



Cumberland
Safeguarding
Children Partnership

Training Cancellation & Non-Attendance Policy



Training Cancellation & Non-Attendance Policy

Cumberland Safeguarding Children Partnership (CSCP) deliver a range of multi-agency training to individuals who work for not-for-profit organisations that work with children, young people and their families in Cumberland.

Multi-agency training provides an opportunity for individuals to share experiences and enhance their safeguarding knowledge.

Who is our training for?

The CSCP's multi-agency training can be undertaken by:

- colleagues from not-for-profit organisations, who work directly with children, young people and their families in Cumberland, or
- colleagues where there is a requirement for you to complete safeguarding related training as part of your Cumberland Council contract.

The CSCP reserve the right to specify how many colleagues can attend each training session, to ensure that there is multi-agency attendance from differing organisations, as this allows for a richer discussion and enhanced learning.

Before booking training, participants must seek approval from their line manager.

What does it cost to attend our Training?

The CSCP's multi-agency training is free of charge for:

- colleagues from not-for-profit organisations, who work directly with children, young people and their families in Cumberland, or
- colleagues where there is a requirement for you to complete safeguarding related training as part of your Cumberland Council contract.

Cancellation Timeframes

The CSCP appreciate that, at times, organisations may need to cancel places they have booked on training courses. However, this can be costly in relation to wasted resources.

Therefore, if you need to cancel a training course you have booked, you should email the CSCP Business Team (CSCP.Training@cumbria.gov.uk) at least 5 working days in advance of the course date.

If you do not contact the CSCP at least 5 working days before the course date, the below cancellation and non-attendance charges will apply.

Exceptional circumstances will be decided on by the CSCP Business Team, on a case-by-case basis.

Cancellation & Non-Attendance Charges

All organisations will be charged for cancellations made less than 5 working days prior to the course date and for non-attendance on the day of the training.

The charges for both face to face and virtual (online) training is as follows:

- £25 for training sessions up to 1.5hrs (including Lunch & Learn or Twilight Sessions)
- £50 for training courses from 1.5hrs to 4hrs
- £100 for training courses over 4hrs

Please note: Billing information will be required at the time of booking (as part of the Booking Form), and the CSCP will not process any course bookings without payment details being provided. This allows invoices to be sent for cancellation and non-attendance charges, should this be required.

Course Booking Terms and Conditions

Individuals will be asked to confirm the following Terms and Conditions at the point of booking, as a formal commitment that their organisation will pay the cancellation or non-attendance fee.

- I understand there will be a charge for non-attendance of a course booked without notifying the CSCP Business Team (CSCP.Training@cumbria.gov.uk) 5 working days in advance of the course date
- On behalf of my organisation, I agree that the relevant cancellation or non-attendance charges will be paid.