

### Planetarium Terms of Service

We are thrilled to be coming to deliver our planetarium show to your school. We love explaining science to children, and want everyone to enjoy this experience in a safe environment. Whilst our planetarium volunteers are neither DBS checked nor safeguarding trained, they take the safety and wellbeing of the students and staff very seriously. It is vital for the safety and enjoyment of staff and students alike, and for the smooth running of the visit, that the conditions below are adhered to. This form must be completed and handed to the planetarium volunteers at the beginning of the visit.

**Please tick either yes (Y) or no (N) to the following statements:**

- Y/N We agree to pay the costs of running the planetarium for the visit (£500).  
(bursary)
- Y/N We will make available a parking space for a small van that allows for unloading as close as possible to the school.
- Y/N A member of DBS checked staff will be present to oversee unloading and loading at the beginning and end of the visit, to direct and to escort around any students.
- Y/N Planetarium volunteers will be escorted through any area where students might be. This is for safeguarding purposes; University volunteers are not DBS checked or trained on safeguarding.
- Y/N Each class will be accompanied by two members of staff within the planetarium so that if a child needs to leave, the child can be accompanied by a staff member without leaving planetarium volunteers unsupervised.
- Y/N Teachers will remain in charge of their students whilst within the planetarium as they know the school's behavioural systems, and the students themselves, better.
- Y/N We agree that the answer to this question is no, so as to show that the terms have been read thoroughly.
- Y/N We will supply a four gang extension lead that passes the school's internal electrical safety standards.
- Y/N We will provide a pitcher of water, and cups, for the planetarium volunteers to use throughout the day.

If, during the visit, our volunteers feel that these conditions are not being upheld, they may delay or stop proceedings, which may happen during a show. If left alone with students whilst inside the dome our volunteers will perform an emergency evacuation of the dome so as to exit all students as fast as possible. The dome would then need to be set up again once sufficient DBS checked staff were present, which will cause a long delay and may result in shows being missed.

Signed:.....

Print: .....

Date:.....