

# CSE and Child Protection training events and workshops

## 1. Event Participation

Details about a specific event, the registration process and fees will be published on the Susie March Consulting (SMC) website and distributed via email to prospective participants. Should additional expectations apply for specific events, they will be provided as part of the event registration process and published on the event registration web page. SMC reserves the right to amend any part of the event's programme if necessary, at any time.

## 2. Workshop eligibility

It is recommended that a minimum of 2 participants from the same school attend the same subject workshop.

Designed for pastoral leads, teachers, school nurses and school counselors who have roles in CSE, Pastoral Care, Health Education and Child protection.

The school should be planning or already running a CSE curriculum.

## 3. Confirmation of registration

A registrant will receive a registration acknowledgement email. All completed registrations are PENDING until there is sufficient enrolment. Only then will registration become confirmed.

SMC reserves the right to cancel workshops without sufficient enrolment and will provide at least 5 weeks' notice prior to the workshop date. Please do not finalise your travel and accommodation arrangements until you receive a confirmation that the workshop will run. You are also advised to take out travel insurance as a matter of course to cover unforeseen events such as force majeure.

## 4. Cancellation Policy

Any cancellation by registrants occurring 30 days or more prior to the first day of the workshop will be refunded, less any related banking or currency charges.

Cancellations made 29 days or less prior to the first day of a workshop will not be refunded.

## 5. Assurances and Liability

SMC is not liable for loss or damage in the event, as a result of unforeseen circumstances of such a nature as to justify any of the following, the event is cancelled, wholly or partly, the venue is changed, the times are changed, one or more elements of the event are amended or speakers are replaced or loss or damage sustained during or in connection with the event, other than as a result of intent or gross negligence. In no event will SMC be liable for loss or damage exceeding the amount for which it is covered by event or liability insurance.

Registrants will indemnify SMC and hold it harmless in the event a third party makes a claim against SMC in connection to the Registrant's attendance at the event. Registrants should make their own arrangements with respect to personal insurance, along with travel insurance, unless event participation explicitly states travel insurance is included. In such cases, additional travel insurance terms & conditions will be made available for review.

## 6. Payment

SMC will define in the course description the costs covered by the participant fee. Typically this does not include travel to and from the event, accommodation and meals.

Payment must be made within 40 days of registration and at least 30 days prior to the workshop. Payments to be made by bank transfer, using participant surname, course title and date as reference

Please inform your Finance Department that all bank charges are to be borne by the Remitter and that SMC must receive the workshop fee in full

Contact us at [info@susiemarch.com](mailto:info@susiemarch.com) to obtain bank transfer details

## 7. Certificate of Attendance Policy

Certificates of attendance for workshops will be issued only to participants who attend all scheduled sessions. Eligible participants will receive the certificate as a PDF document via email.

## 8. Behaviour Policy

SMC reserves the right to refuse admission to the workshops if a participant's behaviour jeopardises the safety or learning of other participants, workshop leaders and any SMC representatives. No refund will be forthcoming, nor will the Certificate of Attendance be issued.

## 9. Audio-visual Recording Policy

The audio and/or videotaping of SMC professional development workshops is strictly prohibited. Anyone in breach of this policy may be asked to leave without refund of participation fees.

SMC frequently photographs and/or records its events. By attending a SMC event, Registrants consent to being recorded and/or photographed, and authorise SMC to use any recording and/or photographs in any medium (web, digital, print, broadcast) throughout the world at SMC's discretion.

If the participant becomes aware of his/her image being used in a way with which he/she is uncomfortable, he/she should make representations to the event organisers.

## 10. Data Privacy and Protection

Registrants provide SMC with their personal data and give SMC consent to process the data for event registration purposes, which may include sharing data with third party processors. We will only share data with third parties that are directly involved with planning and/or running this event, we will not sell data to third parties. Registrants further consent to the sharing of their personal contact data

(including name, email address, institution and position) with other event participants to facilitate networking opportunities.

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## 11. Governing Law and Venue

This Agreement will be considered executed and concluded in Germany and this Agreement and the rights and obligations of the parties hereunder will be interpreted in accordance with German law, with venue lying in the appropriate court for Germany

## 12. Confirmation

The Registrant has read and agrees to the above Terms and Conditions of Event Participation.