Date of visit: 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:

Pre Visit

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

2. 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.

During the Visit

1. The conduct/discipline of students shall be the responsibility of staff from the named school/college at all times.

2. At no time shall a member of SHU staff be left alone with a group of students from the named school/college.

3. The named school/college shall provide an adequate number of staff during the visit to ensure a reasonable level of supervision is maintained. A minimum of one member of staff must be present for the duration of the visit.

4. Students who disrupt the event/activities provided by SHU staff may be excluded from the activity.

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

6. A teacher evaluation, including feedback from pupils, must be completed and returned to Sheffield Hallam University within one week of the event. This can be done during or after the event, depending on session timings.

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.**