



Training |

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Praesidio
safeguarding

Terms and Conditions for Online Training Courses

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organised by:
Praesidio Safeguarding Limited



Praesidio Safeguarding Limited

Online Training Terms and Conditions



This document outlines the general terms and conditions between Praesidio Safeguarding Limited (the deliverer) and any organisation that books an online training course (the organiser).

Before Training

The organiser will agree a suitable date and time for the course to take place. This will usually be between 10am and 1pm on a weekday but can be flexible as required. A calendar request will be sent to the organiser and when accepted, will deem the date and time agreed, the course booked and these terms and conditions accepted

The organiser will provide a list of delegates via email at least one working day prior to the start of the course.

A Zoom or Teams link will be sent to the organiser for distribution to the delegates in advance of the course. (Organisations may use their own link if necessary).

Amendments and cancellations

Amendments to delegate lists will be accepted until the working day before the course.

If the organiser wishes to postpone the course, 7 working days' notice is required. If there is less than 7 working days' notice, it will be considered a short notice cancellation and rebooking will be required.

If the organiser wishes to cancel the course, this will be accepted with a minimum notice of 7 working days prior to the start of the course. Short notice cancellations with less than 7 days' notice will incur a penalty of 50% of the total cost of the course. Less than 1 working days' notice will incur a penalty of 100% of the total cost of the course.

The following circumstances will result in a penalty of 50% of the total cost of the course:

- Less than five delegates join the training.
- A failure of delegate internet or hardware means less than five delegates remain on the training.
- Delegates leave the training early leaving less than five delegates on the training.

Day of training

Delegates should join the waiting room using the appropriate link 5 minutes before the start time. They will then be admitted on time and training will commence. Delegates will be expected to stay for the whole course. Internet or hardware issues for the delegates are not the responsibility of the deliverer.

Courses are designed for 16 delegates and a minimum of five delegates are required to make the course viable. The deliverer reserves the right to cancel the course if less than five delegates are present at the start time. In these circumstances, the organiser will agree to pay 75% of the total cost of that course.

After training

On conclusion of the course, the deliverer will provide certificates and any appropriate course materials to the organiser for distribution to the delegates.

Invoices will be sent to the organiser and payment will be due within 28 days.



Contact Us



PraesidioSafe



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