



## 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 Cambridgeshire & Peterborough Children Safeguarding Partnership Board (CSPB)

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 and Peterborough Safeguarding Boards at <http://www.safeguardingcambspeterborough.org.uk/children-board/professionals/training/single-agency-training-validation/>

### Step Two

Complete the submission form downloaded from the CSPB 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 CSPB address below. If you would like to have an informal chat about your training package please contact the CSPB.

### Step Four

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

### Step Five

#### The Validation Meeting

Your attendance at the meeting (either as the trainer and / or the representative from the organisation) is required to enable the Chair to ask questions, in relation to the submission and to aid and inform the validation process. The Chair will take notes of your responses in order to support completion of the validation 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 Meeting

After the meeting the Chair will decide on the following to:-

- 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 validation checklist. From receipt of the letter you will be able to use the CSPB logo on your training for a period of three years.

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

- ii. The Chair will write to you if any further details are needed or have requested that some of the materials be amended. Once the additional information has been received or the amendments made the Chair may either validate your submission or may ask you to resubmit your training and attend for a further discussion.
- iii. If after the CSPB Validation Meeting the Chair 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 Chair did not validate the training. Should you wish, you can resubmit your submission with changes or appeal against the decision

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