

# Key considerations for setting up a STEM Event

## Before your STEM event:

- **Contact the organiser to discuss the activity** - good communication is essential. A good starting place is the aim of the event and what the school expect your role to be - what do you and the school want the outcome to be of your event? There are lots of different ways to approach an event, and no two events are exactly alike - a successful event is always built on clear communication and well defined roles & expectations.
- **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 or too simplistic for your audience may 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!
- **Discuss the logistical details** - where will the event take place, at what time and for how long? Do you need to consider travel arrangements? If you're visiting a school then ask about the room you will be in and how it's set-up.
- **Your needs** - Please discuss with your host how they are going to support your activity. Do you need any resources from the school? Do you need to connect to their IT system? Where are the toilets that visitors can use (these are often different to student toilets in a school)?
- **Risk assessments** - If you're running a workshop or practical activity the school will need to perform a risk assessment, they will need to know what the activity is and what materials you will be using - please have this conversation well in advance of your event.
- **Plan, Plan, Plan** - what are you going to do/say and how are you going to do/say it?
- **Log your volunteer hours** - If you have set-up your activity yourself or you're supporting an employer event please make sure that you 'Add the Activity' to your [STEM profile](#), please also ensure the teacher knows you're a STEM Ambassador and that they can reach their Local STEM Ambassador Partner on: [ambassadors@graphicscience.co.uk](mailto:ambassadors@graphicscience.co.uk). If you have registered for an activity via the STEM Ambassador portal then the activity will be automatically added

## On the day of your event:

- **Plan to be early** to give you time to settle in, get your bearings and set up
- **Work as a team.** The teacher will know the group – you have the expertise on the subject! Don't be afraid to ask for help, the most successful events are a collaboration between the Ambassadors and the teachers.
- **Remember that the teacher is responsible for the well-being of the students and their behaviour.** 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.
- **If you have any concerns** then speak to the teacher

## After your event:

- Make time to discuss how the event went with the teacher. 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?



# Safeguarding



**The teacher or activity organiser should always be present for any STEM events**, this also includes virtual events. As a STEM Ambassador you have a duty of care to any young person you meet while delivering any STEM events, but it is the schools responsibility to supervise your event & to safeguard the young people always. In practice this means that the teacher or activity organiser should always be in the room (or virtual space) with you so that they can take full responsibility for the welfare of the young people.

## Health and Safety:

- The teacher or organiser is responsible for the health and safety of the young people.
- 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.

## 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.

## 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 teacher, or in cases that this is not appropriate/possible to another member of staff at the school or your STEM Ambassador Programme Partner.

It is also your responsibility to ensure that any content you share including presentations and any web links are age appropriate.

## 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.

## Photographs

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

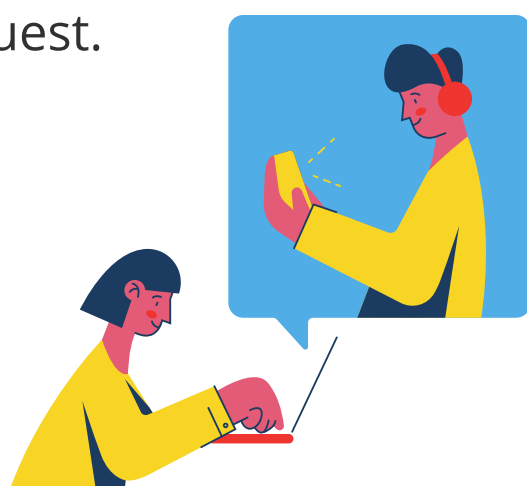
You must have parental consent to take and use photos of students. The school will need to get photo permission from parents for any pictures to be taken/used - you can either ask the teacher to take any photos of your activity and then email them to you after parental consent has been given, or if the school is visiting your place of work ask the teacher for get photography permission from the parents in advance. You must not take pictures of any young people where photo permission has not been granted.



## 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. You should never contact a student without the knowledge or presence of their teacher or a parent/carer.