedoor.org	Times confirmed on booking	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. www.thebluedoor.org/training/	The Blue Door	Free
Domestic Abuse Impact on the Child Level 2	The Blue Door – to book email info@thebluedoor.org		Venue to be confirmed on booking	The Blue Door offers a range of levels of Domestic Abuse courses to provide you with a greater awareness and understanding. www.thebluedoor.org/training/	The Blue Door	Free

INTERMEDIATE Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
Domestic Abuse Level 1	The Blue Door – to book email info@thebluedoor.org	Times confirmed on booking	Venue to be confirmed on booking	The Blue Door offers a range of levels of Domestic Abuse courses to provide you with a greater awareness and understanding. www.thebluedoor.org/training/	The Blue Door	Free
Domestic Abuse Level 2	The Blue Door – to book email info@thebluedoor.org	Times confirmed on booking	Venue to be confirmed on booking	These courses will provide you with a higher awareness and understanding of Domestic Abuse. www.thebluedoor.org/training/	The Blue Door	Free
Early Help Assessment	05 November 2019	1.30 to 4.30	Engineering UTC Northern Lincolnshire	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.	Helen Parker North Lincolnshire Council	Free
Managing Allegations against adults who work with children	18 October 2019 31 January 2020	3 hours 09.00 to 12.00	Engineering UTC Northern Lincolnshire	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.	Jodie Turner North Lincolnshire Council	Free

INTERMEDIATE Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
Prevent	Bespoke training on request	1 hour		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.	Stuart Minto North Lincolnshire Council	Free
Safeguarding Adults – Mental Capacity Act & DoLS Introduction	For dates and to book places, please email: learningsolutions@northlincs.gov.uk	Times confirmed on booking	Venue to be 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.	To be confirmed on booking	To be confirmed on booking
Safeguarding Children	12 September 2019 06 February 2020	9.30 to 3.30	Engineering UTC Northern Lincolnshire	An essential course that will provide you with a robust introduction to support the identification of needs or harm to children and young people.	Helen Parker North Lincolnshire Council	Free
Safeguarding Disabled Children	18 September 2019 24 February 2020	1.00pm to 4.00pm	Engineering UTC Northern Lincolnshire	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.	Lisa McNeil North Lincolnshire Council	Free

INTERMEDIATE Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				It will explore the signs and symptoms that are commonly identified as warning indicators or significant harm and what they mean.		
Trauma Awareness	09 September 2019 25 February 2020	9.30am to 3.00pm	Engineering UTC Northern Lincolnshire	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	Rebecca Sanderson, Barnardos	
Child Safeguarding Practice Reviews and Local Learning Review Workshop	15 November 2019	9:30am – 10:30 & 11:00am-12:00pm	Engineering UTC Northern Lincolnshire	This workshop will allow you to understand: <ul style="list-style-type: none"> • definition of a serious child safeguarding case • purpose of a child safeguarding practice review (CSPR) • responsibilities of the national Child Safeguarding Practice Review Panel (the Panel) • responsibilities of local safeguarding partners • decision making process about local and national reviews • rapid review process 	Nikki Alcock, MARS Hub & Sarah Glossop NLCCG	Free

INTERMEDIATE Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				<ul style="list-style-type: none"> • key points when completing a local CSPR or contributing to a national CSPR • definition and purpose of a multi agency local learning review (LLR) • interface with other reviewing processes • differences of opinion • What to do if ... – the process of notification of a CSPR or consideration for a LLR 		

MASTERCLASSES

Masterclasses are designed for a higher level of understanding

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
Child Protection	31 July and 01 August 2019 02 and 03 October 2019 04 and 05 December 2019 19 and 20 February 2020	9.30am-4.30pm	Engineering UTC Northern Lincolnshire	<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"> • understand your roles and responsibilities to safeguard children • understand the role and remit of the Children's MARS Board • understand how you apply statutory guidance • understand the importance of information sharing and interagency working • understand private fostering • understand the principles of Working Together to safeguard children <p><i>Must have completed Safeguarding Awareness through the Children's MARS Board 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</i></p>	Independent Reviewing Service North Lincolnshire Council	Free

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				<p><i>of front line local practice for more than two years.</i></p> <p>Pre course reading includes:</p> <ul style="list-style-type: none"> • Helping Children and Families (Threshold Document 2016 - 2020) • MARS Policy and Procedures Assessing Need and Providing Help • Working Together 2018 <p>Available on: http://www.northlincsmars.co.uk/policies-procedures-and-guidance/</p>		
Designated Safeguarding Lead Termly Meeting	20 March 2019	9.00am – 12.00pm	Church Square House – F01e	<p>These sessions meet Keeping Children Safe in Education 2019 and Working Together 2018 requirements.</p> <p>Topics covered include Ofsted Safeguarding Inspection, Child Death Review, Child Safeguarding Practice Review and Local Learning Reviews.</p>	<p>Andy Walton North Lincolnshire Council</p> <p>Helen Parker North Lincolnshire Council</p>	Free
Domestic Abuse Impact on the Child Level 3	The Blue Door – to book email info@thebluedoor.org	Times confirmed on booking	To be confirmed on booking	These courses will provide you with a higher awareness and understanding of Domestic	The Blue Door	£25

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				Abuse and the impact on the child www.thebluedoor.org/training/		
Domestic Abuse Level 3	The Blue Door – to book email info@thebluedoor.org	Times confirmed on booking	To be confirmed on booking	These courses will provide you with a higher awareness and understanding of Domestic Abuse. www.thebluedoor.org/training/	The Blue Door	£25
Neglect/GCP 2	17 June 2019 09 September 2019 11 November 2019	9.30 to 12.30 (AM Session) 1.30 to 4.30 (PM Session)	Engineering UTC Northern Lincolnshire	Neglect AM Session One the brief overview for the neglect session – this will provide an introduction to the topic of child neglect, taking a lived experience approach of the family. The session aims to provide an interactive approach to understanding the complexity around neglect, this will include Understanding Neglect - neglect as the foundation stone for other forms of harm, neglect as a relationship-based	Sally Bainbridge CCG Tracy Frame North Lincolnshire Council Helen Parker North Lincolnshire Council Lisa McNeill North Lincolnshire Council	Free of charge

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				<p>phenomena rather than incident-led</p> <p>Developing the mindset - Lived experience of the child, child's voice, observing and talking to children, what children mean within families</p> <p>How to help – Permissions to help and overcoming barriers</p> <p>GCP 2 PM</p> <p>Session two – this will provide practitioners with the knowledge and skills to be accredited for use of the graded care profile 2 (GCP2). The GCP2 is a practical tool which supports practitioners in measuring the quality of care delivered to an individual child from an individual carer or carers over a short window of time, and is designed to give a representative overview of the current level of care. The grades are based on observations and</p>		

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				<p>good quality evidence gathered during this window. The GCP2 reviews “what it’s like” for the child not “why it’s happening”. However, parental issues are taken into account during the analysis and planning stage. A judgement of whether parenting is neglectful or not is based on whether the needs of a child are adequately being met. The GCP2 helps professionals to be clear as to what the basic needs of a child are, and to what degree they are being met. This allows practitioners to make reasoned and explicit judgements in relation to neglect.</p> <p>Practitioners may choose to attend just the neglect morning session, just the GCP2 afternoon session or the full day.</p>		
Youth Mental Health First Aid Training	31 September & 01 October	9.00pm-5.00pm	Engineering UTC	This course will provide you with information, tools and techniques to promote a young	Mags Smithson North Lincolnshire Council	£35 per person

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
	16 & 17 October 18 & 19 November 11 & 12 December 22 & 23 January		Northern Lincolnshire	person's mental and emotional wellbeing and support young people who might be experiencing mental and emotional distress. To book a place complete the YMHFA booking form and email to kelly.crow@northlincs.gov.uk		
Young people and intimate partner violence	The Blue Door – to book email info@thebluedoor.org	Times confirmed on booking	To be confirmed on booking	These courses will provide you with a higher awareness and understanding of Domestic Abuse. www.thebluedoor.org/training/	The Blue Door	£50
Honour Based Abuse, Forced Marriage and FGM	14 January 2020 This course is open to practitioners who may choose to book the full day course or choose a specific session.	09:30 – 12:30 AM – Karma Nirvana 09:30 – 12:30 AM – National FGM Centre 13:30-16:30 – PM –	The Baths Hall	<u>Honour Based Abuse/Forced Marriage</u> The purpose of this course is to help you: <ul style="list-style-type: none"> • understand what Honour Based Abuse (HBA) is • understand the difference between a Forced Marriage (FM) and arranged marriage • understand the prevalence of this type of abuse 	Karma Nirvana & The National FGM Centre	Free of Charge

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
		Karma Nirvana 13:30-16:30 – PM – National FGM Centre		<ul style="list-style-type: none"> • understand which communities are affected • recognise what laws exist to protect people • be aware of early signs that might indicate abuse • know what action to take if you know or suspect that a young person is at risk • understand the motives and consequences of forced marriage • know what support is available. <p><u>FGM</u> The National FGM Centre offers training to build on professionals' existing safeguarding knowledge and skills, to enable them to act appropriately and with confidence to protect girls from FGM and support those who have already been subjected to the practice. The training will also explore the mandatory reporting duty as it applies in</p>		

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
				England, Northern Ireland and Wales for teachers, health professionals and social workers, and can focus on the laws that apply in Scotland with regards to FGM.		
Reducing Parental Conflict	<p>28 & 29 October 2019 – 2 day course for identified champions</p> <p>06 November 2019 – 1 day course for front line practitioners</p> <p>07 November 2019 – 1 day course for supervisors and managers</p> <p>08 November 2019 – 1 day course for front line practitioners</p>	09:00 – 17:00	Engineering UTC Northern Lincolnshire	<p>The Reducing Parental Conflict Programme has been designed to upskill practitioners in supporting parents to reduce conflict within their relationship, whether they are together or separated. In turn, they can then improve outcomes for their children.</p> <p>To request the full course content or training flyer, please email mars@northlincs.gov.uk</p>	KnowledgePool	Free of Charge

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
	21 January 2020 – 1 day course for front line practitioners					
	22 January 2020 – 1 day course for front line practitioners					
	11 & 12 February 2020 – 2 day Train the Trainer course					
	03 February 2020 – 1 day course for supervisors and managers					
	13 February 2020 – 1 day course for front line practitioners					
	02 March 2020 – 1 day course for front line practitioners					

MASTERCLASS Course Title	Date(s)	Time	Venue	Course Information	Facilitator	Fee
	03 March 2020 – 1 day course for front line practitioners					
	13 March 2020 – 1 day course for front line practitioners					
	20 March 2020 – 1 day course for front line practitioners					

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

Training Course Information

Venues for training are clarified against each training course.

Where possible refreshments will be 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.

Training Contacts

To book on a course, please complete the booking form on the Children's MARS Board website or on the back of the Training Programme.

To discuss your course booking or other aspects of Children's MARS Board training please contact:

Children's MARS Board, Multi Agency Innovation Hub, Hewson House, Station Road, Brigg, DN20 8XJ, 01724 297500, mars@northlincs.gov.uk

Additional information can also be obtained from the Children's MARS website www.northlincscmars.co.uk

North Lincolnshire Children's MARS Board Course Booking Form

This is a generic application form and should be used to apply for any of the Children's MARS Board courses as described in the Children's MARS Board Training Programme. Applications must have line manager approval.



Places on this course will be allocated via email

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.

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

The Multi Agency Innovation Hub will notify you of any changes to the training timetable.

Application:

Complete the booking form and return by post to Multi Agency Innovation Hub, Hewson House, Station Road, Brigg, DN20 8XB, or email to: mars@northlincs.gov.uk

Course title	
Date	
Name	
Job Title	
Organisation you work for	
Organisation address	
Telephone	
Email	
Invoice address if different from above	
Purchase order number	
Any special requirements	
Contact details of line manager	

If you have any booking questions, please contact the:
Multi Agency Innovation Hub via mars@northlincs.gov.uk

Youth Mental Health First Aid Training Booking Form

Please complete this form and return to kelly.crow@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)	Date/time	
	Date/time	
	Date/time	
	Address details below:	
<p>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.</p>		
Non – Attendance	<p>If you are unable to attend for any reason please notify kelly.crow@northlincs.gov.uk or mags.smithson@northlincs.gov.uk 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>	

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