



Training Guidance & FAQs for Trainers

Contacts:

Training email: safeguardingpartnerships@haverling.gov.uk

Steps:

1. Meet with the Training Officer to discuss and agree the training expectations and requirements
2. Confirm dates, times and cost within 2 weeks
3. Send training agenda/objectives and materials to our email
4. Share the meeting links with us to add to our calendar
5. We will send your login details for your account on Phew to co-manage delegates list and complete attendance
6. Trainer observations will be completed for new trainers to ensure consistent standard of delivery and materials

Training Expectation:

- Havering context and data must be included in your training
- Ensure delegates have their cameras on and engage in the online training
- Any difficulties before, during and after the training, please email us

Training Cancellations:

HSCP and HSAB training is funded by the local Partnership agencies, and if you do not cancel the delivery of your training within **1 month**, you will be charged £500 or our rebooking fee with another trainer, however if you have an urgent crisis, your situation will be considered on a case by case basis.

Low (below 10 attendees) /no fill trainings will be rescheduled or cancelled with as much notice as possible, minimum 1 month.

Bookings and Places

Bookings and places will be agreed in our initial meeting; we currently allow delegates to book up until the day before. Bookings are made via Phew: [Multi-agency Safeguarding Training Learning & Events](#)



Events and Delegates List

You will see a list of your events, when you click on REPORTS, it will take you to the list of delegates. This can be printed and downloaded.

Occurrence View | Event View

Events List : Occurrence View

Title	Occurrence Options			
	Published	Preview	Reports	Bookings
Intra-familial Abuse Thursday 24 November 2022 (10:00 - 16:30)	✓			
Perinatal Mental Health: Mental Health Conditions in the Perinatal Period Thursday 24 November 2022 (10:00 - 12:00)	✓			
Modern Slavery Thursday 1 December 2022 (10:00 - 12:30)	✓			
Inter-agency communication Tuesday 6 December 2022 (09:30 - 12:30)	✓			

Reports: Modern Slavery

Virtual - @ 01-12-2022 (10:00 - 12:30)

Printables

Expected Delegates

Download CSV

	Surname	First Name	Organisation	Organisation Type	Email	Phone
1						
2						

Marking Attendance

To mark attendance, from the Home page – Even List- select BOOKINGS, you must select UPDATE BOOKING at the end of the page to save the changes.

« Event List

Bookings: Modern Slavery

1 places left of 20

Virtual - @ 01-12-2022 - (10:00 to 12:30)

✗ Cancel Occurrence |
 🔄 Update Occurrence |
 👤 Multiple Transfer |
 ✉ Email Delegates

	Surname	First Name	Email	Phone	Attended	Cancelled	Cancelled Comment
					<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
					<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
					<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
					<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
					<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	



Evaluations & Feedback

We ask delegates to complete a prior learning and post event evaluations, which is available to you on request. Please also share any feedback you gather.

Certificates

Once delegates have attended the training and marked as attended, they will receive an email asking to complete the evaluation.

FAQs

I would like to help provide safeguarding training/ I have ideas for new courses, who do I tell?

Email us.

When does the face to face training begin again?

This will be dependent on levels of interest.