



## **Bexley S.H.I.E.L.D. (Safeguarding Partnership for Children and Young People)**

### **Training Terms & Conditions \***

**\* (these terms and conditions apply to a pilot scheme from May 2022)**

**You must seek your manager's permission to attend any of our courses prior to booking.**

This training is funded from the annual contributions made to S.H.I.E.L.D. by its relevant agencies. All training is free of charge to any person employed by one of S.H.I.E.L.D.'s relevant agencies and other partner organisations working in Bexley.

There will be a charge of £100 per full day or £50 per half day session for all applicants that failed to attend the training course (see below)

Some of the S.H.I.E.L.D. courses may be over-subscribed and whilst we try to arrange courses to meet demand, there will be times when not all applicants are offered a place. Short-listing may take place before the course (usually this is to ensure a good spread of agencies attend) and applicants are notified via email whether or not they have been allocated a place.

### **Cancellations and Non-Attendance**

Unfortunately, we do experience a significant problem with non-attendance and late cancellations.

- **Cancellations**

As demand for S.H.I.E.L.D. courses is high (we hold waiting lists for our courses), early cancellation is important in order that the place can be offered to another participant.

You can cancel your own place 48 hours prior to the course by logging into your account on the partnership website. Otherwise you must email us at [shield@bexley.gov.uk](mailto:shield@bexley.gov.uk) (again, at least 48 hours in advance of the course) to cancel your place.

- **Non-Attendance**

If you are unable to attend a course that you have booked on to, we expect you to contact us to inform us of this. If you do not inform us and do not attend, we will email you and your manager and your organisation will be charged £100 for non-attendance of a full day course or £50 for a half day.

## **Unforeseen events / exceptional circumstances**

We understand that unforeseen events/exceptional circumstances can lead to non-attendance or late cancellation, in which case, S.H.I.E.L.D. may consider waiving the non-attendance / late cancellation fee. You must request the fee to be waived at your earliest opportunity by emailing [shield@bexley.gov.uk](mailto:shield@bexley.gov.uk).

## **Latecomers / leaving early**

All learners are asked to make every effort to arrive in good time.

Late arrival is disruptive and discourteous to the trainer and to the group as a whole.

Learners are expected to attend the whole course. Leaving early is not an acceptable practice, and you may be asked to attend the course again.