



# DiscoverChemEngLIVE

## Rugby 13 November 2025

LIVE

### Information for schools and colleges about the venue and event

#### **Film and photography**

*Film and photography of young people will be captured at DiscoverChemEngLIVE at the Institution of Chemical Engineers. This will be used for editorial purposes and marketing of future events. IChemE staff will assume that permission forms have been returned for all visitors (It is the responsibility of accompanying teaching staff to ensure that permission forms are completed and returned to IChemE).*

*Close-up shots of any individuals will not be captured; it is the responsibility of accompanying teachers to ensure that any child (or accompanying adult) who cannot be photographed is clearly identified to reception staff on arrival (they will be given a coloured sticker which must be clearly visible on their person).*

*The IChemE takes no responsibility for the video and photographic capture of any individuals whose 'no-photography' identifiers are not clearly displayed.*

#### **Expectations of visiting IChemE offices**

- The DiscoverChemEngLIVE event is taking place at the IChemE, Rugby which is an office-based place of work and visitors are requested to respect the workplace. There will be some areas of the workplace that will not be accessible.
- Teaching staff are asked to ensure that the young people they bring are able to cope with this expectation and manage behaviour accordingly.
- School bags must not be brought onto site for security purposes – children do not need any equipment but are welcome to bring a mobile phone in a pocket.
- Drink bottles/food will not be allowed on site – drinking water will be supplied during the session if needed.
- There are no provisions for lunch on site.
- Teachers are asked to kindly instruct young visitors that this is not a public building and as such toilet and washroom facilities are shared with staff and visitors alike. IChemE staff will attempt to allocate 'children-only' spaces but this cannot be guaranteed.
- Teaching staff are asked to be aware that whilst IChemE Engagement staff are DBS checked, the exhibitors are not (although safeguarding guidance will be issued) and as such, young people must remain under the supervision of their school or college staff throughout the event, even when they are exploring the exhibition area independently.
- We can accommodate school mini busses on site but teaching staff must notify us in advance.

- Larger coaches cannot access the staff car park but can park on Pinders Lane if required for drop off/pick up.
- We will confirm with you the number of young people and teaching/support staff in your group before the event. Numbers must not be increased without asking us first. This is to ensure we can safely manage numbers during the event. If your number decreases, please also let us know so that your spaces can be reallocated.

### **Your group on the day**

- Please plan to arrive at the start time for the session. We do not have the capacity to welcome your group in advance of the start time. The session will finish promptly to allow exhibitors to have a break and re-set for the following session.
- Young people will be guided around the exhibition in groups of 15. Teaching staff are asked to allocate groups before they come onto site so if there are more than 15 students, please allocate into Group A and Group B.
- You will need to bring two copies of an attendance list for your young people and staff, this will be your fire/evacuation register in the event of an incident, as school and college staff will be responsible for their group throughout the event.
- All students, no matter their age, MUST be accompanied by school or college staff during the event. Young people must remain under the supervision of their school or college staff throughout the event, even when they are exploring the exhibition area independently.
- School bags must not be brought onto site for security purposes – children do not need any equipment but are welcome to bring a mobile phone in a pocket.
- As the sessions are just 2 hours long, drink bottles/food will not be allowed on site – drinking water will be supplied during the session if needed. Teaching staff are asked to ensure that children have had a snack before visiting (if necessary).
- There are no provisions for lunch on site.
- We will need the mobile phone number of a member of staff attending on the day, as an emergency contact.

### **Additional**

- We reserve the right to cancel or alter the programme.
- We reserve the right to deny entry or to ask individuals to leave at our discretion.

For enquiries, please email [discoverchemeng@icheme.org](mailto:discoverchemeng@icheme.org)