

# SAFEGUARDS SEMINAR BOOKING FORM

Please note: your details will be kept on a database.

Name of participant .....

Job title .....

E-mail ..... Phone .....

(confirmation letters will be sent to this email address)

Organisation and Section .....

Work Address .....

..... Postcode .....

Course **ESA Safeguarding Guidance**

Date **7<sup>th</sup> December 2016**

Do you have any special needs? .....

## For your manager:

Please tick ONE of the following boxes, and complete your details at the end.

### Non-paying organisations

*RBG council staff, local organisations & advice services*

☐

I agree to the £55 charge for late cancellation (less than 5 working days) or incomplete attendance, irrespective of the reason.

### Paying organisations

*Solicitors, Trade Unions, Housing Associations and Social Enterprises, other similar organisations, and Advisers from outside Greenwich*

☐

Please invoice my organisation for £40.00.

Please note: we can only refund the booking fee if cancellations are received at least 5 weeks before the date of the course.

**In all cases cancellations should be made in writing.**

## Manager's Details:

Name (please print) ..... Signature: .....

Job title: ..... Email .....

Fax or post your completed form to Pansy Turpin, Greenwich Council's Welfare Rights Service,  
2<sup>nd</sup> Floor, The Woolwich Centre, Wellington Street, Woolwich, London SE18 6HQ. Fax 020 8921 2016  
For queries, phone: 020 8921 6376 or email [Wrs.Training@royalgreenwich.gov.uk](mailto:Wrs.Training@royalgreenwich.gov.uk) Oct 2016