



Career Seekers Direct: General Terms and Conditions for Skills & More Activity Camps

1. Enrolment & Payment

- . 1.1 Career Seekers Direct Limited (herein referred to as “CSD” of Email enquiries@careerseekersdirect.co.uk website www.careerseekersdirect.co.uk) will confirm bookings in writing upon receipt of a fully completed enrolment form and payment. Places on courses and dates requested will not be held unless the full payment is paid.
- . 1.2 Preferred payment method is online using BAC’s bank transfer to: Barclays Bank: PO Box 9136, Leicester, LE18 9DL ENGLAND. Account name: Career Seekers Direct Ltd Account number: 43725502 Sort code: 20-57-44

2. Welfare

- . 2.1 Attendees are responsible for their own travel arrangements to and from the CSD Skills & More Activity Camp.
- . 2.2 CSD cannot be held responsible for damage, injury or accident to attendees or their property how so ever caused;
- . 2.3 Attendees must be in good physical and mental health when attending the camp and CSD reserves the right to require an attendee to leave any camp at their own expense if they fail to declare any relevant matters relating to their health on their enrolment form.
- . 2.4 All due care and consideration is always taken to ensure the best possible supervision of the programme's participants however CSD cannot accept responsibility for attendees' actions.
- . 2.5 Expulsion - Attendees will receive an introductory briefing relating to how to behave on the camp. If attendees do not abide by these instructions CSD reserves the right to require an attendee to leave the camp. Any expenses the attendee incurs in such a situation are the responsibility of the attendee. CSD reserves the right to expel attendees for unacceptable behaviour including, but not limited to, harassment of leaders or other attendees, continual disruption of camps, possession or consumption of illegal drugs and alcohol, smoking in restricted areas, damage to camp property, threatening other attendees’ safety, breaking local law(s). In such circumstances no refund will be given.



Repatriation is at the attendee's own expense;

- . 2.6 CSD reserves the right to exclude the attendees from all / part of the camp for any misconduct on the part of the attendee.

3. Insurance

- . 3.1 A comprehensive insurance policy is in place.

4. General points for attendees to note

- . 4.1 Medical Information - CSD **must** be informed of any special medical information which applies to the student. Any attendee arriving with a serious medical condition not previously reported, or which requires regular staff supervision, may be sent back home without any refund of fees.

5. Miscellaneous

5.1 CSD will not be responsible for any failure to comply with any of its obligations (and, therefore, will not be responsible to provide any compensation) if the failure is occasioned by any cause beyond CSD's reasonable control; nor shall CSD be responsible for any costs incurred by or on behalf of the attendee as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster and unusually adverse weather conditions.

6. Force Majeure

6.1 Without prejudice to the foregoing, CSD will do its utmost to provide the necessary care of attendees affected by causes beyond its control; however any other expenses resulting from such causes are to be borne by the attendee.

7. Photography & Filming

7.1 CSD may take promotional photographs and video footage of attendees. If attendees do not wish to participate, CSD will respect their wishes (a form must be completed)

8. Website

8.1 The information contained on the CSD and Skills & More websites is for general information purposes only. The information is provided by CSD and whilst it endeavours to keep the



information up-to-date and correct, no representations or warranties of any kind are made, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website.

8.2 CSD will not be liable for any loss or damage, whatsoever arising from loss of data or in connection with the use of the website;

8.3 Through the CSD website there are links to other websites which are not under the control of CSD. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them;

8.4 Every effort is made to keep the website up and running smoothly. However, CSD takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond its control.

9. Explanation

9.1 In all instances throughout this agreement the singular applies to the plural and vice versa likewise male applies to female;

9.2 This contract is entered into under, and is governed by, the law custom and practice of England and Wales;

APPENDIX 1 PARENTAL / GUARDIAN CONSENT POLICY

Emergency medical treatment

CSD reserves the right to approve emergency medical treatment for attendees / on activity camps / when parents / guardians/ next of kin cannot be contacted and the attendees' or adult's life / wellbeing, both physical and psychological, are in danger. It will take advice from medical personnel and act in accordance with such advice, in what it deems to be in the student's best interests.

All medical, mobility and related health information however seemingly insignificant, must be declared to CSD before the attendee attends a course.

Using images of attendees

Occasionally, we may take photographs of the attendees at our camps. We may use these images in our marketing literature or on our website. We may also make video or webcam recordings for



monitoring or other educational use. From time to time, our camp may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Attendees may appear in these images, which may appear in local newspapers, or on televised news programmes. To comply with the GDPR Regulations 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

When you sign this consent form giving such consent, CSD's commitment to you is:

1. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our marketing or in any other printed publications without good reason.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.
3. We may include pictures of pupils and camp leaders that have been drawn by the attendees. We may use group photographs or footage with very general labels, such as 'making Christmas decorations'.
4. We will only use images of attendees who are suitably dressed, to reduce the risk of such images being used inappropriately.
5. Your consent is valid for ten years from the date you sign it. The consent will automatically expire after this time.

Please note that if details of any of our attendees are given to the press it would not be via our organisation without your permission.

Internet Use by Attendees

This **Acceptable Use Policy** is an agreement between you, your child and CSD to use the internet for educational purposes only. Its aim is to:

- Allow all users to access and use the internet for educational purposes;
- Protect employees and attendees from sites, information and individuals, which could undermine the principles, aims and values of CSD Skills & More Programmes;
- Provide rules which are in agreement



with the GDPR Regulations 2018.

When signing this policy the parent/ guardian and the attendee agrees to the following:

1. The attendee has the permission of the parent(s)/guardian to use the Internet.
2. The attendee agrees that it is his/ her responsibility to report abusive e-mails, inappropriate pictures and any contact by unknown persons, to CSD.
3. The attendees will under no circumstances give out personal information such as addresses / telephone numbers or e-mail addresses of any member of staff or attendee at CSD, this includes publishing any names, photographs or video of students and any CSD employees, for use on the internet.
4. The student will not engage in on-line conversations (messaging or chat sites) unless given specific permission by a supervising member of staff. If this is the case the attendee shall be polite and appreciate that other users might have different views from his own.

In response, CSD agrees:

9. To make every effort to ensure that the attendees do not view/hear unsuitable material.
10. To ensure that CSD provides a safe internet access with suitable filters.

By booking on a CSD Skills & More Camp you are agreeing to the attendee:

- Being given first aid or urgent medical treatment during any activity
- Taking part in activity sessions on-site that include (but not exclusively) cookery, street dance, hula hooping, craft sessions.

You can, if you wish, tell CSD that you do not want your child to take part in any particular activity.

Any medication taken or medical conditions must be stated clearly on the attendee's enrolment form. The information on this form will be retained on our records to use for all future activities.

It is your responsibility to keep us informed of any changes that we should be made aware of regarding your child's health.



You must also keep us updated with new contact details.

Privacy Notice – GDPR Regulations 2018

Consent for the use of personal data by CSD

By signing these Terms and Conditions you are consenting to CSD using the personal data received during the course of the booking procedure and your son's/daughters course under the provisions of the General Data Protection Regulations. CSD's full GDPR Policy can be sent to you upon request or viewed on our website: www.skillsandmore.co.uk

Here you will find such information as:

- 1. What data will we collect?**
- 2. Why do we need to collect this data?**
- 3. What data will be shared?**
- 4. How long we will retain your data**
- 5. Your Consent**

This information is used only to:

- Support the learning for the attendees and the appropriate organisation of the camps;
- Monitor and report on the attendee's progress;
- Provide appropriate pastoral care;
- Statistical forecasting and planning.

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Written By: Neil Adams Career Seekers Direct Quality Manager

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Reviewed By: Neil Adams Business Development & Quality Manager

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