



WESTERN ISLES CHILD PROTECTION COMMITTEE

CANCELLATION AND NON-ATTENDANCE POLICY

This policy applies to all Western Isles Child Protection Committee training courses, workshops, network events, conference and other events.

Cancellation of a place

Places may be cancelled at no cost provided **more than 5 working days** notice prior to the event has been provided.

Cancellations after this time will incur a fee of £25. The invoice for cancellation will be sent to the delegate's line manager. All cancellations must be received in writing (postal or e-mail).

Non-attendance

Non-attendance of a delegate on the day of the training event will incur a fee of £25.

Substitute Delegate

Another member of staff can substitute for the candidate at any time with at no additional cost. Please inform us in writing of any change as soon as possible.

Contacting us

To cancel a place or change the delegate please write to or E-mail:

Diane Smith, Administrative Assistant, Western Isles Child Protection Committee
Education Development Centre, Comhairle nan Eilean Siar, 6 Kenneth Street,
Stornoway, Isle of Lewis HS1 2DR

✉ E-mail diane.smith@cne-siar.gsx.gov.uk

We will confirm in writing that you have cancelled your place.

Cancellation by Western Isles Child Protection Committee

The Western Isles Child Protection Committee may have to cancel a training course, workshop or network event prior to the event date. We will contact the delegates as soon as possible to advise of the cancellation.

If you would like more information please contact us at diane.smith@cne-siar.gsx.gov.uk or telephone **01851 708658**.