

## SAFEGUARDING CHILDREN LEARNING APPLICATION

Applicants Name in Full:	
Applicants Job Title:	
Name of Organisation:	
Workplace Address (including postcode)	
Workplace Tel No: Workplace Email: <b>(Please note: this email will be used for all correspondence regarding this training request)</b>	
Special requirements we need to be aware of (eg. Access, learning support, communication, etc):	
Line Manager's Name:	
Line Manager's Email: <b>(Please note: this email is required for us to obtain information from your manager regarding your attendance at this course)</b>	

### COURSE DETAILS

Course/Workshop:	Title:	Preferred Date:
<b>PLEASE NOTE: By attending this course you agree to complete an impact on working practice evaluation.</b>		

### SIGNATURES

I consent to the information on this form being shared with accredited organisations and agencies who deliver the HSSCP training. (We will share this information as part of the registration process for HSSCP training and provide trainers we commission with your name and email address).		Yes / No
<b>Signature of Applicant:</b> (Your signature is required to enable us to process this application)	<i>Typed names cannot be accepted as signatures. Please sign over this text or replace with an electronic signature.</i>	Date:
<b>Signature of Line Manager:</b> (Line managers signature is required to approve your application and claim any associated costs)	<i>Typed names cannot be accepted as signatures. Please sign over this text or replace with an electronic signature.</i>	
<p>We will process the information you provide on this form in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Hartlepool Borough Council currently processes your personal information for the purpose of the administration and monitoring of HSSCP training provision and for statistical and evaluation purposes. The information you provide will be stored securely and will only be used for the purposes identified. For further information on how the Council process your information please see our privacy notice at <a href="http://www.hartlepool.gov.uk/privacy-notice">www.hartlepool.gov.uk/privacy-notice</a>. It is important that you read our privacy notice so that you are aware of how and why we process your personal information. If you have any questions on how we process your data please contact the Data Protection Officer, Hartlepool Borough Council, Civic Centre, Hartlepool TS24 8AY tel:01429 523087 or email <a href="mailto:dataprotection@hartlepool.gov.uk">dataprotection@hartlepool.gov.uk</a> You can withdraw your consent to the sharing of your information with accredited organisations and agencies at any time by contacting the Data Protection Officer, using the contact details above.</p>		

### INVOICE/RECHARGE DETAILS (TO BE COMPLETED FOR ALL COURSE APPLICATIONS)

Invoice Organisation:	
Invoice Address :	
Is a Purchase Order required from your organisation prior to submitting our invoice?	<b>Yes / No</b> (If Yes please provide the contact details to obtain this).
Email Address for your Finance Dept	

Please post your completed application to **Hartlepool & Stockton-on-Tees Safeguarding Children Partnership (HSSCP) Children's and Joint Commissioning Services, CETL, Brierton Lane, Hartlepool, TS25 4AF**  
or if electronic signatures are used via email to [HSSCPtraining@hartlepool.gov.uk](mailto:HSSCPtraining@hartlepool.gov.uk)  
**Please note: This training is free to employees of those organisations who financially contribute to the HSSCP (for all other organisations please refer to the HSSCP Charging Policy), however, a recharge of £50 is in place for ALL cancellations made within one week of the event or non attendance.**