



Terms and Conditions for booking Workshops

Please read before confirming your booking.

1. Introduction These terms and conditions govern the booking and participation in workshops provided by The Challenging Behaviour Foundation (The CBF). By booking a workshop, you agree to comply with and be bound by these terms.

2. Booking and Payment

- All bookings must be made through The CBF website or authorized channels.
- Payment must be made in full at the time of booking unless otherwise agreed.
- The CBF reserves the right to cancel or reschedule workshops. In such cases, participants will be offered a full refund or the option to transfer to another workshop.

3. Cancellation and Refunds

- Participants may cancel their booking up to 15 days before the workshop date for a full refund. Cancellations must be requested in writing by emailing <mailto:workshops@theCBF.org.uk>. It may take up to 10 working days from when the return is processed for you to receive it.
- Cancellations made less than 15 days before the workshop date will not be eligible for a refund.
- In exceptional circumstances, The CBF may consider partial refunds or transfers to another workshop.
- The CBF reserves the right to cancel a workshop due to low numbers or unforeseen trainer non-availability although we will make every effort to provide a substitute trainer. If this is not possible the participant will be offered an alternative date/workshop or a full refund.

4. Workshop Participation

- The CBF workshops are designed for family carers, professionals, and support staff directly supporting individuals with severe learning disabilities or individuals with moderate learning disabilities and an additional diagnosis of autism

Each workshop lasts for 4.5 hours including breaks and Q & A time. Participants are expected to engage respectfully and actively in all workshop activities. Sexual harassment in any form towards any trainer or participant will not be tolerated.

- The CBF reserves the right to remove any participant who disrupts the workshop or fails to comply with these terms.

5. Liability

- The CBF will not be liable for any loss or damage arising from participation in the workshops.
- Participants are responsible for their own safety and well-being during the workshops.

6. Privacy and Data Protection

- The CBF will collect and process personal data in accordance with its [Privacy Policy](#). Personal data will be used solely for the purpose of administering the workshops and will not be shared with third parties without consent.
- The CBF sometimes uses quotations from feedback/Evaluation forms anonymously for funding applications and promoting the workshops.

7. Intellectual Property

- All workshop materials are the intellectual property of The CBF and may not be reproduced or distributed without permission.
- Participants may use workshop materials for personal reference but must retain any copyright notices.

8. Accessibility

- The CBF is committed to ensuring that all workshops are accessible to everyone, including individuals with disabilities.
- Participants requiring specific accommodations are encouraged to contact The CBF in advance to discuss their needs.
- The CBF will make reasonable efforts to provide necessary accommodations to ensure full participation in the workshops.

9. Changes to Terms and Conditions

- The CBF reserves the right to amend these terms and conditions at any time. Any changes will be communicated to participants in advance.

10. Contact Information

For any queries or concerns regarding these terms and conditions, please contact The CBF at workshops@thecbf.org.uk or telephone 01634 838739
