

University of Kent: Outreach Activity Booking Terms

The following terms apply when your booking to attend an outreach activity organised by the Outreach & Widening Participation Team at the University of Kent has been confirmed. If you have any questions about anything outlined in these terms, please contact outreach@kent.ac.uk

The University of Kent agrees to:

1. Provide clear information about the event/activity to include (where necessary): confirmation of the event/activity date and times, venue and directions, a timetable for the day and a comprehensive risk assessment.
2. Support schools to identify students who meet the outreach targeting criteria, if required.
3. Notify the named school/college of any changes to the event/activity with as much notice as possible.
4. Provide a named contact for each event that can be reached for any enquiries relating to the above event/activity.
5. Provide the school/college with a privacy notice to be shared with students and their parents/guardians, in the event that photographs and video recordings will be taken at events for use in publicity materials.
6. Comply with relevant health and safety regulations, including the Health and Safety at Work Act 1974.
7. Ensure that University of Kent student ambassadors have undertaken appropriate safeguarding training.
8. Hold public liability insurance for at least £5 million with a clause giving, 'indemnity to principal'.
9. Process student data in accordance with current data protection legislation. All data will be stored securely and any paper forms securely shredded.
10. Where an event/activity is delivered on a University campus:
 - a. Ensure a first aider is available on campus for the full duration of the event/activity
 - b. Ensure that the venues are appropriate to the activities being delivered and that they are accessible to all, providing the University is made aware of any specific requirements in advance.
 - c. Inform the University's Transport Team of the number of cars/coaches/minibuses as indicated at the time of booking, and confirm parking arrangements prior to the event.¹
 - d. Comply with the latest government legislation in relation to Covid-19, as outlined in our risk assessment.
 - e. Accept ultimate responsibility for the health, safety, and wellbeing of all visitors whilst on our campus.

¹ Parking for students from the named school/college who are travelling to the University independently can be neither reserved nor guaranteed. Whilst we will endeavour to secure parking on campus, this is not always possible, especially for coaches, however alternative parking arrangements will always be communicated if notified of needs prior to the event.

The School/College agrees to:

1. Respond in a timely manner to any requests for information needed before an event such as student preference forms, student registers, any dietary, disability or other health-related requirements (e.g. allergies) which may affect the participation of any student in the planned activities.
2. Confirm the number of students attending at least 21 days prior to the event. If a new booking is made within 21 days of the date of an event then student numbers should be confirmed at the time of booking.
3. Select students to participate in outreach events/activities in line with the University's Outreach Targeting Criteria: the majority of the students (around 2/3) should be eligible for Free School Meals, have no parental history of higher education or live in an area of high socio-economic disadvantage (IMD or TUNDRA Q1).
4. Notify the University of any cancellation within 21 days.
5. Ensure all students from the named school/college will receive adequate briefing in advance, explaining the aims and objectives of the event and the standards of behaviour expected from them.
6. Notify the University of any participant accessibility needs in advance of the event.
7. Support the University with the collection of student data (first name, surname, gender, date of birth, home postcode and whether the student is a first generation HE entrant) for evaluation purposes. Where this register is not taken in advance or on the day of the event, this must be provided within 7 days of the event/activity having taken place.
8. Provide an adequate number of staff to ensure a reasonable level of supervision is maintained for the duration of the event/activity, taking into account the type of activity and the age and specific needs of the students attending.
9. Ensure students are all willing participants and able to stay for the full duration of the event/activity.
10. Retain responsibility for the behaviour of students during all activities. Students who disrupt the event/activities may be excluded from the remaining activities of the day, and it remains the responsibility of the named school/college to ensure that they are supervised should this occur.
11. Inform the University in advance should you intend to take photos or videos at the booked event, so that we can notify our staff and student ambassadors.
12. Ensure that students and their parents/guardians are provided a photography form containing the privacy notice, shared by the University in the event that photographs and videos will be taken by the University to be used in publicity materials. Student forms must be completed and returned to the University prior to the event, as well as notification of any parents/guardians who have chosen to opt-out their child/ward from having photographs taken at the event/activity. Photographs will only be taken of students who have opted-in, and whose parent/guardian has not opted-out. The photography form should be shared in advance, for example when the parents/guardians are informed of the event, in order to give them as much notice as possible to exercise their rights.
13. Where an event/activity is delivered on a University campus:
 - a. Acknowledge the University will be unable to supervise and be responsible for students once an event has finished.

- b. Understand the University accepts no responsibility for loss or damage to property.
 - c. Understand that the University accepts ultimate responsibility for the health, safety and wellbeing for all visitors whilst on campus and as such will follow University procedures in the event of an emergency.
2. Where an event/activity is delivered in school/college:
- a. Maintain responsibility for the Health and Safety of University of Kent staff and ambassadors.
 - b. Ensure that there is a provision for University of Kent staff and students to park on the school/college site.
 - c. Fulfil any reasonable request for ICT or teaching equipment as agreed at the time of booking.
 - d. Ensure appropriate teaching spaces are secured for the activity being delivered. This should be individual classrooms and not open plan teaching/study areas.