



MCT DURHAM PCF WORKSHOP, TRAINING & EVENT ATTENDANCE POLICY

1. Purpose:

MCT Durham PCF is a CIO charity organisation that hosts and facilitates free workshops and events for parent carers. Please note that while the events are free for attendees, they are not cost-free for the charity.

As a charitable organisation, our sessions often have limited capacity and are in high demand. When reserved places are not used, it can prevent other individuals from benefiting from these opportunities and may affect our planning and delivery of services.

2. Non-Attendance:

We appreciate circumstances can change for Parent Carers and understand plans need to be adjusted. However, we kindly ask that if you are no longer able to attend any of our events and workshops, you let us know as early as possible so we can offer the place to someone else.

3. Consistent Non- Attendance:

Parent carers who frequently fail to attend events or workshops without prior notice may be restricted from participating in future sessions.

4. Registration:

Most MCT Durham PCF event places are reserved through pre-registration, usually via Google Forms. Confirmation of your booking will be sent from MCT Durham PCF by email, and a response is required to confirm if you are able to attend or not attend on the scheduled date. Failure to respond will result in the withdrawal of your place and could impact any future bookings.

5. Child Free Events:

Unless explicitly advertised as "family events," our events are intended for adults only and we operate a strict policy prohibiting infants and children from attending.

6. Safety Requirements:

Participants are required to adhere to all health and safety regulations, including any that may be issued in advance.

7. Recording and Media:

Any photographs and recordings taken at events, which include identifiable individuals who have not provided their consent, must be approved prior to being shared on social media or other public platforms.

8. Conduct and Behaviour:

Participants are expected to follow the venues rules and behave with integrity, courtesy, and respect. Disruptive behaviour or violation of venue rules will lead to removal.

9. Further information:

Any questions please contact us at info@mctdurham.co.uk

10. Policy Review:

Review of policy or procedure

Date of last review	8/7/26
Date of next review	MCT AGM 2027
Date it was first implemented	1/5/26
Author(s)	MCT Durham PCF Trustees
Audience	All attendees of MCT events.