

Royal Holloway Visit Agreement

Please complete and return this agreement, **as soon as possible**

Royal Holloway University of London (the College) has a duty of care towards the health & safety of visitors whilst on campus. We take every reasonable step to ensure the provision of a safe learning environment on the Royal Holloway Campus. We expect all visitors to the College to behave in a sensible, responsible manner adhering to all the points listed as numbers 1 to 19 below.

The College reserves the right to request that the visiting school/college staff remove disruptive or abusive visiting pupils from the College's premises.

1. The direct responsibility for any young person under the age of 18 years old remains with the relevant organisation, school or college that bring the young persons to the College's campus. In the case of overnight residential activities, the direct responsibility of any young person during the overnight segment of the programme remains with the relevant organisation, school or college that bring the young persons to the College's premises.
2. The safety and wellbeing of the pupils on the journey to and from the College is the responsibility of the named school/college including the disembarking and boarding of any minibuses/coaches etc to and from the College's campus.
3. In situations where pupils from the visiting school/college have been requested to make their own way to the College and fail to attend, the College shall not be held responsible and accepts no liability for their safety and welfare.
4. The visiting school/college shall provide an adequate number of appropriate staff on the visit day to ensure a reasonable level of supervision is maintained. For overnight residentials, this ratio reduces to a minimum of one member of staff for every 10 pupils. Events cannot be run without an adequate number of staff.
5. All school/college pupils and staff will be expected to stay for the duration of the event.
6. School/college staff will be expected to accompany students of 18 years and under on all activities throughout the visit.
7. It is the responsibility of the school/college to pass on all details and correspondence regarding the event to the attending school/college staff and to brief all school/college staff supervising the event.
8. The visiting school/college will advise the College, in advance of the visit, of any health related or other specific requirements which may affect a pupil's participation in the planned activities.
9. It is the responsibility of the school/college to obtain parental permission for pupils to visit and participate in the activities offered at the College.
10. Visual records- It is standard practice to take visual records on activities, which may take the form of still photographs or video. Photographic images will be used for marketing and publicity purposes only. We expect the uses will include promotion on social media, our web pages, newspaper coverage and submission of case studies to funding bodies. Parental permission must be obtained prior to activities. It will be assumed on activities that this permission has been obtained; if this is not the case, the College must be informed of this before the activity.
11. The College reserves the right to put a limit on group size. If a school/college wishes to increase the number attending it must be by written agreement prior to the event.

12. All pupils chosen to attend an event should be willing participants.
13. All visiting pupils must obey all health & safety instructions given by College staff and any safety signs and warnings they may come across whilst on the College's premises.
14. The discipline of pupils shall remain the responsibility of the school/college. In certain circumstances a member of College staff may request that a disruptive or abusive pupil is removed from the session. In case of emergencies please inform the event organiser immediately and/or telephone Security: Extension 444 from an internal phone, or 01784 443888 externally.
15. The College will not tolerate physical, verbal or racial abuse of pupils, school/college/university staff or the College's students. We expect pupils to show appropriate respect to all members of staff.
16. During visits, the College will not allow the use of alcohol or illegal substances.
17. The College would expect to be fully reimbursed in the incident of deliberate damage to the College's property.
18. The College accepts no responsibility for loss or damage of property.

19. Cancellation Policy- please read carefully

If you are no longer able to attend the event after booking, you must inform the College **no later than two weeks in advance of the event**, so that we can offer your place to another school on the waiting list.

Please note that your school will be automatically put on a reserve list for future events if:

- your school does not attend after booking and gives no notice of cancellation, or
- your school gives late notice of cancellation (after the deadline of two weeks prior to the event)

DECLARATION- to be signed by a member of the school/ college's Senior Leadership Team

I have read and understand the information presented in this document. I agree to inform all school/college staff supervising this event of the points raised and agree that they will be bound by Royal Holloway's Visit Agreement.

ORGANISATION/SCHOOL/COLLEGE:.....

PRINT NAME:.....

SIGNATURE:.....

ROLE/ JOB TITLE:.....

DATE:.....

Please complete and return this form **via email or post** to:

Claire Porter, Departmental Administrator, Department of Physics
Royal Holloway, University of London
Egham, Surrey, TW20 0EX

claire.porter@rhul.ac.uk