



Schools Activities Agreement

Our commitment to you:

This event has been funded by (XXX) and the budget has been set.

We will provide a DBS cleared presenter(s) and necessary materials including (XXX)

We will not be providing (XXX).

We will plan your session(s) with you and will then send this agreement to you three weeks before the event. If you wish to alter this, we will try to help you but changes must be agreed no later than two weeks before the event.

WHF holds Public Liability cover to a maximum of £10m.

A certificate can be provided on request.

Your commitment:

(name of school/organisation) is responsible for the supervision and conduct of students in outreach (on school premises or off site) sessions at all times. You must ensure there are enough adults to supervise the students and assist the presenter(s) with the activities. A minimum of 1:6 adult/students (primary age) and 1:10 (secondary)

Severely disruptive behaviour will lead to the session being terminated.

The number and age range of students will have been agreed before the visit and should not be altered substantially.

PR

Whilst we are obviously happy for you to take photographs of the children in your own school we do not permit filming of any volunteer led session without formal agreement.

WHF will not take photos of students without written permission of **(name of school or organisation)**.

Using students in any publicity will have to be agreed and permitted by both parties.

Any PR material produced must acknowledge WHF and the funder. Any press releases or images must be agreed by both WHF and **(name of school or organisation)**

WHF will undertake risk assessments for all activities and ask that you complete your own risk assessments.

You are responsible for organising the space, chairs, desks as appropriate.

Parking:

WHF would be very grateful if parking spaces could be reserved for our presenters, as we generally have a lot of equipment to transport and unload.