



Bringing history to life...

What is Hands on History?

Hands on History is a two year project from BBC Learning now in its second year. It aims to inspire adults and children to get hands on with history together. The project supports a range of BBC programmes and history themes with inspiring events, free resources for partners and a rich website for the public.

If you have activities that are aimed at engaging the public in history you may want to get involved and promote them on Things To Do under the Hands on History project.

What type of activities are suitable?

We ARE looking for activities that:

- Have a direct link to Hands on History (History) programming on BBC television or radio (see the **Themes** section below) and / or...
- Link to the wider aspiration of the campaign i.e. to build history skills and / or deepen historical knowledge through hands on activities
- Provide innovative, local and relevant opportunities to engage the public, especially families with children aged up to 12 years
- Facilitate learning through the history of place (house, street, village, city, town or country)
- Comply with the specific History_HoH Supplementary Terms & Conditions (see Appendix 1)
- Comply with the generic Things To Do Terms & Conditions (see Appendix 2)

NB: Partner agreement with T&Cs happens during the registration process

We are NOT looking for activities that:

- Are static e.g. silent exhibitions
- Do not have an interactive element e.g. a talk (although a talk with a Q&A session or other interactive element would be acceptable)

Themes:

To date Hands on History themes have covered:

- The Normans (experience life as a Norman)
- Turn Back Time: The High Street (UK high streets from the 1700's to modern day)
- The History of Ancient Britain (from Ice Age to the Roman invasion)
- National Treasures (generic history)
- Reel History (examining the past through archive film)
- Dig (archaeology)

What happens next?

Visit www.bbc.co.uk/thingstodo/activitymaker, register and join the Hands on History project.

APPENDIX 1

Things To Do: Hands on History – Supplementary Terms & Conditions

1. Background

History is a major priority for the BBC over the next two years, with an unprecedented range of programmes across BBC One, Two and Four, from The Normans and Ancient Britain (Ice Age to Roman invasion) to the British High Street and Digging for Britain. .

To complement this broad range of programmes, BBC Learning is running the Hands on History campaign, through which we are working closely with partners in the heritage and community sectors to engage families across the UK with inspiring Hands on History activities relevant to each era we visit.

2. Project Criteria

For your Collaborating Organisation Activity to be included on Things To Do as a Hands on History activity it must:

- have a direct link to Hands on History (History) programming on BBC television or radio (visible via the projects / promotions listed on Things To Do), and / or...
- link to the wider aspiration of the campaign i.e. to build history skills and / or deepen historical knowledge through hands on activities
- provide innovative, local and relevant opportunities to engage the public, especially families with children aged up to 12 years.
- facilitate learning through the history of place (house, street, village, city, town or country)

NOTE: All criteria and compliance requirements listed are addition to those agreed to in the Things To Do: Generic Terms & Conditions.

APPENDIX 2

Things To Do: **Generic Terms & Conditions for Collaborating Organisations**

These terms and conditions apply to organisations who wish to register their activities on the BBC's Things To Do site.

1. BACKGROUND

The BBC has an ongoing commitment to inspire knowledge and engage audiences in:

- hands-on and mass participation activities that inform, entertain and inspire further engagement;
- activities that bring communities and the nation together;
- a range of new hobbies, interests and passions; and
- events and activities linked to programmes and content

To meet this commitment the BBC, through its Learning Division, has produced a searchable activities product called Things To Do ("TTD").

TTD will aggregate all broadcast related activities run by the BBC and relevant activities run by other organisations enabling the public to locate activities near them via a single, simple search mechanism. Activities run by other organisations will relate to subjects raised by BBC television and radio programmes, and other specific campaigns and / or BBC driven projects.

The BBC seeks to collaborate with organisations which have similar aims and objectives to those of BBC programmes or campaigns ("Collaborating Organisations"). These organisations will collaborate by uploading information about their activities ("Collaborating Organisation Activities") to TTD. Such collaboration is non-exclusive and nothing in these Terms and Conditions shall prevent either Party from engaging in similar relationships or activities with other organisations.

Collaborations are subject to relevant BBC policies including the BBC's Editorial Guidelines, in particular guidelines relating to partnerships: (<http://www.bbc.co.uk/guidelines/editorialguidelines/page/guidance-partnerships>)

2. TTD COLLABORATING ORGANISATIONS ELIGIBILITY CRITERIA

Thank you for agreeing to register your activities and host a BBC broadcast related activity. To be eligible to be a Collaborating Organisation and thus to include your activities on TTD you must fulfil the following, generic, TTD criteria:

- Collaborating Organisations must be publicly funded or not for profit;
- Collaborating Organisation Activities must be linked to a BBC project i.e. a BBC television or radio programme, or other specific BBC campaign or project ("BBC Project") and, in order to make this link clear, must carry that BBC Project's logo e.g. history activities which carry the Hands on History logo

NB: The BBC reserves the right to change the BBC Project under which an activity is registered if a more appropriate BBC Project is active. Collaborating Organisations will be informed of such changes;

- Collaborating Organisation Activities must happen at a specific time on a specific day;
- Collaborating Organisation Activities must include active participation or learning and/or be designed to engage new audiences in the underlying goal of the project;
- Collaborating Organisation Activities must be free of charge to the public or be run on a cost-recovery basis (but may be sited within a paid-for visitor attraction)

NB: "Cost-recovery basis" means charging a price which is no greater than the costs directly attributed to the specific Collaborating Organisation Activity (and it makes no contribution to fundraising and/or profit etc). "Cost-recovery" overheads related directly to a Collaborating Organisation's activity can be included. These can include activity specific equipment and materials, venue hire, trainers and staffing, promotional materials or insurance. Non-activity specific overheads cannot be included;

- Collaborating Organisation Activities must be accessible to the general public. If held on a private site e.g. business premises or school, provision must be made to grant appropriate access to the local community. Collaborating Organisations should also consider how to make Collaborating Organisation Activities accessible for those with disabilities.

In addition to these generic TTD criteria Collaborating Organisations will need to fulfil supplementary project specific criteria ("Supplementary Criteria"). The appropriate Supplementary Criteria will be available during the registration process once you have indicated the type of activity you wish to run.

3. TERMS & CONDITIONS

These terms & conditions apply between the Collaborating Organisation (whether an organisation or an individual) and the BBC.

3.1. Roles and Responsibilities

The BBC agrees:

- to publish details of Collaborating Organisation Activities on its TTD database and to promote these, when editorially appropriate (without any obligation and on a non-exclusive basis);
- to establish and maintain, when appropriate (without any obligation and on a non-exclusive basis), a non-branded hypertext link from the TTD website to your website, if any, subject to relevant BBC policies including the BBC's Editorial Guidelines (<http://www.bbc.co.uk/guidelines/editorialguidelines>);
- to provide you with branded promotional and educational materials ("Activity Materials"), as applicable and when these are produced, to use and distribute to the public at your Collaborating Organisation Activity. Activity Materials are materials created by the BBC and provided to you cost free in order to promote the project and your associated activities and to provide educational support to members of the public.

You, the Collaborating Organisation, agree:

By providing details of your Collaborating Organisation Activities to the BBC, you are confirming that:

- you meet the eligibility criteria set out in Section Two above; and:
 - you meet the supplementary eligibility criteria which are specific to each Collaborating Organisation Activity. Collaborating Organisations should refer to the Supplementary Terms & Conditions for each BBC Project for additional requirements, including those related to Health & Safety. These will be made available during the registration process once you have indicated the type of activity you wish to run;
 - you provide all Activity Materials, if supplied, free of charge to the public;
 - no alteration or modification is made to the Activity Materials;
 - no Activity Materials are attached directly to any commercial products or activity;
 - you won't do anything that could give the impression that the BBC is endorsing any commercial product or activities;
 - you will not use or make any reference to the BBC or the project in which you are participating to advertise or promote any services provided by you that are not directly linked to your Collaborating Organisation Activity;

- Contributing Organisations must seek the BBC's written permission to use any BBC logos or trademarks (e.g. on posters or other publicity material). BBC logos and trademarks include not only the BBC blocks logo, but words and logos such as "Springwatch" or "Autumnwatch". If you do wish to use a BBC logo, you will need to sign a trademark agreement. Requests should be sent to your regular BBC Learning contact or activitymaker@bbc.co.uk with 'trademark agreement' in the subject line;
 - Collaborating Organisations can refer to their involvement with the project via their own website, in print publicity materials and press releases. The BBC would need to approve such publicity before it is published or distributed;
 - Collaborating Organisation should seek BBC approval of any proposed television and radio publicity for Collaboration Organisation Activities at an early stage in the publicity planning process, and before any such activity is agreed;
 - all details related to the cost of attending or participating in Collaborating Organisation Activities, including entry fees must be entered by the Collaborating Organisation on to the database when that Activity is entered onto the TTD site;
 - you have read and agree to the BBC's Privacy and Cookies policy (<http://www.bbc.co.uk/privacy>) and Terms of Use (<http://www.bbc.co.uk/terms>); and
 - you will provide feedback to the BBC as required.
- The information and images that you provide on the BBC's TTD database may be used by the BBC to promote your Collaborating Organisation Activity. You hereby grant to the BBC an irrevocable royalty-free licence to publish such images in all media (for example, the BBC's website or printed materials related to the campaign) in perpetuity, and you warrant that such use by the BBC will not infringe the rights of any third party;
 - By uploading an image, you also agree that you have obtained written consent to include on TTD from the parents / guardians of any children (under the age of 18 years) featured in any images;
 - By entering contact details, you agree that the BBC or Culture24 (which is gathering data for Cultural Sector Collaborating Organisation activities to include in the TTD site) may contact you regarding project initiatives and changes to the database and website;
 - Collaborating Organisations entering Collaborating Organisation Activities on to the database will be required to provide information about these. This information should contain content:
 - clearly relevant to the BBC radio or television programme, or other campaign;
 - suitable for the likely audience, which in some cases may be children;
 - that does not feature the name of any sponsor or organiser in the title;
 - contains no sponsorship detail, product advertising or promotions for commercial activity. BBC reserves the right not to publish this information if it does not meet BBC Editorial Guidelines (<http://www.bbc.co.uk/guidelines/editorialguidelines>);
 - that is factually accurate.
 - Collaborating Organisations entering data into the database will be also able to include a web link to their own site. The page to which this links should only contain content that is:
 - clearly relevant to the content of the BBC page where the link is placed;
 - suitable for the likely audience, which in some cases may be children;
 - regularly updated and refreshed;
 - free to access;
 - free from any sponsorship detail, product advertising, promotions for commercial activity, or any suggestion of a BBC endorsement of any commercial product or activity. BBC reserves the right not to publish this link if the site does not meet BBC Editorial Guidelines (<http://www.bbc.co.uk/guidelines/editorialguidelines>);
 - factually accurate.
 - By providing the information that relates to Collaborating Organisation Activity during the registration process you agree that you are authorised for and on behalf of the relevant organisation to provide

such information and to accept for and on behalf of the organisation to be bound by these terms and conditions;

- By providing the requested information, you agree to assign in perpetuity to the BBC all necessary rights and permissions to use the information that you upload on bbc.co.uk and on third party websites via:
 - o widgets (e.g. small search boxes, lists or images constructed from HTML that are embedded into websites, and through which TTD activity information - including your own - can be accessed);
 - o shared data (data feeds that allow TTD information - including your own - to be incorporated into third party, commercial and non-commercial [publicly funded or not for profit] websites).
- The TTD database will be administered by the BBC and the BBC reserves the right to remove any or all information held on it at any time at the BBC's sole discretion;
- The BBC shall not be liable for any of the following losses or damage (whether such damage or losses were foreseen, foreseeable, known or otherwise): (a) loss of data; (b) loss of revenue or anticipated profits; (c) loss of business; (d) loss of opportunity; (e) loss of goodwill or injury to reputation; (f) losses suffered by third parties; or (g) any indirect, consequential, special or exemplary damages arising from any Collaborating Organisation Activity, use of the Things To Do product, use of bbc.co.uk or any such related activity regardless of the form of action;
- The BBC may update these terms and conditions from time to time. You should check this website to see updates.

3.2. Intellectual Property

In addition to the intellectual property related points included above, all copyright, trademarks, design rights, patents and other intellectual property rights (registered and unregistered) in and on any project related materials produced by the BBC for use at activities shall remain vested in the BBC or its licensors. You may not copy, reproduce, republish, disassemble, decompile, reverse engineer, download, post, broadcast, transmit, make available to the public, or otherwise use BBC material in any way except as agreed in these terms and conditions. Any other use of BBC owned material requires the prior written permission of the BBC.

The names, images and logos identifying the BBC or third parties and their products and services are subject to copyright, design rights and trademarks of the BBC and / or third parties. Nothing contained in these terms shall be construed as conferring any licence or right to use any trade mark, design right or copyright of the BBC or any other third party.

Copyright in any material owned by yourself will remain with you and this permission is not exclusive, so you can continue to use the material in any way including allowing others to use it.

3.3. General Health & Safety and Insurance

The BBC is not vetting Collaborating Organisations and is not responsible for Collaborating Organisation Activities. As such, all Collaborating Organisations and sub-contractors, where relevant shall comply with all applicable disability discrimination legislation; data protection legislation; health, safety and fire legislation; and all codes of practice made under such legislation.

This shall include but not be limited to those issued by the Health & Safety Executive, the Home Office and any BBC safety requirements notified to you.

All providers should designate their Collaborating Organisation Activity as being suitable for beginners, intermediate or advanced.

All Collaborating Organisations and sub-contractors, where relevant shall arrange and maintain with a reputable insurer adequate insurance, including General/Public Liability Insurance, with a limit and scope of cover appropriate to the activity(s) in question.

3.4. Child Protection

Many Collaborating Organisation Activities will be aimed at families and adults. As such, and unless otherwise stated in the relevant Supplementary Criteria, a Collaborating Organisation Activities should stipulate that under 18s attending their Activities should be accompanied by a parent or guardian.

All providers shall apply a Child Protection Policy, the scope of which is no less than that of the BBC's Child Protection Policy (http://www.bbc.co.uk/aboutthebbc/policies/child_protection.shtml). In particular, but without limitation, you will carry out CRB checks as appropriate.

3.5. Data Protection

The Data Protection Act 1998 regulates the processing of personal information, setting rules for processing and increasing individuals' rights to control how information about them is used. Within the conditions of this Act, your agreement to these Terms and Conditions grants the BBC to hold your personal details within the database. Collaborating Organisation profile and user details will not be given to anyone outside those organisations without permission. You hereby confirm that you have obtained permission from any person whose details you list on your Collaborating Organisation Activity pages that their details may be published on the website.

3.6. Applicable Law

These terms shall be governed by and interpreted in accordance with the laws of England and Wales.