



**Training contract to be signed by Senior Lead in the school or organisation.**

## **Bookings**

Bookings must be made in writing by a Senior Lead in the school or organisation.

## **Course Changes**

The location and date of the course will normally be as advised at the time of booking.

We reserve the right to change location or trainers without notice (due to unforeseen circumstances.) Delegates will be notified as soon as possible regarding any changes.

## **Choice of delegates**

It is the responsibility of the Senior Lead in the school or organisation to verify that each of the delegates chosen to attend the training have the emotional health, robustness and emotional awareness to benefit from the course. The content will be emotionally challenging at times so it is vital that delegates are aware of this.

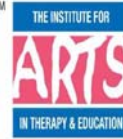
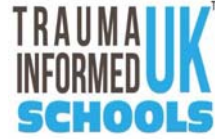
It is the responsibility of the Senior Lead in the school or organisation to verify that each of the delegates chosen to attend the training already have good listening skills and a warm empathic attitude with children.

Schools/organisations agree to enabling delegates to spend time with children on a 1-2-1/small group basis – as well as time for the online tool - during their training and also in the future in order for them to main their Practitioner Licence.

## **Missed days and cancellations**

In the event that delegates miss one or more days of training these will need to be made up by attending another HeadStart Trauma and Mental Health informed training course, when this occurs there will be an admin fee of £40. Places on the course are non-transferable as 100% attendance is required to achieve HeadStart Practitioner Status.

- Places can be deferred with 14 days' notice prior to the start of the course. The delegate will be put on a waiting list and will not necessarily gain a place on the next course. Cancellations need to be made with 4 or more working days' notice.
- In the case of cancellations without due notice there will be a fee of £175 for Top-up training and £395 for Practitioner training.
- A charge of £395.00 per person will be made to any organisation that nominates a delegate/s and who fail to attend the complete 10 day training. This will go towards enabling another delegate to train.



**Inappropriate behaviour on the course**

We reserve the right to exclude a delegate from training, at any stage, due to rude, physically or verbal abusive behaviour or if they are deemed to be disruptive to the learning of others. .

We also reserve the right to ask a delegate to leave the training should we feel it is putting their psychological well- being at risk.

**Loss or personal injury on the course**

We cannot be held responsible for any loss or damage incurred on the course to personal property of delegate.

We cannot be held responsible for any personal injury from negligence on the course.

**Course materials**

By signing this contract, you acknowledge that the copyright and all other intellectual property rights in all course materials are for the sole use by IATE. It is not permitted to take photographs of any of the slide images or make audio recordings of any of the lectures or group discussions. It is not permitted to copy / photocopy course materials, nor use in any other courses,

**Safeguarding**

*The delegate must have*

- *completed Level 2 in Safeguarding before attending the training*
- *up to date DBS certificate.*

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I accept that to the best of my knowledge delegate

..... (delegate' s name)

has the ability and emotional robustness to attend the training.

I agree to all the conditions set out above.

Signed: .....

Printed Name: .....

Job Title: ..... Date: .....