

Barking and Dagenham Safeguarding Children Board (B&D SCB) Cancellation Policy

Please read all the information below before applying to attend training.

The B&D SCB will charge a £50 non attendance charge when;

- A training place is cancelled less than five working days before the training date; or
- Non attendance occurs on the day with no representative sent

B&D SCB Cancellation Process

- An email must be sent to the B&D SCB training team (lscb@lbbd.gov.uk) no later than 5 working days prior to course date.
- **NB: If you do not have access to email please phone for advice on 020 8227 2839**
- You will receive an email from the B&D SCB training team confirming that they have received your cancellation notification.
- Cancellations will not be accepted over the phone.

By signing the application form or sending an application form electronically you are authorising to pay the £50 non attendance charge if your staff member does not follow the cancellation process.