



STEM Ambassador Handbook

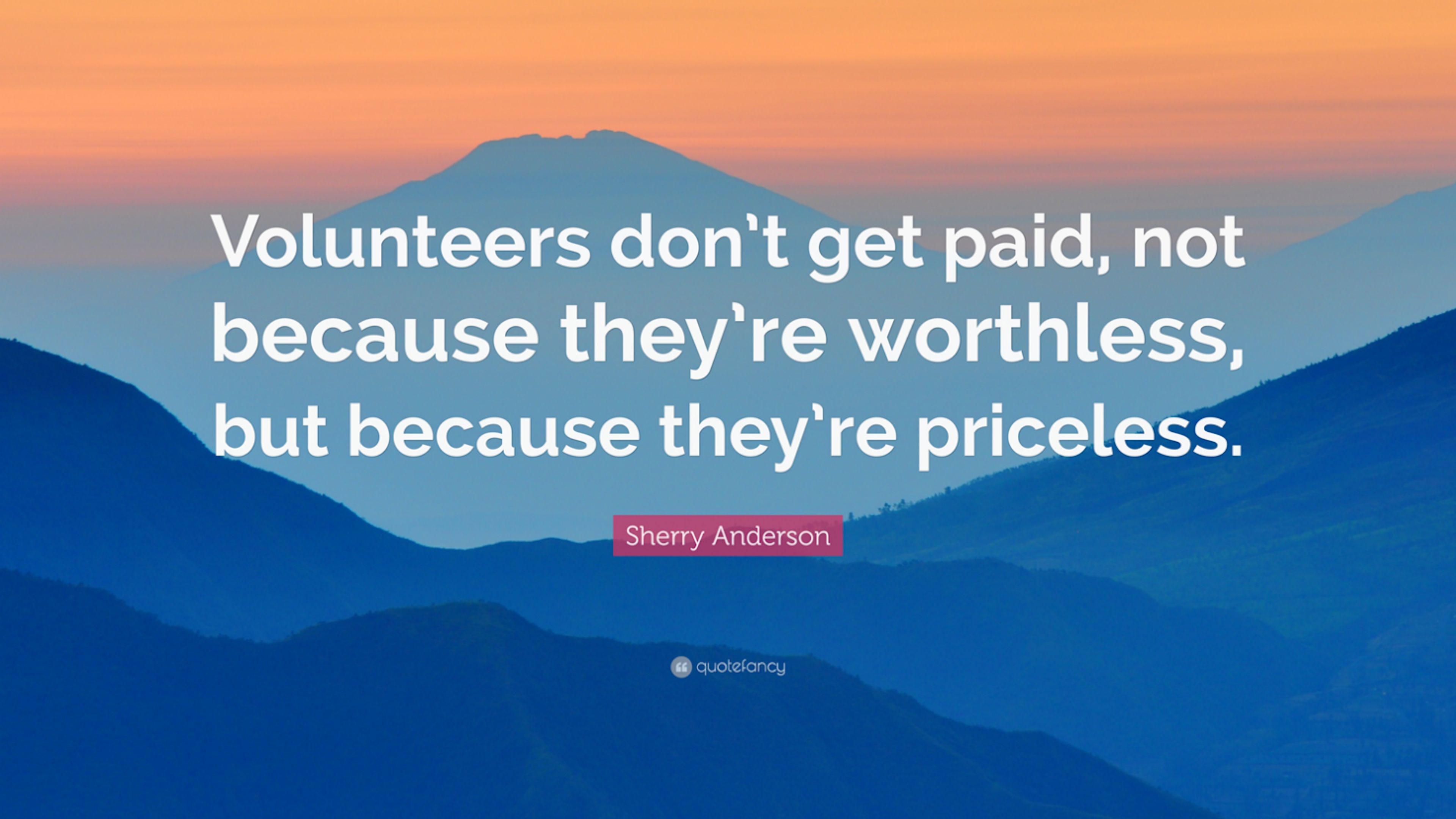


GraphicScience



STEM
AMBASSADOR HUB

STEM Ambassador Hub West England



Volunteers don't get paid, not because they're worthless, but because they're priceless.

Sherry Anderson

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1.1 Your STEM Hub



The STEM Ambassador Hub West England is always here to help, guide and support you in your STEM outreach goals



NEWSLETTERS

The Hub will keep you up to date with everything that's happening in your area via regular newsletters



NETWORKING

These events are an opportunity to meet others in STEM fields, network and discover new opportunities



FURTHER TRAINING

We offer further training to help Ambassadors develop their skills & understanding. See 4.1 for more



SUPPORT & RECOGNITION

We're always here to help our STEM community, recognise your contributions and answer any questions you may have.

Email: Ambassadors@graphicscience.co.uk

Phone: (01275) 474948

1.2 Duty of Care



Health and Safety:

- You are responsible for your own health and safety only.
- The teacher or organiser is responsible for the health and safety of the participants.
- The teacher or organiser is responsible for any discipline or behavioural issues.
- Risk assessments are the teachers responsibility. It is your responsibility to inform the teacher fully and in good time what your plans are so they are able to accurately assess the risks that may be involved in running your event.



In practice what this means is that you should never be left alone with a group of young people. The teacher or youth group leader should be with you at all times to take full responsibility for the welfare of the young people

Duty of Care:

Everyone working with young people has a duty of care to report any concerns for the health, safety and wellbeing of any young person they are working with. Your responsibility ends when you report it to the organiser, or in cases that this is not appropriate/possible to another member of staff at the school/community group or the STEM Ambassador Hub. For your own piece of mind we also recommend that you follow up with an email to the person you reported it to.

1.3 Safeguarding

Worried?
Speak to your
STEM Hub

Confidentiality

If a teacher tells you some personal information about a student, how should you treat this?

As a STEM Ambassador you have an obligation to keep this information confidential.

What do you do if a student wants to tell you something in confidence?

You should make it clear that you cannot keep anything confidential on their behalf.

STEM Ambassadors must report anything of concern about a student(s) to the teacher.



Boundaries

What are the boundaries between adults and students in a school setting?

You should refrain from any physical contact with students. It is important that you are clear on the expected boundaries between adults and students in the school environment. STEM Ambassadors should refrain from physical contact with students no matter how trivial it may seem e.g. putting a hand on a student's shoulder when helping with their work. If you have any concerns e.g. if a student approaches you, inform the teacher.



1.3 Safeguarding

Worried?
Speak to your
STEM Hub



Photographs

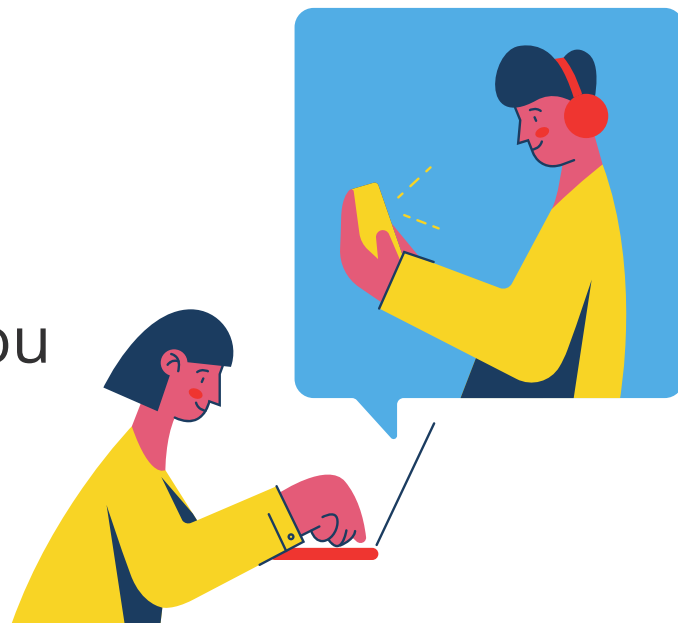
Can I take pictures for my newsletter/social media/other publications?

No, you must have parental consent. The teacher can check which students parents have given photo permission, so ask the teacher to take any photos of your activity and then email them to you.

Online contact

What do you do if student(s) request your friendship on social media?

If a student(s) requests your friendship on Facebook or a similar networking tool then you should refuse the request.



If a student has more questions after your activity, should you give them your email address?

No, STEM Ambassadors must never pass on their personal contact details directly on to students. If students have more questions after your activity, ask the teacher to collate and forward any further questions on to you. A teacher or a parent/carer should always be aware of any conversations you're having with students.

1.4 Safeguarding for virtual events

Moderation & Supervision

The teacher or activity organiser should always be present even for virtual events. It is their responsibility to moderate and supervise your event & to safeguard the participants always. It is your responsibility to ensure that any content you share including any web links are age appropriate.



Platform

What platform should I use?

Usually the school or youth group will have a preference for which platform they use. For example, most schools use Microsoft Teams or Google Classroom. You will probably be asked to use their preferred platform, if this is a problem for you then you will need to have that conversation with the activity organiser to make other arrangements.

Where can I video call from?

In theory, anywhere. However you do need to consider your environment. Please remove anything personal (e.g. family photos) or confidential from behind you. You should present yourself as professionally as possible, so please ensure your background is sending the right message about you. You will also need to consider lighting, sound and whether or not you might be interrupted.



2.1 Your Ambassador Dashboard



Volunteer for events

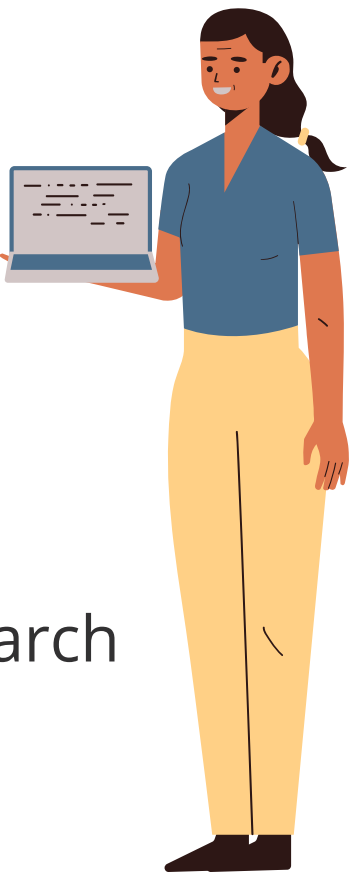
You can find all current requests for STEM Ambassadors under 'My Matches' in the Activities tab

Change Hubs

There are 16 regional STEM Hubs across the UK. If you update your address information then you will be moved to the Hub that covers that area

Update your information

You can login and update your email, biography and employer information at anytime. This enables the Hub to keep you up to date with more relevant information



Record your events

Update your activity log by completing the 'Add Activity' submission form

Add an Offer

An offer is an event that you would like to run, by creating an offer schools and youth groups can express an interest in you



Login:
www.stem.org.uk

Resources

Browse activity resources, there are thousands of curated resources available to you and a handy search bar to help you find what you are looking for

2.2 About You

Biography

Please ensure that your biography isn't left blank. A line or two about what you do and what your interests are is sufficient, this helps us match you to appropriate events.

Ambassador ID Card

If you added a photograph to your dashboard before your DBS certificate was issued then you should be sent an ID card to your given address automatically. To request an ID card please add a picture to your dashboard and then email the Hub: ambassadors:graphicscience.co.uk



Your DBS Certificate

The STEM Ambassador Programme will issue everyone who needs a DBS Check with an Enhanced Child Workforce DBS Certificate. Please keep this document safe, the paper DBS Certificate will be sent to you in the post and this is the only full copy. It is strongly advised that Ambassadors register their DBS Certificate with the [DBS Update Service](#), this is to reduce paperwork on future checks. DBS Checks are valid for 3 years.

2.3 Joining a Scheme

STEM Ambassadors are welcome to join any schemes that they feel fit their interests, you could get involved with:

Climate Ambassadors

Volunteers from a broad range of jobs and backgrounds, who participate in STEM events that aim to demonstrate the connection between the subjects young people study and their future life and careers in a changing climate. [See more](#)

Cyber Ambassadors

A focus on building cyber capability & understanding in our young people, events aim to provide real-world contexts, skills and careers information to learners and teachers. [See more](#)

Joining a Scheme

Please login to your [STEM profile](#) and go to 'edit my profile'. Under the Skills and Qualifications section you will find Schemes. Please type into the schemes box the name of the scheme that you would like to join, and then save the changes. We will then keep you updated about any events coming up that are a part of that scheme.

Go Construct

In partnership with the Construction Industry Training Board (CITB), this scheme aims to showcase the amazing career opportunities in construction. [See more](#)



2.4 Expectations

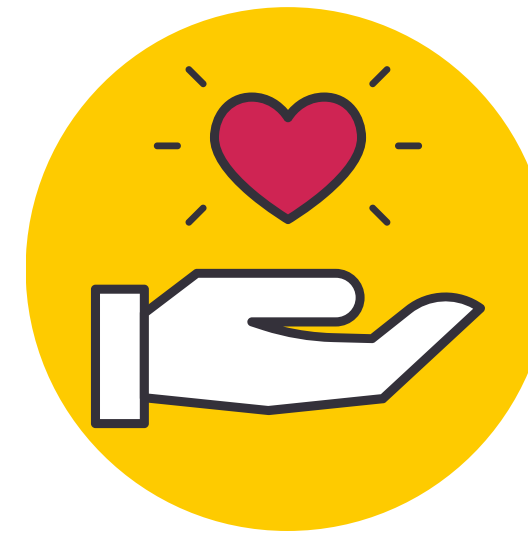


The STEM Ambassador programme asks that you:



COMMIT

Commit to at least 2 events per year for 2 years. Sustained participation has greater benefits for the programme, volunteers and young people.



CONSIDER

Consider the young people you will be interacting with and work with the activity organiser to deliver safe & accessible learning moments.



COMMUNICATE

Communicate in a timely fashion with activity organisers and keep your STEM Ambassador activity log up to date.



COMMENT

Comment on the success of events, acknowledge challenges & contribute to feedback requests.

3.1 Finding Activities

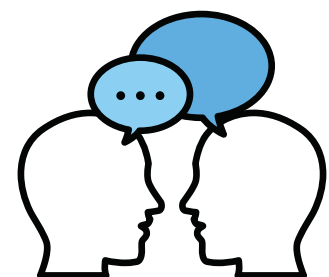
Finding Upcoming Events

Current requests can be found under the Activities tab in your STEM profile, in the Ambassador App or in your most recent Hub newsletter. There are different types of events, from low planning requests like Mock Interviews to more involved events like workshops, and everything inbetween!



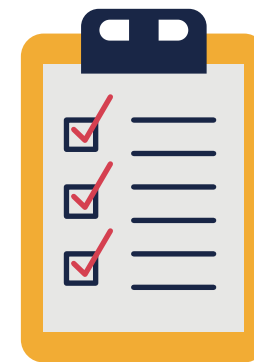
Step 1: Expressing an Interest

Click the 'Express an Interest' button on an event that you are interested in to let the activity organiser know that you could help.



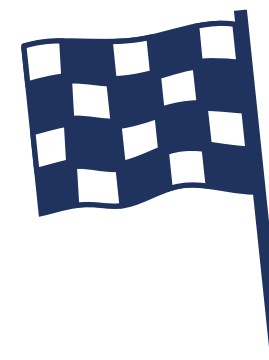
Step 2: Get the ball rolling

Send the activity organiser a message to introduce yourself.



Step 3: Planning

Clear & timely communication with the activity organiser is essential, speak to the Hub if there's a problem.



Step 4: Complete your event

Remember the activity organiser is responsible for the safeguarding and wellbeing of the young people, you must follow their rules and procedures.



Step 5: Give Feedback

Complete the feedback form when asked to.



3.2 Creating an offer



An offer is an event that you would like to run with schools or youth groups. Your offer could be anything!

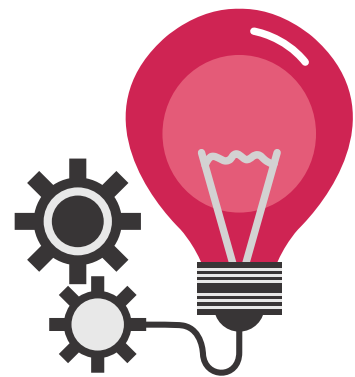


Step 1: What do you want to do?

Decide what sort of activity you would like to offer. You could check out available resources for inspiration. Training is available from the Hub if you are keen to develop something yourself.

Step 2: Create your offer

Login to your [STEM profile](#) and under the Offers tab please select 'Add Offer'. Complete the submission form and hit submit - that's it!



Step 3: Let the Hub know

Drop the Hub an email to let us know about your offer. We will then promote it to local schools and youth groups.



Step 4: Expressions of Interest

Sit back and wait for someone to 'Express an Interest' in you! You'll get an e-notification to let you know, from there you can exchange message to discuss your offer and start making a plan.

3.3 Top Tips



Expressing an Interest

'Expressing an Interest' doesn't mean you are fully committed to an event. You are just letting the organiser know that you could potentially help. If the activity organiser wants you to be a part of their event then they should 'offer the position' to you, accepting will let them know that you are committed to their event.



Communication is key

We would advise that you swap direct contact information and set up a time to have a chat either in person, over the phone or via video call. If you haven't heard from the activity organiser via a direct message or phone call and the event is coming up soon then speak to the Hub asap.



Don't just turn up if you haven't discussed the event with the activity organiser



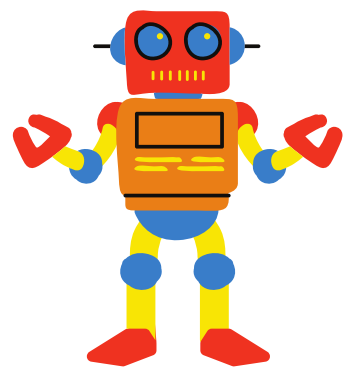
Logistics - When? Where?

Check with the activity organiser to figure out a plan that works for everyone. Be clear about timings, your availability and expectations. Will you need parking? Do you need to bring anything? Will someone meet you at reception? Or is your event virtual?

3.4 Planning



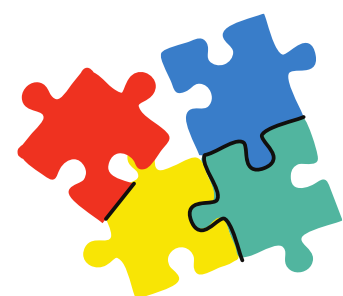
Know your audience



How old are they? How much do they already know? Are there any special needs you need to consider? These are important questions as they effect how you should deliver your event. Using language or materials that are too complex for your audience will likely result in them disengaging from your activity. You need to know what level they are on so you can pitch your event on that same level. With full & clear explanations of technical terms, the sky's the limit of what they could learn!

Hands-on Activities & Resources

If you want to run a practical activity you will need resources or kit. Does the school or venue have some already? What do you have available? The activity organisers will need to risk assess your plans, so please discuss everything well in advance. See 3.7 for practical activity ideas.



You're not their teacher!

As a volunteer you aren't responsible for discipline or for teaching the curriculum. You are there to share your experiences, so relax and have fun! The teacher is there is back you up if you need it.

3.5 Event Checklist



Before any STEM event you will need to do some preparation...

Before your event:

- Contact the organiser to discuss the activity - establish the aims and what your role will be
- Find out about the group: age, ability, any special needs...
- Discuss the logistical details with the organiser
- Find out about the venue & room you will be in
- Discuss resources & your IT requirements
- Discuss and contribute to the risk assessment (if relevant)
- Plan, Plan, Plan - what are you going to do/say?
- Log the activity on the STEM Ambassador website before the event if you have arranged the activity yourself. If you have registered for an activity via the website, the activity will be automatically added

On the day of your event:

- Plan to arrive early to give you time to settle in, get your bearings and set up
- Work as a team. The organiser will know the group – you have the expertise on the subject! Don't be afraid to ask for help
- Smile and enjoy it!

After your event:

- Make time to discuss how the event went with the organiser. Feedback is useful for everyone!
- Would you like to run future events with this group? If yes, then why not make that offer to the organiser?

3.6 Adding your events



The STEM Ambassador programme has insurance that will cover you to participate in any STEM event, provided it has been added to your Activity Log

Step 1: Login

Login to your STEM profile: www.stem.org.uk

Step 2: Add an Activity

Under the Activities tab select 'Add Activity'

Step 3: Complete event details

Complete the submission form in full and hit submit

What is a STEM Event?

Any voluntary & STEM based event that directly or indirectly benefits young people from 5-19 years.

This includes (but is not limited to): school based events, school governorships, teacher CPD, support for youth and community groups (e.g. Scouts or Brownies), science festivals and family events.

It can also includes any events that you may organise yourself or via your employer/university or a professional institution.



3.7 Feedback

Getting Feedback from your Audience

The Impact Toolkit available here:

<https://www.stem.org.uk/saimpacttool>

You don't need to collect feedback if you don't want to, but collecting this sort of information can help you learn and hone your presentation skills.

The STEM Ambassador Impact tool has been developed as a quick and easy method of collecting data about the impact your engagement has on the young people involved. All you do is ask young people to mark their agreement to four statements about engagement, aspirations, skills and careers using a 4-point scale.



Giving Feedback to the Hub

After you have completed your event you'll be sent an email asking for your feedback, this is just a 1-5 star system and only takes a minute.

We love to hear feedback, so please do send us an email if there is anything you would like to say! We do collect and use this information to recognise the fantastic work of STEM Ambassadors and to evaluate the impact of the STEM Ambassador programme as a whole.

3.8 Resources



From STEM Learning

STEM Learning maintain a huge resource bank covering all areas of STEM. There are filters to enable you to search by age range or by subject specialism. All these resources have been tried & tested and come with delivery instructions to help you deliver a fantastic practical activity. You can even adapt and tweak these activity ideas to make them more you

- Primary: <https://www.stem.org.uk/primary/resources>
- Secondary: <https://www.stem.org.uk/secondary/resources>

STEM Clubs:

These activity work packages are all themed and are designed to be delivered over a few sessions. There are lots of different themed packages, such as Zombie Apocalypse or Movies & Magic. [See all here.](#)

ESERO-UK:

A fantastic collection of curriculum linked resources all related to Space. [See all here.](#)



3.8 More Resources



Sustainability: A padlet of 'green' activity ideas - [more here](#)

Practical Action: Using STEM to solve real world problems - [more here](#)

Marvin & Milo: From the Institute of Physics, science based practical ideas - [more here](#)

Tech We Can - Adaptable resource bundles showcasing tech applications - [more here](#)

British Science Week: Running every March, there are additional resources to support events - [more here](#)

Neon & Tomorrows Engineers: Practical engineering & careers based resources - [more here](#)

Computing at School: Resources to compliment computer science teaching and learning - [more here](#)

Dyson Engineering Challenge Cards: Short engineering based practical activity ideas - [more here](#)

Please get in touch with us if there is something you would like to do and you need help finding the right resource

4.1 Further Training



Your STEM Hub is here to help you develop skills & understanding, enabling you to deliver fantastic STEM Events! All our training is delivered live, either virtually or in-person, and is free to access for our STEM Ambassadors. You can view all upcoming training sessions and book a place [here](#) or by contacting the Hub: Ambassadors@graphicscience.co.uk

Discover STEM Opportunities

An introductory session exploring the different types of activities in our area, school requests and what to expect from volunteering.

Exploring Practical Activities for STEM Clubs

Workshop looking at activity ideas and resources in the context of STEM Clubs, but can be used in classroom activities as well.

Becoming a Mentor - Student Projects

Training for anyone interested in supporting a school or team of students participating in a project, challenge or competition.

This is Me - I am a STEM Ambassador

Communication training focusing on how to write a short 2/3 slide presentation aimed at young people.

From STEM Learning:

STEM Learning offer online training in an access anytime format via our [Training Hub](#). You can sign-up to any module and work through it in your own time.

4.2 Recognition

STEM Inspiration Awards

The STEM Inspiration Awards celebrate the individuals, organisations and STEM clubs working to inspire young people in science, technology, engineering and maths. We want to recognise the initiatives which make a real impact, sparking enthusiasm for STEM subjects and paving the way for careers in STEM. There are various categories - you can nominate yourself, other Ambassadors, projects, teachers and employers! [See More](#).



Digital Badges

Digital badges are issued quarterly to all STEM Ambassadors who have given 15 hours or more to volunteering within a 12 month period. There are digital badges for 15 hours, 30 hours and 50+ hours! To be eligible for a digital badge you must make sure that your activity log is up to date and all of your volunteering and preparation hours have been recorded. You can record any event that is STEM based, voluntary and directly or indirectly benefits young people - this can also include any STEM events organised by your employer or university, any community events like Science Fairs and Festivals and roles like School Governorships.



4.3 Contacts

Your first point of contact is your local STEM Ambassador Hub

STEM Ambassador Hub West England

Email: Ambassadors@graphicscience.co.uk

Phone: (01275) 474948

Address: The Sheilings Barn, Long Lane, Felton Common,
North Somerset, BS40 9YP

Office hours: Mon-Fri, 9am-5pm

Hubs across the UK:

<https://www.stem.org.uk/about-us/our-network/sah>



Social Media

We're on twitter! Follow the hub for ideas and to see what's happening across the region. The national STEM Ambassador accounts will give you the bigger picture sharing context and impact!

Your Hub: @AmbassadorsGS

National Programme: @STEMAmbassadors

Website & IT Team

For any technical issues within www.stem.org.uk

Email: Support@stem.org.uk

Phone: (01904) 328333