

Buckinghamshire Safeguarding Partnership Charging & Cancellation Policy 2023 – 2025

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

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)
	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)		
Early Help Assessment Tool/Graded Care Profile 2 Assessment Tool	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
	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		
All BSCP & BSAB courses/events/conferences – unless otherwise stated in the event details	£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

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.