Date of visit into University: Click here to enter a date.

Name of Session:Click here to enter text.

Sheffield Hallam University (SHU) and Click here to enter institution name, agree to the following terms and conditions:

1. Where students will be attending without being accompanied by a member of the named school/college staff, SHU will require a named contact for the school/college to report any incidents. SHU will also provide the named school/college with a named contact for the day which must be given to attending pupils.

2. In situations where students from the named school/college have been requested to make their own way to the University and fail to attend, the University shall not be held responsible and accepts no liability for their safety and welfare.

3. All students chosen to attend the event should be willing participants.

4. The safety and well-being of students on the journey to and from the University is the responsibility of the named school/college.

5. Students who disrupt the event/activities provided by SHU staff may be excluded from the remaining activities of the day and may be asked to leave. The school/college needs to be aware that the Health and Safety of the attending students remains the responsibility of the school/college and not SHU.

6. It is the responsibility of the named school/college to undertake a risk assessment prior to the event.

7. All school/college students must receive adequate briefing by staff from the named school/college beforehand regarding the programme for the day and what will be expected of them.

8. All school/college students shall be expected to stay for the duration of the event.

9. SHU retain the right to re-charge the named school/college for any damages/loss caused onsite through the misuse of equipment.

10. The maximum number of students accepted unaccompanied is 5.

Cancellation and Changes to attendee numbers

The School/College agrees to inform the University of a cancellation of the visit/event or significant changes to the numbers of attendees at least **3 weeks** before the scheduled visit. **Sheffield Hallam University reserves the right to recover from the school/college its reasonable out of pocket expenses in the event of late cancellation by the School/College or failure to give notice of significant changes in the number of participants (+/- 30%).** Notice to be provided in writing to science-week@shu.ac.uk

Designated Group leader: Click here to enter text. Date: Click here to enter a date.

Position:Click here to enter a date. Signature:Click here to enter text.

Name of School/College Safeguarding Contact: Click here to enter text.

Sheffield Hallam University Safeguarding Contact - Carol Castle, Head of Outreach, 0114 225 2011

c.castle@shu.ac.uk

**If you are returning this Conduct Agreement to the University by e-mail then you should note that, in the absence of a signature, the e-mailing of this agreement constitutes your personal certification that the details are correct and you agree to the terms.**

**If returning via Post please mark this for the attention of the visit lead.**