

**Life Ready Activity Agreement**

**Project Contacts:**

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|  | **School Details** | **Visitor Details** |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Phone No:** |  |  |
| **Email:** |  |  |
| **Best time to contact:** |  |  |
| **Best contact method to use:** |  |  |
| **Who to ask for on the day:** |  |  |

**Project Details:**

**Date of Activity:**

**Timing/Scheduling of Activity (please include breakdown of timings e.g. set up, time for q&a?):**

**What is the activity? And where will it take place?**

**How old are the students, how many of them are there and what brief have they received?**

**What are the objectives of the activity for the pupils/students?**

**What type of space will it need? How would you like the layout? Do you require any resources/IT equipment? Will you be doing hand-outs?**

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**The School Will:**

* Provide a location map, plus details about parking/public transport prior to the activity
* Provide the name and role of the person who will greet them
* Show the visitor where the toilets, staff room and where the activity will take place
* Go through school procedures and policies as required e.g. Health & Safety, Safeguarding, Behaviour, Confidentiality
* Send a confirmation email one week before the event, confirming the exact details
* Brief the pupils/students in advance of the activity of what to expect, how the activity supports their learning, providing sample questions for Q&A (if required) and any other key messages
* Ensure pupils/students wear name badges during the activity
* Ensure a teacher is present during the session to manage behaviour
* Be responsible for any media with regards to the activity e.g. filming or photographs and agree to share these with the visitor as appropriate

**The Visitor Will:**

* Agree activity timings, content and prepare a programme if applicable.
* Arrange a back-up plan for emergencies and unforeseen circumstances.
* Respect the school’s policies and procedures.

Signed for and on behalf of

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| --- | --- | --- |
|  | **The School:** | |
|  | By |

Signed for and on behalf of

|  |  |  |
| --- | --- | --- |
|  | **The Visiting Company/Organisation:** | |
|  | By |