

Event Booking Terms and Conditions

These Terms and Conditions (the 'Terms') apply to all PSHE Association bookings, including but not limited to CPD training, network meetings, seminars, workshops, conferences, School Staff Training (including schools, local authorities, academy trusts and bespoke), LMS courses and one-to-one session bookings.

By making a booking you are confirming that you have read, understood and agreed to these Terms and Conditions.

We may update these Terms from time to time. We suggest you review these Terms at the time of each booking.

Bookings

1. The PSHE Association education, training and events programme is designed to support school staff and those working directly with schools only, including local authorities (LAs) and multi-academy trusts (MATs). This is informed by feedback from our members about what they value about our training and events, including a desire to meet and share practice with professionals operating in similar contexts and places of work.
2. Unless expressly specified otherwise, delegates must be a member of the PSHE Association and actively working in schools or directly supporting schools (e.g. LAs, MATs) in order to be eligible to attend our training and events. We reserve the right to cancel and refund bookings for training and events made by ineligible members.
3. One booking will secure one place for a PSHE Association member (or membership contact if part of a school membership) to attend the chosen session or event. If more than one individual would like to attend (for example, an online CPD training twilight session), multiple places must be booked via our website.
4. School Staff Training (SST) bookings are exempt from clause 3 above. The purpose of the SST session is to train a group of delegates from the same setting, locality, or hub.

Payments

5. Some PSHE Association events and training sessions can only be paid for by card. In those instances, please book the date and time on the PSHE Association website, and make payment on the website via Stripe.
6. For any PSHE Association events and training sessions that are paid for by invoice, the PSHE Association will endeavour to issue you with an invoice, on request, prior to the event date.
7. The due date for payment of the invoice will be specified on the invoice. If you have not made payment before the event, your admission cannot be guaranteed.
8. For last minute bookings we ask delegates to ensure that payment is made as soon as possible, and always within 30 days of receipt of the invoice.
9. Where you fail to make payment by the due date, as well as potentially not being able to attend, you will pay interest on the overdue sum from the due date until payment of the overdue sum in full. Interest charged will be at 4% a year above the Bank of England's base rate from time to time, but at 4% for any period where this rate is below 0%.

Cancellation

10. If you need to cancel your booking, please email info@pshe-association.org.uk at the earliest opportunity, or telephone 020 4538 1509 during office hours and confirm the cancellation by email afterwards.

11. There will be no charge if you wish to substitute a delegate on a course for someone else providing they are a member, this is more than 3 days before the event date, and we are notified by email to info@pshe-association.org.uk.

Cancellation charges

12. Where you give PSHE Association notice of cancellation there may be a cancellation charge as set out in the table below:

Cancellation Period Cancellation Charge

Two months (inclusive) or more before the scheduled event date	0%. Where payment has been made you may obtain a full refund subject to, at PSHE Association's discretion, a £30 administrative cost of the refund and crediting the invoice.
More than one month (inclusive) but less than two months before the scheduled event date	50%. Where payment has been made you may obtain a refund for 50% of the fees subject to, at PSHE Association's discretion, a £30 administrative cost of the refund and crediting the invoice.
Less than one month before the scheduled event date, and/or non-attendance	100%. Where payment has been made you will not be entitled to any refund.

These Terms may be waived in exceptional circumstances, at the discretion of the PSHE Association.

Copyright and Confidentiality

13. All PSHE Association training and events materials (together the 'Materials') and resources are the copyright of the PSHE Association unless otherwise attributed.
14. We generally make available to delegates the Materials and resources used in training and events after the training or event.
15. Resources may be used by you and your colleagues solely for professional development and/or for the benefit of pupils and your school community.
16. By accepting these Terms, you accept and agree that, unless otherwise specified in these Terms, you will not:
- a. disclose to, or allow the use of, Materials and/or resources by any other third party;
 - b. under any circumstances:
 - i. use, copy, modify, reproduce, re-publish, sub-license, sell, upload, broadcast, post, transmit or distribute Materials and/or resources;
 - ii. record or save photographic, video or audio footage from any training or events, or relay the content by phone, videoconference, social media or other means to any third parties;
 without the prior written consent of the PSHE Association.
17. All delegates must use respectful language and be courteous to each other and the trainer and speakers, including when using online event chat boxes or Q&A functions and post-event, and be respectful of our aim to support high quality PSHE education for all children and young people. Any messages posted to chat boxes or Q&A must be related to the discussion at hand. Please avoid

linking off to resources or services that have not been covered or referred to by the facilitators or speakers. This helps us keep to timings and ensure all delegates get the most out of events.

18. By agreeing these Terms, you agree and accept that the PSHE Association reserves the right to refuse admission to, or remove delegates during, a training or event if, in its reasonable opinion, their presence may negatively affect the experience or enjoyment of other delegates, may affect the running of the training or event, and/or their behaviour breaches or undermines the purposes of clause 16 & clause 17 above.

Breach

19. In the event of a breach of these Terms, you agree to indemnify the PSHE Association for any direct and indirect losses, liabilities, damages, costs and expenses (including legal fees), whether financial or non-financial, arising out of or due to a material breach, including the unauthorised use, disclosure, or exploitation of PSHE Association Materials and/or resources.

Cancellation of Courses and Changes to Content

20. Our training and events are constantly updated and improved and we reserve the right to alter any of the content without prior notice. The PSHE Association will make every effort to provide the services as specified, but, if for any reason beyond its control it fails to do so, neither the PSHE Association, nor its trustees or employees, shall be liable for any resulting loss or damage. In such circumstances, delegates will be offered an alternative date or a credit note.

Authorisation

21. By submitting a booking to us, by whatever means, you are acknowledging that you have received authorisation for this expenditure from the relevant person at your institution. Additionally, you are confirming that you have read, understood and agreed to these Terms.

Legal interpretation

22. The Materials, training, and courses provided by the PSHE Association cannot be relied upon for legal interpretation. Neither the PSHE Association nor its employees, trainers or consultants can accept responsibility for delegates' actions, or those of other people reading the course notes or interpreting the training in litigation, or responsibility for any loss incurred as a result of relying on the training or the training notes.

Please contact us if you need any further clarification at info@pshe-association.org.uk