



This document sets out a Code of Practice for teachers and tutors from participating schools and colleges, so that any risk involved in running an event can be minimised. This document has been written in response to recommendations from the Department of Education and the NSPCC. It is vital that every member of staff involved in bringing students to an event reads, signs and returns this document prior to the event.

Prior to an event

School/college staff are asked to:

- Support the University by recruiting and sending appropriate and willing students to an event. Most events are open to all students within a defined year group. Some events are aimed at particular target groups (e.g. looked after young people). Where this is the case, the University will specify in the publicity material in advance of the event
- Return any information requested by University staff (such as numbers attending, emergency contact details, any individual requirements, photographic consent etc). A copy of our risk assessment is available within the school pack.
- Make arrangements as appropriate for the safe transport of students to and from the event (campus-based events only). All events and activities are covered by appropriate public liability insurance but the University is not liable for insurance for travel to and from the event. Travel costs can be claimed back using [this](#) form.
- Inform the lead member of staff if circumstances mean that a group is late for the start of an event, or unable to attend an event at all.
- If a group is no longer able to attend, the University reserves the right to apply a cancellation charge if notice is given less than 21 calendar days before an event. This includes events that are delivered in school. Cancellation charges are applied as follows:

-	More than 21 days before an event	No charge
-	Between 20 and 13 days before an event	£5 per student
-	Between 12 and 4 days before event	£7.50 per student
-	Less than 3 days before event	£10 per head
- Be aware that in the unlikely event that the University is forced to cancel an event or activity, schools/colleges will be contacted immediately. The University will not accept liability for any cancellation costs incurred by schools. The University also reserves the right to alter the programme or substitute any activity without prior notice

On the day(s) of the event

School/college staff are asked to:

- Provide an appropriate level of supervision for the event, if this is requested. When at the event, students will be put into groups led by Student Ambassadors. Teachers and tutors are asked to respect the role of the Student Ambassador and not involve themselves directly in group activities

- Be aware that the University will not accept responsibility for students travelling to and from events
- Support University staff in implementing discipline regimes as required. Students who disrupt the event may be excluded from the remaining activities of the day
- Where teacher supervision is not required, teachers are asked to leave an emergency contact number with the lead member of staff and remain on the University campus during the event
- Only take films or photographs of students from their school/college. The University is not responsible for any film or photography taken on individual mobile phones or by schools/college staff at an event
- Inform the lead member of staff as soon as possible, if circumstances mean that a group is late for the start of an event, or unable to attend an event at all

Following the event

School/college staff are asked to:

- Oversee the completion and return of pupil and teacher evaluation as requested so that improvements can be made to the event for the future.

If you agree to the expectations outlined above please sign the declaration below and return to the Student Recruitment team, King's Gate, Newcastle University, Newcastle upon Tyne NE1 7RU

Name:

Signature:

Date: