

Terms of work

Nature of work:	
Date and time:	
Location:	
Equipment and resources:	TCBN will provide all handouts We ask that you provide a projector, or similar, to enable use to show a powerpoint presentation. Preferably with the ability to play sound for videos.
Fee:	This includes a 30 minute consultation to help me understand your organisation's background, current needs and goals. It also includes all handouts, set up and pack down, and travel time

Please scroll to the next page for further details.

Working Agreement - Organisations



Introduction

Thank you for choosing The Child Behaviour Network. The purpose of this document is to outline the services offered by The Child Behaviour Network and create a working agreement between us. In addition to this document, you will be asked to complete a registration form.

Services

We provide training and consultation for organisations. You may engage with either individually or a combination. As our work is bespoke you will have been provided with a price that will have been tailored to your requirements.

Please see our website for details on these services

Consultancy	Approx £150 per hour
Training	Approx £200 per hour

Online Meetings

All meetings are online via Microsoft Teams, unless in person meetings are requested. We will send a meeting invite to the email addresses provided.

In Person work

We are based in Farnham, Surrey, with travel time for in-person meetings and work charged at £35 per hour.

Cancelling of Work

Consultation: Should you wish to cancel or rearrange a consultation you may do so up to 48 hours prior to the meeting without incurring any charge. For meetings cancelled at less than 48 hours notice, TCBN reserves the right to charge the full fee. Should TCBN need to rearrange a meeting due to unforeseen circumstances, the meeting will be arranged at the earliest mutually convenient time.

Training: Should you wish to cancel or rearrange training you may do so up to 30 days prior to the training without incurring any charge. For training cancelled at less than 30 days notice, TCBN reserves the right to charge 50% of the full fee. For training cancelled at less than 7 days notice, TCBN reserves the right to charge 80% of the full fee.

If you would like to stop our involvement completely, you are welcome to do so by contacting us via email. You will be invoiced for any work that has taken place, and in line with the above guidance on cancellation.

Terms and Method of Payment

Bespoke fees are outlined in your Terms of Work on page 1. A deposit may be required for training at 25% of the training cost. The full cost of the work will be invoiced following each block of work.

Payment should be made via BACS within 30 days of the invoice being sent.

Sort Code: 60-83-71

Account Number: 71068204

Account Name: Nicola Rayner

Reference: Please use the invoice number provided.

Confidentiality

All staff at The Child Behaviour Network ensure professionalism, integrity and confidentiality when working with families. Your consultant will not disclose information to anyone outside of The Child Behaviour Network unless they have the express permission of the child and parents/carers.

The exceptions to the above rule would be:

- Risk of harm: If we perceived that the child, or someone else, was at risk of harm. If we needed to breach confidentiality for any reason (and this is very rare) we would always seek to discuss this with you first unless in an emergency situation e.g. we felt the child to be in immediate danger
- To comply with applicable laws; respond to governmental enquiries (or enquiries from a legal, governmental or quasi-governmental or local authority agency); comply with a valid legal process or procedure; or protect our rights or property.

Code of Ethics

We adhere to the Ethical Framework of the Health Care Professionals Council.

Policies

Please familiarise yourself with our Privacy Policy and Safeguarding Policy, both of which are available on our website.

<https://www.tcbn.co.uk/policies>