Course No.	Courses	No. of Days	Jul. 17	Aug. 17	Sep. 17	Oct. 17	Nov. 17	Dec. 17	Jan. 18	Feb. 18	Mar. 18
1	Basic Awareness	0.5	04th AM CC		5th AM CR 1&2		17th AM CC		16th AM CC		6th AM CC
2	Basic Awareness Refresher	0.5			5th PM CR 1&2				16th PM CC		6th PM CC
3	Dignity & Respect in Care - Delivering Quality Services	0.5				17th AM G				1st AM G	
4	Hate Crime and Mate Crime (including Disability Hate Crime)	0.5	04th PM CC				17th PM CC				
5	Scams & Fraud - Avoiding the scammers and supporting those most at risk	0.5				17th PM G		11th PM G			
6	What I need to know as the Safeguarding Lead for my Organisation	0.5		1st AM G						1st PM G	
7	Mental Capacity Act for Providers (incl. DoLS/DoL, Best Interest Decisions, Do Not Resuscitate registers, Advanced Decisions & Lasting Powers of Attorney)	1			7th D G			8th D G			
8	Domestic Abuse & Safeguarding - A "Think Whole Family" approach to Safeguarding	1		8th D G			28th D G				8th D G
9	Safeguarding Adults (and Section 42 Enquiries) - Roles and Responsibitities of Providers	1	11th D G				14th D G			7th D G	
10	Mental Capacity: Working with Adults taking "Unwise" or Risky Decisions	1	17th D G				24th D G				
11	Managing Conflict and Having Difficult Conversations	1				20th D G			17th D G		
12	Making the most of Advocacy in Safeguarding responses	0.5		1st PM G						14th PM G	
13	"Making Safeguarding Personal (MSP) - Implementing and monitoring Protection Plans	0.5			18th PM G					14th AM G	
14	Human Trafficking & Modern Day Slavery	1		11th D G							15th D G
15	Self-neglect and Safeguarding - Exploring the Links	0.5			18th AM G				11th AM G		
18	Learning the lessons from Audits, Case Reviews and Safeguarding Adult Reviews	1			22nd D G CNWL				12th D G		

Location code	CC	Council Chambers
	G	Gallery
	CR	Committee Room
	CP	Churchill Place
	AM	AM
	PM	PM
	D	Day

How to register for Learning POD (Harrow's Online Training System)

1.) Go to http://harrow.learningpool.com/

2.) Scroll to the bottom of the page and click on "SCHOOLS/AGENCY/PARTNERS REGISTRATION"

3.) Fill out all the mandatory fields (marked with a red *) Here you create your username and password and fill in your details and that of your organisation.

   Please note you need a valid email address to register for this site. If you do not have one, you can quickly and easily create a free Gmail account at https://mail.google.com/ All the details of your course will be sent to this email address.

4.) Scroll to the bottom of the page and click "Create my new account"

5.) That's it you're done! You can now book your next course by logging in and selecting the Safeguarding Adults course you would like to do.

   As this is an online training system, this is the only way that you can download your certificate of attendance, simply put, no registration, no certificate.

The Safeguarding Adults training programme is now available for immediate booking through

http://harrow.learningpool.com/

As per last year, all bookings, cancellations (and indeed all other transactions, certificates etc.) are now fully "self-service" through our online booking system and this remains the only way to book your Safeguarding Adults training.

Please note that this year's programme is based on the demand for courses from last year so many of the courses that attracted fewer bookings have been dropped or will be run less frequently this year. Next year's courses will likely follow the same pattern so if these are courses that your staff need, please do book them up as where there is less demand, the course is likely not to run next year. Essentially we encourage you to book now and fill these courses.

As ever, please pay particular attention to the **booking and joining instructions** when you are booking online, together with the **cancellation policy** below.

Please feel free to distribute this information across your networks as widely as possible and apologies if you get this more than once as some people may be on multiple databases.

****
Cancellation charges:

Please also note that due to the very high volume of cancellations and "no shows" on many courses in recent years, we have decided to introduce a cancellation charge for **all non-emergency cancellations or "no shows"** based on a sliding scale of charges indicated below.

"No shows" with no verifiable telephone or email communication - £50
Verifiable cancellation (by telephone call or email) within 72 hours of the start of the course - £30
Verifiable cancellation (by telephone call or email) with more than 72 hours of the start of the course - No charge.

Emergency situations will be judged on their merits but any cancellation must also be done online (similar to the booking process) at http://harrow.learningpool.com/ before the start of the course or they will be treated as "no shows".

Booking a place on any course constitutes your agreement that you have the permission of your manager / supervisor for this booking and that you accept the terms of the cancellation and "no shows" above.

Individuals, agencies, organisations etc. who do not live up to this agreement may be excluded from future courses.

Please also note that it is the responsibility of the attendee/organisation/agency to ensure they can verify their cancellation so please keep a copy of any email cancellation.

In line with the cancellation charges above and to avoid disappointment, please pay careful attention to the booking and joining instructions for each course and ensure that you are booking on the right course for you and your staff.

Please feel free to distribute this email across your networks as widely as possible and apologies if you get this more than once as some people may be on multiple databases.

****