



Warwickshire Safeguarding Children Partnership Cancellation and Non-Attendance Policy

All WSCP training courses are free to attend however, they are delivered at a cost to partner agencies. To ensure every delegate receives the best possible experience and to maintain value for money, we have introduced the following Cancellation and Non-Attendance Policy for **all in person and online training**.

How to Cancel or Notify of Substitutions

If you are no longer able to attend your chosen session, please **notify the WSCP Business Team as soon as possible** by emailing wscp@warwickshire.gov.uk. Fee waivers may be granted in cases of extenuating circumstances.

Declining the calendar link sent for training sessions **does not count** as a cancellation.

If a delegate is off sick or no longer with an agency, it is the responsibility of the relevant **line manager** to **inform WSCP Business Team directly by emailing**

If you are unable to attend, you may nominate a suitable colleague to take your place. Please notify WSCP of the substitution **at least 24 hours** in advance.

Cancellation and Non-Attendance Charges

To help cover the cost of unused places, the following charges may apply if we don't receive notice in time:

- **£100** for a full-day course
- **£50** for a half-day or shorter session

These charges apply if:

Cancellation is received within **7 working days** of the session date, or a delegate **does not attend**, and **no prior communication** has been made with WSCP via wscp@warwickshire.gov.uk.

In this event, you can arrange for a suitable colleague to attend in your place, there will be no charge.

Delegates that leave a session early **will not** receive a certificate and will be considered as a 'non-attendance' and subject to a charge as set out above, unless otherwise agreed with WSCP.

Delegates with repeated non-attendance may be restricted from booking future training sessions.

As part of the booking process, for training where cancellation and non-attendance charges apply, you will be asked to provide your line manager's contact details at the point of booking. This helps us apply the policy fairly and ensures timely communication if needed.

Date agreed by WSCP Learning & Development Group:	16/07/2025
Date for Review:	16/07/2027