

Terms and Conditions

CONFIRMATION: Once we have received your booking form you will be sent an email confirmation. **WE MUST RECEIVE PAYMENT PRIOR TO EVENT DATE.** If you have not received confirmation of your booking within 14 days of the event date, please contact RL Safeguarding Service on 0115 845 3575 as we may not have received your booking. We cannot be held responsible for non arrival of information.

RL Safeguarding Service Ltd reserves the right to refuse any booking. Whilst in attendance at the event, if your behaviour is deemed to be inappropriate, disruptive, offensive, dangerous or illegal, RL Safeguarding Service Ltd reserves the right to ask you to leave the event without a refund.

CANCELLATION: No refund will be given for cancellations within 28 days of the event date. 50% refund will be given for cancellations between 29 days and 90 days. Cancellations before 91 days are subject to a handling and administration charge of £75.00 plus VAT per delegate. All cancellations must be made in writing to the address below.

For the Legal Aspects of Record keeping course, delegate names can be substituted free of charge.

DATA PROTECTION

By registering for a conference or training event, RL Safeguarding Service Ltd can provide you with information relating to your booking and other RL Safeguarding Service related products or services via email, direct mail, fax or telephone. Please write to Rosie Luce, Director, RL Safeguarding Service Ltd, 31 Blakeney Road, Radcliffe-on-Trent, Nottingham, NG12 2GX if you do not want to receive this information.

DELEGATE ACCESS AND DIETARY INFORMATION

We always provide a vegetarian option for main meals. If you have any dietary requirements please inform us at the time of booking. We make every effort to ensure that our events are accessible and enjoyable for all our delegates. Please contact Rosie Luce, Director to discuss any access or specific requirements you may have.

Conference administrator,
RL Safeguarding Service Ltd,
31 Blakeney Road,
Radcliffe-on-Trent,
Nottingham,
NG12 2GX

Tel: 0115 845 3575 or email: rosie.luce@rlssltd.com