

Terms and conditions for bookings with Natural History Society of Northumbria at Gosforth Nature Reserve

1. Following receipt of a booking form, NHSN* will email to confirm a booking. An invoice (if applicable) will be sent to the Visit Organiser** following confirmation of booking and must be paid in full immediately upon receipt. Payment details are provided on the invoice. Failure to pay may result in your booking being cancelled and dates offered to another group.
2. Groups cancelling bookings up to six weeks before the date of the visit will be eligible for a refund of 50% of the course fees. Groups cancelling with less than 6 weeks to go before the visit will be liable to pay the full amount with no refund given unless the date is subsequently filled by another group, in which case a refund of 50% will be given.
3. Visit Leaders*** must bring a full list of participants attending on the day of the visit.
4. It is the responsibility of the Visit Organiser to notify NHSN staff of any known relevant medical conditions at the time of booking and to update with more detail, if necessary, at the start of the visit.
5. Although NHSN carries out risk assessments for all activities and will make these available on request, it is recommended that Visit Leaders should also carry out their own risk assessments for the visit.
6. The school or other group, through the LEA or other insurance, as appropriate, will indemnify NHSN against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from the visit and will, during the period of the visit, maintain an insurance policy with a reputable insurance company for an amount of not less than £5 million in respect of any one claim. The amount of such insurance shall not limit the liability of the school, group or LEA to NHSN.
7. During a visit led by NHSN staff or volunteers, a staff member will co-ordinate the activities of the group and will advise the group of any known hazards that may apply on the day of the visit.
8. NHSN reserves the right to cancel or terminate activities at any time if our staff or volunteers consider that to continue with the activities would be hazardous to themselves, participants or members of the public.
9. NHSN reserves the right to exclude any individuals from activities if our staff feel that to allow them to continue would be hazardous to the individual or to others.

For school bookings or other groups including children under the age of 18:

1. Following receipt of a booking form, NHSN will email to confirm a booking. All school bookings are free of charge on the condition of completing and returning Section B of the DEFRA Evaluation Form provided in the booking process. If NHSN is not in receipt of this form within 10 days of the school visit, the Visit Organiser will be invoiced for the full cost of the visit.
2. While leading activities our staff and volunteers will operate within NGB safety standards. To support our staff and ensure a safe visit, the Visit Leader and other adult helpers will be expected to take an active part in the visit and will be entirely responsible for discipline, and overall control of the group.
3. Visit leaders are responsible for ensuring that they bring on the visit at least 1 adult to every 7 students of primary school age or at least 1 adult to every 15 students of secondary school age. NHSN staff and volunteers are not to be included when calculating supervision ratios.
4. Some but not all NHSN staff and volunteers are trained in first aid, it remains the responsibility of the Visit Leader to provide first aid and any necessary medical care to students.
5. It is the responsibility of the Visit Leader to ensure that students have parental permission for the visit and to bring with them a list of emergency contact and medical details for each student on the visit.
6. At all times during the visit, the Visit Leader will retain responsibility for the safety and welfare of students including during break times when NHSN staff and volunteers may not be present.
7. The Visit Leader is responsible for ensuring that every student is dressed appropriately for the visit. NHSN reserves the right to limit participation in activities if dress is determined to be inadequate for safe participation.
8. For details of how we use and store your data, please visit our website <https://www.nhsn.org.uk/terms-and-conditions/>.

Cancellations due to Covid-19

NHSN will always act in a manner intended to protect our staff and visitors and is committed to following government guidance aimed at reducing the spread of Covid-19. In the event that changes in government policy relating to Covid-19 causes NHSN to cancel your booking we will offer a full refund of any booking fees paid. In the event of cancellations for any other reason our usual cancellation policy will apply.

* NHSN refers to the Natural History Society of Northumbria

** Visit Organiser is the adult who makes the initial booking and acts as contact with NHSN for discussions regarding the planning of the visit.

**** Visit Leader is the adult who accompanies the students on the day of the visit and maintains overall responsibility for the safety and welfare of students. In many cases the Visit Organiser and Visit Leader may be the same person.*