



# Pam Gartland SAFEGUARDING FIRST

## **PG: SAFEGUARDING FIRST CANCELLATION POLICY 2023-2024**

To cancel a booked place at any of our training sessions, including live online virtual training, we require as much notice as possible but at least one week's notice (5 working days).

We confirm our numbers with the venue (where applicable), a week before our training and we are then held to those numbers. Also, we send out any documentation required for the training one week before the session. **Once this paperwork has been released, we are unable to cancel places and any cancellations will incur a fee.**

Our business aim is that we make safeguarding as affordable as possible for our customers and this means that we work on very small margins so need to cover any out of pocket expenses that we incur due to cancellations.

<b>CANCELLATION FEES:</b>	<b>Face-to-Face</b>	<b>Virtual</b>
Centralised full-day training (General)	£40	£20
Centralised half-day training (General)	£35	£20
Centralised 2hr training		£15
Mop-Up Training		£10
Single Central Record Training (this includes a charge for aide-memoire, if someone else from the same setting attends the session then the cancellation fee for the non-attendance will be £15)		£35
Prevent for DSL's Training		£30
Safer Recruitment Training (inc., Refresher Training)	£45	£20
Experienced DSL Training		£30
Professional Supervision Training (inc. charge for the policy documents. Should the delegate then re-book to attend another supervision training session a discount of £50 will be applied to the re-booked place)		£70

### **DSL Refresher Events:**

Cancellations with less than 1 weeks' notice or a non-attendance without cancellation will not immediately incur a cancellation fee unless that person wishes to attend another session during the same term. This additional attendance will then be charged at £40