



Teeswide Safeguarding Adults Board

Learning, Training and Development

Charging Policy for Late Cancellations and Non-Attendance

The Teeswide Safeguarding Adults Board (TSAB) is committed to supporting the provision of **free** multi-agency safeguarding adults training. The funding of learning, training and development opportunities is provided by our statutory partners and allocated on an annual basis to meet the identified training priorities. The TSAB has agreed that although multi-agency training will be provided free, a charge will be applied for late cancellations and non-attendance.

Procedure

Cancellation **more than** 7 calendar days before the course date:

- All cancellations must be made in writing, preferably by email to: tsab.businessunit@stockton.gov.uk
- No telephone cancellations will be accepted
- No charge will be applied

Cancellation 7 calendar days **or less** before the course date:

- Written notification must be received by the TSAB Business Unit from the delegate or their line manager
- Where written notification is **not** received 7 calendar days before the course start date or where there is insufficient reason for non-attendance, a charge of £50 per day will be made
- If any additional costs have been incurred these will also be charged in full, for example, interpreter services.
- If the learner is unable to attend the course on the day, due to unforeseen circumstances (such as illness) then written notification from the line manager must be sent to the TSAB Business Unit and consideration will be given to a waiver of the charges if this is deemed appropriate. Please note this is at the discretion of the TSAB Business Unit
- If the employing agency is able to provide an appropriate substitute delegate to attend the training, the TSAB Business Unit must be informed in writing, and the charge will be waived

It is the responsibility of all delegates to ensure they have signed the attendee list at the beginning of each training course day. Any delegates who have not signed the attendee list will be considered a non-attendee and will be charged accordingly.

Where places have been allocated to students the hosting organisation will be responsible for any cancellation charges incurred.

The Board reserves the right to levy charges at a higher level for training commissioned from specialist training organisations, where the cost of the course exceeds £50 per delegate.