



Single Agency Validation Process (Six Steps)

Does your agency provide training in relation to safeguarding children and young people? If it does you will need to follow the steps below to validate your training with the LSCB

The process of validation is designed to be supportive of individuals and single agencies as well as ensuring that the 'correct messages' on safeguarding children and young people are delivered to the wider workforce.

Step One

Download the guidance for single agency training and the validation checklist and submission form from Cambridgeshire LSCB on www.cambridgeshire.gov.uk/lscb or Peterborough LSCB on pscb.training@peterborough.gov.uk

Step Two

Complete the submission form downloaded from the LSCB website. Don't forget your agency sponsor (i.e. manager, peer, safeguarding lead) will need to sign off your course submission form

Step Three

Submit the completed submission form along with your training materials, lesson plan and evaluation form to the LSCB address below. If you would like to have an informal chat about your training package please contact the LSCB.

Step Four

The LSCB will acknowledge receipt of your submission and notify you of a date to attend the Validation Panel

Step Five

The Validation Panel

The LSCB Validation Panel will meet and review your submission, prior to your arrival. Your attendance at panel (either as the trainer and / or the representative from the organisation) is required to enable the panel to ask questions, in relation to the submission and to aid and inform the validation process. The panel consists of the chair and two representatives and the chair will take notes of your responses on the panel's checklist.

To support your application remember to bring all of your training materials with you so that you can refer to them if needed

Step Six

After the Validation Panel

The panel will meet after your discussion and will decide on the following:-

- 1) Validate the training for a 3 year period (subject to no major changes) **or**
 - 2) Request further details or amendments prior to validation being given **or**
 - 3) Refuse validation of the course/ training at this time
- i. If your training is validated you will receive a letter of confirmation along with a copy of the panel checklist. From receipt of the letter you will be able to use the LSCB logo on your training for a period of two years.

Your training will be validated by the LSCB for a period of 3 years after the initial Validation Panel. All training / course materials will be held by the LSCB purely for validation purposes only and will not be distributed beyond the panel.

- ii. The Chair will write to you if the Validation Panel needs further details or have requested that some of the materials be amended. Once the additional information has been received or the amendments made the validation panel may either validate your submission or they may ask you to resubmit your training and attend for a further discussion at the Validation Panel
- iii. If the LSCB Validation Panel decides that your training has not been approved the Chair will write to you to explain that your training will not be validated at this time. The letter will give full details as to why the panel did not validate the training. Should you wish, you can resubmit your submission with changes or appeal against the decision

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