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8th February 2019

Department	Licensing – Regulatory Services
Contact Name	Michael Sims
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Our ref.
Your ref.

Dear

RE: Consultation on Proposals for Mandatory Safeguarding Awareness ‘Refresher’ Training for existing Hackney Carriage and Private Hire Drivers and Operators.

As you will be aware in 2015 the Licensing Committee approved Mandatory Safeguarding Awareness Training for all Hackney Carriage and Private Hire Drivers and Operators, which commenced in 2016.

The training package was developed and presented by members of the Licensing Team, The Child Sexual Exploitation Co-ordinator and the Adult Safeguarding Co-ordinator, and Slough was the first Berkshire Authority to roll the training out.

The training which was provided at no cost to licence holders or new applicants, proved to be very successful and was supported by the Hackney Carriage and Private Hire trade, with excellent feedback received.

However, developing and presenting the training to over 1,100 people proved to be a very time consuming exercise and put additional strain on staffing levels for over 18 months.

It is now time to put in place proposals for Mandatory Safeguarding ‘Refresher’ Training to commence in September 2019.

It is proposed that the training is to be outsourced to an experienced accredited training provider called **‘Personnel Checks’**, who currently deliver Safeguarding Awareness training called **‘Trust2Ride’** on behalf of a total of 5 local authorities throughout the UK and are also now in agreement to deliver the training to Windsor and Maidenhead, Reading, Swindon and Winchester to commence this year.

The training is CPD (Continual Professional Development) Accredited

The proposals for ‘Personnel Checks’ to provide the training would involve the following:

1. The training would be delivered in a class room environment with up to 50 attendees per pre-arranged session. Attendees would be either allocated a specific session or given a choice of scheduled dates so they can choose one that is most convenient to them.
2. There will be two training sessions on each scheduled day, AM and PM.
3. New applicants must undertake the Safeguarding training before a licence being granted and would be able to book themselves on any scheduled training session.

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4. The cost of the training will be borne by the licence holder, made payable direct to 'Personnel Checks' prior to attending the training session. The cost may vary dependant on the number of attendees, but may be in the region of £20 to £25 per person. So to reduce the cost, the more attendees there are on each training session the lower the cost will be for each person.
5. Drivers and Operators would order and pay for their training online through a dedicated Personnel Checks web page or over the telephone through a dedicated Personnel Checks phone line. All of the administration would be carried out by Personnel Checks.
6. Slough Licensing Team would be responsible for providing the venue for the training.
7. The training will be carried out by qualified trainers and will cover CSE, human trafficking and disability awareness.
8. The training will include a test element to ensure that the attendees have understood the information and training provided.
9. If an attendee's English is such that they might not understand what is being said they will be assisted with understanding it and the questions in the test. This is because the purpose of the test will be to assess their understanding of safeguarding issues, not their English language skills.
10. Attendees will receive a full training manual, certificate and window sticker for their licensed vehicle.
11. For existing licence holders It is proposed that the training will commence from 2nd September 2019 and must be undertaken by 31st August 2020.
12. Any current licence holder that has not undertaken the 'refresher' training by 31st August 2020 will have their driver or operator licence suspended until they have attended the training and must produce a valid certificate of confirmation.
13. The main purpose of approving Personnel Checks as the training provider is that there will be a consistency in the training being delivered throughout East Berkshire, as the training will also be delivered on behalf of Windsor and Maidenhead and Reading, as well as Slough. This also means that there will be scheduled sessions in all 3 local authority areas that any driver can book a place to attend, rather being restricted to just Slough.

It is therefore important that we consult with all current licence holders on the proposals.

I would be grateful if you can respond to this consultation with any views or comments you may have no later than **Monday 4th March 2019**.

Responses can be sent by email to: licensing@slough.gov.uk or in writing by post to The Licensing Team, Landmark Place, High Street, Slough, SL1 1JL.

Your Faithfully

Licensing Manager
Regulatory Services.