

# Checklist for visiting schools

**This completed sheet must be handed in to a Royal Society staff member in the Schools hub when you register at the Summer Science Exhibition.**

Please note: this data will only be used for the purpose of your visit to the Royal Society Summer Science Exhibition and will be kept for a maximum period of 3 months after which it will be destroyed.

- I have two fully updated copies of my groups register for use in case of a fire or emergency, one of which will be handed in to Royal Society staff at registration. The register includes the LEGIBLE and FULL names of all students and teachers present on the day.
- I have a fully completed photo permission form and any students or staff who wish to opt out of official photography have been listed by name. The exact number of orange opt-out stickers required has been clearly stated and I will ensure they are worn visibly during the visit.
- All members of my group will wear their wristbands, and have them clearly visible to staff and security.
- I have fully briefed all members of my group as to what to do in the event of fire or invacuation. I understand there will be no briefing by Royal Society staff on arrival at site.
- I have talked to my students about safeguarding, and how the school/college expects them to behave at this public event.

By signing this form, I am confirming that I have completed the actions as stated above and take full responsibility for the students and other adults in my group whilst at the Exhibition.

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
School \_\_\_\_\_

Emergency contact mobile number for use on the day of visit: