



## Milton Keynes Safeguarding Board Charging and Cancellation Policy

In order to continue to provide safeguarding training, the Milton Keynes Safeguarding Board (MKSB) has agreed to introduce a charging policy for attendance at training events from 1 April 2017. This policy sets out the charges for training offered by the MKSB, including non-attendance charges.

The MKSB aims to ensure excellent safeguarding practice across all professionals (employed and voluntary) who work with children, young people and their families. Therefore, there will be no charge to attend core inter-agency training - "Everybody's Business".

Prior to booking on to a training event, delegates are responsible for ensuring that they are aware of this policy. Delegates must always follow their own agency processes when booking on to events and are responsible for ensuring that line manager approval has been obtained.

Charges may vary depending on the event, although the majority of courses will be charged at the rates outlined in Table 1. Charges for each course will be clearly advertised on the event booking system.

Table 1: Main Pricing Structure for Inter-Agency Training (Cost per Day)

	Half-Day	Full-Day	Specialist Full Day	Train the Trainer*
All agencies and organisations (excluding private sector, profit making and/or self-employed)	£30-00	£50-00	As Advertised	£200-00
Private sector, profit making and/or self-employed	£45-00	£70-00	As Advertised	£250-00

\*For trainers wishing to train commercially (e.g. charge delegates), the cost will be £1,000.

Payment information will be requested at the time of booking and invoices will be raised after the event. Further payment information may be requested from delegates after events if required. Failure to provide the required information within 10 working days of the request may result in the suspension of a delegate's training account. Ongoing failure to provide invoicing information may result in contact with a delegate's agency and deletion of a delegate's training account and history.

### **Cancellation Fees / Non Attendance Fees:**

The MKSB appreciates that at times agencies may need to cancel places reserved on training courses. However, this can be costly in terms of wasted resources. Therefore, all cancellations must be made more than 5 working days prior to the course date. Courses must be cancelled by the applicant, via the MKSB event booking system.

**Any cancellations made 5 working days or less before the event date will be charged at 100% of the course cost. For courses offered free of charge, the cancellation charge will be £30-00 for a half-day and £50-00 for a full-day.**

In cases where delegates cannot attend, replacements can be sent. The replacement delegate is responsible for clearly marking their attendance on the course register on the day of the event.

*Exemptions to this policy will only be made in exceptional circumstances.*