

**Safeguarding in Education**

Training Booking Form – Academic Year 2018 – 2019

**Booking Form –**To use for training delivered by the **Safeguarding In Education Officers only.**

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|  | **Delegate Details** |
| **Name of Training Course** |  |
| **Date** |  |
| Full name: |  |
| Job title: |  |
| School/College Name  & Address: |  |
| Contact Number: |  |
| E mail address: |  |
| New Starter Y/N?: (and date started) |  |
| Any special requirements including Access /Dietary |  |
| **Please tick ✓**  I have read and understood the charging policy and cancellation policy.  I have read and understood the Terms & Conditions | |

**Terms & Conditions**

**Course Timings**

Full day training sessions will be delivered from 9.30am to 4.30pm. Half day training courses will be 9.30am to 12.30pm unless otherwise stated. All courses will start promptly, so please arrive 15 minutes prior to the specified start time to allow time for registration and refreshments.

**Charging Policy**

All Full Day Training Sessions: £200.00 per delegate (including lunch)

All Half Day Sessions: £100.00 per delegate

**Cancellation Policy**

Due to the level of training delivered and range of workshops delivered, some courses are in demand and oversubscribed. Please inform the Safeguarding Education Team if you are no longer able to attend so that somebody else can have your place.

Delegates will be charged £75 for non-attendance on any training course. If the cancellation is within 48 hours of the training or on the day, then the full cost of the course will apply. This includes cancellation of Whole School Training and other bespoke training courses delivered on establishment site. If you are unable to attend, you can send a substitute staff member in your place to prevent charges being incurred.

**Pre Course Reading**

We recommend that prior to attending any training course delivered by Safeguarding in Education, you explore the Leicester Safeguarding Children’s Board Procedures at <http://www.proceduresonline.com/llr/scb/> and the Safeguarding Education Page of the Schools Extranet <http://schools.leicester.gov.uk/services> Please also familiarise yourself with the Safeguarding and Child Protection Policy, Practices and reporting procedures for your school/college.

You will receive a booking confirmation once your place has been confirmed. If you are unsuccessful getting a place on your chosen course/date, you will automatically be placed on the next available course/date.

**Please return your completed form to** [**safeguardingineducation@leicester.gov.uk**](mailto:safeguardingineducation@leicester.gov.uk)