



Attendance and Cancellation Charges Policy

2022-2023

Attendance charges:

Please note if the course says **FREE** in the title then this course is free to everyone, however the cancellation policy still applies to free courses.

	Previous Charges	New Charges (2022)
HSCB Advanced Multi Agency Risk Assessment and Decision Making in Child Protection *	£100 / person	£100 / person
HSCB Introduction to Safeguarding and Child Protection *	£60 / person	£60 / person
HSCB Safer Recruitment *	Free	£120 / person
HSCB Managing Allegations Against Staff and Volunteers (LADO) *	Free	£25 / person
HSCB Workshops *	Free	£10 / person
HSCB Lunch Time Learning Events *	Free	Free

*All course are **Free** for Harrow Council employees; Partner agencies who provide funding to HSCB, voluntary groups, faith bodies and regional charities with income less than £100K.

Cancellation and non-attendance charges:

	Previous Charges	New Charges (2022)
More than 5 days notice – cancelled via https://ss4eharrow.uk/	Free	Free
Less than 5 days notice by phone or email and without reasonable justification.	£50	£50

Emergency situations will be judged by HSCB on an individual basis and must be formally communicated by email to lscb@harrow.gov.uk before the commencement of the course.

Individuals, agencies or organisations who do not adhere to HSCB's Pricing and Cancellation Charge Policy may be excluded from future courses; this will be at the discretion of HSCB.