

Terms and Conditions:

1. Visit information

Upon receipt of this booking form (and risk assessment if applicable), we will email confirmation and issue you with a visit pack which will include a timetable, site map, risk assessment and further details about the activities.

Bookings are not confirmed until you receive the visit pack.

2. Charges and Payments

A Pro Forma Invoice will be issued to the named person when confirmation is sent. Please do not bring cash or a cheque on the day.

If student numbers change please give 30 days' notice otherwise you will be charged for the number of students as indicated at the time of booking. Should you bring more students than at the time of booking you will be issued an additional invoice for the outstanding amount. An amended Pro Forma Invoice will be issued where necessary.

Payment must be made at least 30 days before your visit.

3. Cancellation

a) By the school/group

In the event of the visit being cancelled by the school or group no penalty shall be made provided such cancellation is in writing and occurs no less than thirty days before the date of the visit. When cancellation occurs less than thirty days before the visit, 50% of the total fee shall become payable. When cancellation occurs less than fourteen days before the visit, 100% of the total fee shall become payable. For cancellations due to adverse weather conditions or changes to Covid restrictions, any cancellation fees will be waived and an alternative date will be arranged.

b) By the Cathedral

At present there are no works or other activities planned inside or outside of the Cathedral that may impinge upon this event. Should this situation change due to unforeseen or exceptional circumstances, the Cathedral reserves the right to cancel or postpone events, services or other bookings, potentially at short notice. In the unlikely event that this should be necessary, the Cathedral undertakes to inform the client at the earliest opportunity and to make every effort to re-schedule the event or offer a full refund.

c) If, for any reason, your booking needs to be cancelled prior to the event, the Cathedral shall not be liable for any expenditure incurred.

4. Health and Safety

At the time of booking, a general schools risk assessment will be sent to you. We strongly advise and welcome teachers to make a pre-visit to the site where we can meet you and discuss the students' day. Please contact us to arrange an appointment. Your safety, whilst using our facilities, is our concern at all times. General safety procedures are discussed at the beginning of your visit.

It is the responsibility of the school to provide First Aiders for the students whilst at the Cathedral. For self-guided visits **please send the Cathedral a copy of your risk assessment with this booking form**

5. Safeguarding

Learning and Engagement staff and volunteers will take care of all arrangements and lead guided activities however school staff must ensure they stay with their students at all times and are ultimately responsible for the welfare of their students.

The Chapter of Peterborough Cathedral takes very seriously its responsibility for the safety of children and vulnerable adults in its care. Visiting groups and organisations are required to ensure that children and vulnerable adults are protected at all times and aware of health and safety issues in the building and Cathedral Precincts.

All visiting groups and organisations must abide by the Cathedral's Safeguarding Policy which can be found at:

www.peterborough-cathedral.org.uk/home/safeguarding.aspx

School staff and helpers MUST wear identification (lanyards etc) during the visit.

In addition to adhering to the Cathedral Safeguarding Policy, the school will abide by its own Safeguarding policy at all times during our visit and confirms that all necessary DBS checks have been undertaken.