

Buckinghamshire Safeguarding 

Partnership

Charging & Cancellation Policy 2023 – 2025

Please ensure you have read the Safeguarding Partnership Terms & Conditions, as detailed on our website

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| **Training Course / Event:** | **Charges for agencies & organisations directly contributing financially to the Safeguarding Partnership** | **Voluntary/Charity services (VCS) in Buckinghamshire** | **Charges for non- contributing organisations (Education, Independent, private &**  **commissioned services)** | |
| Early Help Assessment Tool/Graded Care Profile 2  Assessment Tool | NB: If you are unsure of which of the above applies to you - refer to your line manager/organisation for guidance in the first instance. | | | |
| **COST (per delegate)** | | | |
| **NO charge** | **NO charge** | **NO charge** | |
| All other BSCP & BSAB courses/events/conferences – unless otherwise stated in the event details | **NO charge** | **£80.00 per day /**  **£40.00 half day or less** | **£150.00 per day /**  **£75.00 half day or less** | |
| All BSCP & BSAB  courses/events/conferences – unless otherwise stated in the event details | **COST TO CHANGE DELEGATE**  **NB: To change a delegate – please refer to the Safeguarding Partnership Terms & Conditions for actions required** | | | |
| **NO charge**  **for eligible delegate** | **NO additional charge for eligible delegate** | **NO additional charge for eligible delegate** | |
| **COST OF CANCELLATION**  **more than 10 working days before the start date of the training** | | | |
| **NO charge** | **NO charge** | **NO charge** | |
| **COST OF NON-ATTENDANCE or CANCELLATION**  **10 working days or less before the start date of the training** | | | |
| **£150.00 per day**  **£75.00 half day or less** charges apply, irrespective of the reason | **£80.00 per day /**  **£40.00 half day or less / Loss of payment**  charges apply, irrespective of the reason | | **£150.00 per day /**  **£75.00 half day or less**  **/ Loss of payment** charges apply, irrespective of the reason |

Requests to change the date of attending a course will be classed as a cancellation and if notice is received within 10 working days or less charges will apply as per above.

Once you have booked a place on a Safeguarding Partnership course/event/conference, please ensure you keep to this commitment. Your bookings can be viewed on the Bookings & History page of your User Account on the online booking system.