The Centre for Computing History (referred to as "the Centre") terms and conditions for visiting organisations.

TeleVisits to The Centre can only be agreed, arranged and accommodated by the acceptance of these terms and conditions. Any organisation completing The Centre's booking process is deemed to have read and agreed to these visit terms and conditions.

Terms and Conditions applicable to TeleVisit bookings from School, College and University Groups (referred to as "group") to The Centre for Computing History.

1.10 The Centre for Computing History is committed to working with schools, colleges and university groups to ensure that each TeleVisit:

- achieves clear learning objectives;
- is a safe experience for students, accompanying adults and the staff and volunteers at The Centre for Computing History.

Booking, cancellation and payment for your booking

2.10 You can book a TeleVisit by following the processes described on our website in the Education section. A request for a visit date must be emailed to the Centre for agreement before any formal booking can take place.

2.11 Once you have requested a date for your visit, depending upon availability, the Centre will send you an email confirming your provisional booking (or otherwise). You will have 7 days to confirm this booking before the date becomes available to other groups.

2.12 Along with the provisional booking confirmation email, you will be sent a link to our online booking form. Please complete this form in order to confirm the booking. You will receive an email confirming your TeleVisit within 2 working days.

2.13 It is your responsibility to provide an accurate statement of the number of modules chosen and the number of students and adults that will be part of the visit. The Centre recommends a maximum of 30 students per group attending a chosen module. The agreed number of modules will be the basis of the charge made by the Centre for your group's visit.

2.14 Once you have booked your visit:

> **2.14a** If you decide to amend any part of your booking, the Centre must be informed in writing at least 7 days before the date of your visit.

> **2.14b** The Centre cannot accept cancellations, amendments to activities or change in numbers of students attending the visit within 7 days of your visit date. From 7 days prior to your visit, you will be required to pay the full cost of the visit as described in the visit confirmation e-mail.

> **2.14c** You can increase student numbers for the visit provided you inform the Centre within 7 days of your visit date. An increase in the number of students attending the visit may result in an increase in the charge for the visit in accordance with our charges for educational visits detailed on our website.

2.15 The Centre's Finance Department will email the visiting organisation the invoice for the visit 7 days before the date of your visit. You can pay by bank transfer (the Centre's bank details will be on the invoice) within 30 days of receiving the invoice. The Centre is unable to accept credit card payments over the phone. If a Purchase Order is required from you, please arrange for this to be emailed to accounts@computinghistory.org.uk at least 7 days prior to your visit date.

2.16 The Centre reserves the right to postpone or cancel a group's visit should it be necessary to do so, due to unforeseen circumstances or circumstances beyond the Centre's control. The Centre will give you as much advance notice as possible of a postponement or cancellation and shall endeavour to rearrange the visit to an alternative suitable date. The Centre shall not be liable for any costs incurred by you in connection with the booking or the visit.

Your responsibilities as the visiting group

3.10 It is your responsibility to ensure you have a stable internet connection for the duration of the visit and that any firewalls, content blockers or other protections that you have in place do not compromise the Centre's ability to conduct the visit. No refunds will be payable in the event of non-delivery due to interference by your protections.

3.11 It is your responsibility to ensure that your group connects at the time specified by you on the booking form. If the group is likely to be more than 10 minutes late in connecting, please let the Centre know. If you are unable to connect at all, we ask that you make contact with the Centre immediately so that appropriate changes can be made to the planned activities for the day.

3.12 During the presentation, please make sure that the microphones are turned off. Please let the Centre know your preference regarding keeping the cameras on or off. Pupils will require access to a laptop or desktop computer with a keyboard and mouse to take part in the programming modules. The Centre recommends a maximum of two students per laptop or desktop computer.

3.13 Students remain the responsibility of the adults accompanying the group at all times during the visit. The adults must remain with students and supervise them at all times. This applies to primary, secondary and college students.

3.14 The supervising adults accompanying the group should be a role model for students and remain engaged in the Centre's activities. Adults should redirect the students' attention if they start to become distracted.

3.15 The adult who is deemed the visit organiser for the day should ensure that all adults accompanying the group:
- are familiar with the programme for the day;
- are aware of any student's medical conditions and if necessary supervise medication and/or first aid;
- are aware of any relevant student special needs or behavioural challenges and can offer support accordingly.

3.16 It is the responsibility of the adults in charge of the visit to ensure students conduct themselves in a safe and responsible manner at all times and remain present and accountable at all times during the visit.

Risk Assessment

4.10 It is the responsibility of the school, college, or university planning to take part in the TeleVisit to carry out their own risk assessments for their students. You can download the generic risk assessment provided from the Centre's website. This will help you construct your own risk assessment.

4.11 The Centre will schedule a pre-visit meeting to ensure smooth running of the various activities on the day. The Head of Learning will be in touch to arrange this meeting once the booking has been confirmed.

4.12 Neither party will record the sessions. If required for the educational organization's records, prior to the sessions, The Centre can provide the names of all Centre staff who will engage with students during the visit.

Copyright/Intellectual Property

5.11 All material distributed as part of the sessions is copyright of The Centre.

5.12 The material that will be made available to groups, both students and adults, either before, during or after the sessions should be used only for private study and educational research or other non-commercial pursuits.

Miscellaneous

6.10 The Centre is supported by Public Liability Insurance in respect of death, personal injury or other liability caused by the Centre's negligence or that of its employees or volunteers.

6.11 Force Majeure. The Centre shall not be held liable for circumstances beyond its reasonable control that may prevent the Centre from meeting its obligations in respect of a booking.

6.12 These Conditions shall not be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to them.

6.13 These Conditions shall be construed solely in accordance with the laws of England. Any disputes arising from these Conditions shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.