



## **Next Steps- Terms and Conditions for Schools**

These Terms and Conditions set out the agreement between Next Step Mentoring (“the Provider”) and the participating School (“the School”) in relation to the delivery of the Next Step Mentoring Programme. By booking or confirming participation in the programme, the School accepts and agrees to these Terms and Conditions in full.

### **1. Programme Delivery**

- The Provider will deliver the agreed mentoring sessions at the School’s premises or other mutually agreed locations.
- The content may include one-to-one mentoring, workshops, goal-setting, personal development, and motivational talks.
- The Provider will supply all necessary resources and materials required to deliver the programme.

### **2. School Responsibilities**

- The School must ensure suitable, safe facilities for programme delivery.
- Adequate staff supervision and safeguarding oversight must be provided.
- The School must share relevant pupil medical or support information in advance.
- The School is responsible for managing pupil behaviour during sessions.

### **3. Safeguarding**

- The Provider operates in line with UK safeguarding standards. All mentors hold an enhanced PVG or DBS certificate.
- The School’s Designated Safeguarding Lead (DSL) must be aware of the programme and available for contact.
- Any safeguarding concerns will be reported to the School’s DSL immediately.

### **4. Photography and Videography**

- Photography and video recording may form part of the programme for promotional use.

- The School must notify the Provider of any pupils not permitted to be photographed or filmed.
- The Provider will not be held liable for any inclusion resulting from lack of notification.
- Pupils are instructed not to record photos or videos during sessions; enforcement is the School's responsibility.

## **5. Health, Safety, and Wellbeing**

- The Provider conducts risk assessments for all activities.
- The School must ensure pupils follow all reasonable instructions for safety and respect.
- Any incidents must be reported immediately to both the School and Provider.
- Pupils will receive a Health, Safety, and Behavioural Expectations briefing.
- The Provider is not responsible for harm resulting from failure to follow safety guidance.

## **6. Cancellations and Rescheduling**

- If a session must be cancelled due to unforeseen circumstances, the School remains liable for payment.
- An alternative indoor or online session will be offered where possible.
- Cancellations with less than 14 days' notice may incur a fee.

## **7. Liability and Risk**

- The Provider holds public liability insurance for all programme activities.
- The Provider will not be liable for loss or damage to School property or personal items.
- The School remains responsible for pupils' conduct and insurance coverage.

## **8. Professional Conduct and Boundaries**

- All participants must maintain professional conduct at all times.
- Pupils must not exchange personal contact details with mentors or pupils from other schools.
- The School must reinforce this rule before sessions begin.
- Breaches may result in removal from the programme.

## **9. Data Protection**

- The Provider complies with UK GDPR and Data Protection Act 2018.
- Pupil information will be used solely for delivery and evaluation purposes.
- Data will not be shared with third parties without consent unless legally required.

## **10. Agreement**

- By confirming a booking, the School acknowledges understanding and acceptance of these Terms and Conditions.

- They accept photography use, responsibility for pupil consent, and agree to enforce conduct expectations.

### **Acknowledgement and Agreement by School**

By signing below, the authorised representative of the School confirms that they have read, understood, and agree to abide by the Terms and Conditions set out by Next Steps.

School Name:

Authorised Representative:

Position/Title:

Contact Email:

Contact Phone:

Signature (Click to Sign):

Date: