

CONDUCT AGREEMENT FOR A VISIT TO BIRMINGHAM CITY UNIVERSITY

Please read the following carefully before checking the box that acknowledges and agrees with what has been outlined below

University contact	Amy Prentice 0121 331 5511
Our responsibility	<ul style="list-style-type: none"> • The University has a duty of care towards the health and safety of visitors. • We take every responsible step to ensure the provision of a safe learning environment on all Birmingham City University campuses. • It is our responsibility to work with schools/colleges or individuals to obtain any parental permission required for the use of photographs taken of pupils at any Birmingham City University event. • The University accepts no responsibility for loss or damage of property.
School/college responsibility prior to the visit	<ul style="list-style-type: none"> • The direct responsibility of under 16 year olds, remains with the relevant organisation, school or college that bring young persons to Birmingham City University premises. • It is the responsibility of the school/college to obtain parental permission for pupils to visit and participate in the activities offered at Birmingham City University. • All pupils chosen to attend an event should be willing participants. • The visiting school/college will advise the University, in advance of the visit, of any specific requirements which may need to be known to facilitate a pupil's participation in the planned activities. • We expect all pupils visiting Birmingham City University to have been instructed to behave in a sensible, responsible manner adhering to all the relevant points listed below.
Individual responsibility prior to the event	<ul style="list-style-type: none"> • It is the responsibility of the individual to provide emergency contact details in the form of a name and telephone number as well as providing relevant contact details for a named teacher at their school. Bookings will not be confirmed and attendance to the events will not be allowed without these details. • It is the responsibility of the individual to seek authorisation of absence from school/ college to attend this event.

PLEASE NOTE: A severe breach of any of the points outlined or disruptive behaviour towards university staff and/or student ambassadors will result in the visit being brought to a close and our guests being asked to leave.

School/college staff and student numbers

1. The visiting school/college shall provide an adequate number of staff on the visit day to ensure a reasonable level of supervision is maintained. DfE guidelines suggest one member of staff for every 15 pupils. For pre-16 visits, one member of staff to every 10 pupils is advised.
2. Birmingham City University reserves the right to put a limit on group size. If a school/college wishes to increase the number attending from that which was agreed previously, it must be by written agreement prior to the event.
3. All school/college pupils and staff will be expected to stay for the duration of the event.
4. Birmingham City University incurs a cost for the planning and delivery of school/college visits. Should an institution bring along less than 75% of the pupils to the event than previously agreed, we reserve the right to pass on the cost of staff and student ambassador time and, where appropriate, the additional expense of providing lunch and/or refreshments.

Arriving at the University

1. The safety and wellbeing of the pupils on the journey to and from the University is the responsibility of the named school/college.
2. Birmingham City University staff will give guidance on coach drop off and pick up points prior to the event. However, drop off and collection plans should be made between school/ college staff and their driver.
3. In situations where pupils from the visiting 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.
4. Late arrivals may result in students not being admitted until a later session in the day or potentially not being admitted at all.

Visitor conduct on the day

1. Visitors must obey all health and safety instructions given by university staff and any safety signs and warnings they may come across whilst on university premises.
2. We will not tolerate physical, verbal, racial or any abuse of either pupils, school/college/university staff or Birmingham City University students. We expect pupils to show appropriate respect to all present on the day.
3. Members of school/college staff are required to stay with their students at all times during the course of the visit (including the campus tour). Managing the behaviour of the students is the responsibility of school/college staff and not university staff or student ambassadors.
4. The use of alcohol or illegal substances is prohibited by those visiting campus for these events.
5. The University would expect to be fully reimbursed in the incident of deliberate damage to university property.
6. All pupils are required to appropriately dispose of any litter prior to departure from the University.
7. All students should be supervised by school/ college staff members at all times.

