

## Guidelines for hosting a site-based *Keeping Safe: Child Protection Curriculum* Professional Learning Course

**Site-based Keeping Safe: Child Protection Curriculum (KS:CPC) courses** are available to approved sites and organisations for the full day face-to-face training. The benefits of hosting a site-based training are to reduce costs, have a tailored training, give sites an opportunity to engage in whole site planning and discussions, and choose a date that suits the site. It is recommended that there be a minimum of 16 and maximum of 50 participants if the training space allows for this number.

There is a fixed cost of \$2000 (incl. GST) for Department for Education sites and \$2500 (incl. GST) for non-Department sites. The course delivery with additional costs for materials, travel, accommodation and additional participants will be negotiated at the time of booking. The host site is responsible for payment of these costs.

The site that hosts the course will need to fulfil the following requirements to ensure the training is a success:

- Nominate a contact person who is on the teaching staff or leadership team.
- Participate in pre-course planning discussions with the SHINE SA trainer to determine the program for the day and how best to meet the needs of the participants.
- Provide a spacious training space with tables of approx. 6 participants per table, required IT, easy access to the training space, access to the training space 1 hour prior to training.
- Provide and cover the costs of catering for morning tea, lunch and tea/coffee/water (optional).
- If participants are invited from local sites and the host site decides to charge them a registration fee, this should not exceed the cost for a general course (\$150).
- Completion of enrolment form provided by SHINE SA that confirms the name, email, Department for Education ID number (if applicable) and relevant year level document of each participant. This needs to be emailed to the SHINE SA trainer at least one week prior to the course commencement date. This will allow for attendance forms and certificates to be generated and other materials prepared for the course.
- All participants are to be contacted and instructed to download the relevant curriculum documents prior to the course (an email will be sent from [cpc@shinesa.org.au](mailto:cpc@shinesa.org.au) with information regarding this).

If cancellation occurs, sites will be responsible for non-refundable expenses such as the 30% deposit and travel/accommodation cancellation fees.

For more information or to book a site-based KS:CPC course please contact:

P: 08 8300 5317

E: [cpc@shinesa.org.au](mailto:cpc@shinesa.org.au)

