

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

Visits 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 these visit terms and conditions.

Terms and Conditions applicable to 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 visit:

- achieves clear learning objectives,
- is a safe environment 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 visit to the Centre 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 visit within 2 working days.

2.13 It is your responsibility to provide an accurate statement of the number of students and adults that will be in your visiting group. The agreed number of students visiting 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 there are any changes to the number of students visiting or 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 reduction in numbers 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 to the visiting organisation the invoice for the visit 7 days before the date of your visit. You can either pay by bank transfer (the Centre's bank details will be on the invoice) within 30 days of receiving the invoice, or you can pay by cheque or credit card on the day of your visit. 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 group 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 that your group arrives at the time specified by you on the booking form. If you are likely to be more than 10 minutes late arriving we ask that you make contact with the Centre so that appropriate changes can be made to the planned activities for the day.

3.11 All groups with students aged under 18 must arrive with a minimum of one adult over the age of 18 for every 10 students. The Centre may, at its discretion, postpone or cancel tours for groups that do not have adequate adult supervision.

3.12 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 both 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 assist students to stay with the group and redirect their attention if they start to wander or become distracted.

3.15 Groups larger than 30 will be subdivided on the day of the visit for the purpose of taking part in the planned activities at the Centre. The adults accompanying the visiting group must divide themselves, so that every subset of the visiting group is supervised by one or more of the supervising adults.

3.16 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;
- have access to a list of the names of the students attending the visit on 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.

3.17 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;
- make certain that students treat the exhibitions and equipment with respect and care;
- ensure that they and the students follow any specific instructions given to them by the members of staff whilst at the Centre.

3.18 The Centre will provide a designated lunch area for the students to have their packed lunch if required. It is the responsibility of the adults in charge of the visit to ensure that:

- any lunch/snack break is supervised at all times and that the students behave appropriately;
- the area is kept clean with any unwanted food or containers disposed of using the provided litter bags;
- food and drink is only consumed in the designated area.

3.19 The Centre is a public space. To ensure all visitors enjoy a safe and pleasurable experience, it is the responsibility of the adults in charge of the group to ensure that everyone behaves with respect and consideration for others. This includes a ban on disrespectful language.

3.20 There is a no smoking policy within the Centre but smoking is permitted in the car park area.

Risk Assessment

4.10 It is the responsibility of the school, college, or university planning to visit the Centre 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 recommends and welcomes pre-visits from an adult representing the school, college, or university to support visit planning and risk assessment. The pre-visits are by appointment only and can be arranged via email to education@computinghistory.org.uk. One of the members of the Centre staff will be available to show you around and answer any questions that you may have.

Miscellaneous

5.10 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.

5.11 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.

5.12 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.

5.14 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.

5.15 This agreement cannot be transferred by you to any other party without the written permission of the Centre which permission shall not be unreasonably withheld.