

## Terms and Conditions

**Please read these notes first and then complete all sections of the registration form.**

Hands Up for Health (HUfH) is offered free of charge to schools and youth organisations in Lambeth and Southwark. A fee is payable by all other parties, please contact the Outreach Programme Administrator for information.

Our resources are limited, and we regret that we are unable to accommodate every request that we receive. To ensure our resources are fairly distributed across the two Boroughs, all applications are dealt with in strict rotation and places on HUfH are allocated on a first-come, first-served basis.

The SaLL Centre recognises and accepts that this programme may present challenges to the health and safety of all parties involved. Therefore all HUfH events require careful planning, and everyone involved must understand his or her responsibility. The successful delivery of the programme relies upon representatives (i.e. the group leader) from the school / youth organisation working collaboratively with the Outreach Programme Administrator.

**Parties are accepted onto the programme providing the following conditions are satisfied:**

- The school / youth organisation **MUST** have a designated group leader who has overall responsibility for the planning, undertaking, supervision and conduct of the programme at all times.
- To secure your booking, a registration form must be received. Provisional bookings are not accepted and the SaLL Centre reserves the right to offer dates to third parties for unconfirmed bookings.
- The registration form **MUST** be completed by the group leader. The SaLL Centre will not accept forms completed by other third parties on behalf of the group.
- All group leaders new to HUfH are required to meet in person with the Outreach Programme Administrator at the SaLL Centre, for planning and risk assessment at the time of booking.
- Throughout the planning process, group leaders **MUST** be easily contactable at all times.
- Group leaders are responsible for carrying out their own risk assessments in accordance with guidance issued by local education authorities as risks will vary with each group. The SaLL Centre will issue a generic risk assessment to all parties which is specific to the simulation activities we deliver, and this is for guidance only. Please do not ask our staff to fill in, check or sign any sections of your risk assessment form, as they do not have any responsibility to do so.
- Whilst every effort has been made by the SaLL Centre to protect all parties from unsuspected hazards, it is not possible to make our simulation activities as safe as normal classroom activities. Group leaders **MUST** stress this to their group beforehand.
- As part of the risk assessment, group leaders should check with their Local Education Authority or employer about their own group insurance and health and safety requirements.
- All groups must have at least one supervising adult to every 10 children aged 8-16 years, and one to every 15 students aged 16+. If individuals within the group have special needs, these ratios are not

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applicable, and it is the group leader's responsibility to discuss this with the Outreach Programme Administrator at time of booking.

- Group leaders **MUST** provide the outreach programme manager with the following information one month prior to the date of the event:
  - Full list of names of attendees (including staff and supervisors who will be present)
  - A copy of their risk assessment and details of insurance arrangements where required
- Group leaders take full responsibility for the behaviour and discipline of the group and ensure they are supervised at all times. Staff and volunteers of the SaLL Centre accept no such responsibility.
- Group leaders must have planned procedures for the following eventualities:
  - emergencies
  - should an individual become unable or unwilling to continue
  - dealing with misbehaviour
  - plan B (should individual(s) not be able to undertake the planned activity)
- To ensure an adequate level of supervision is maintained at all times, group leaders and adult supervisors are expected to take part in all simulation activities with the group.
- The majority of simulation activities require division of the party into smaller groups. The group leader **MUST** take responsibility for pre-assigning these groups prior to the event (group sizes will be advised by the Outreach Programme Administrator).
- Group leaders take full responsibility for all items brought on site by the group (for e.g. personal belongings). The SaLL Centre does not take responsibility for the loss or damage to personal property.
- The SaLL Centre reserves the right to ask for individual(s) to be withdrawn from the activity and / or the programme, if their behaviour is such that there is concern for their safety, or for that of others.
- The SaLL Centre reserves the right to levy a charge to the school / youth organisation in respect of wilful damage, neglect or loss of SaLL Centre property (including premises, furniture, equipment and materials). The charge to be the cost of replacement or repair, or such lower cost as the SaLL Centre may decide.
- The SaLL Centre reserves the right to levy a charge to the school / youth organisation in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment and materials) belonging to a third party, where the cost has been recharged to the SaLL Centre. The charge to be the cost of replacement or repair or such lower cost as the SaLL Centre may decide.
- The SaLL Centre reserves the right to cancel or change a booking or venue, amend the dates and/or fees at any time and without prior notice. The SaLL Centre is not liable for any costs you may have incurred, in the event of a booking being changed or cancelled by us.
- The SaLL Centre reserves the right to cancel booking(s) and withdraw the school / youth organisation entirely from the HUfH programme if these terms and conditions are not met, and the place will be offered to those parties on the waiting list.

**Please ensure you have ticked the box on the registration form that you have read and agree to the programme's terms and conditions**

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