

Guidance for new STEM Ambassadors

Hello from your local STEM team

Graphic Science is the STEM Ambassador Programme Partner for South West England, our role is to support you in volunteering with schools and young people. Now that you're approved as a STEM Ambassador the STEM team will be keeping you up to date with activities & events that are coming up in our area, including requests from schools & community groups for volunteer support. We will be your first point of contact for any STEM event based queries you may have, you'll also receive regular communications from us with a focus on the latest STEM news, projects, training and networking opportunities! We are here to help if you have any concerns or queries, please do get in touch if you have any questions or just want a chat, you can reach us on ambassadors@graphicscience.co.uk.

Other useful contacts include:

- Other regional STEM Ambassador Partners across the UK: <https://www.stem.org.uk/stem-ambassadors/stem-ambassadors-partners>
- The central support team who manage the DBS Check process: SAregistration@stem.org.uk
- The programme team who provide admin support including STEM account closures: stem-ambassadors@stem.org.uk

Finding a volunteering opportunity



You can find all current requests for volunteers from schools & community groups:

- via your [STEM profile](#)
- by browsing the STEM Opportunities newsletters sent at the start of each month
- or via the [map of STEM Opportunities](#)

To volunteer for an event please click 'Express an Interest' in the activity page, this will let the organising teacher know that you could be available to help out with their event. From there you can send an introductory message, letting the organiser know a bit about you and what you do. There is more on the [volunteering process here](#).

Support for new STEM Ambassadors

It can be a little daunting putting yourself forward for your first event, but your local STEM team is here to help if you need us. We would encourage all new STEM Ambassadors to join us, the STEM Team South West, for a **Welcome Session (South West England)** so that you can meet the team and find out more about STEM events across the region and what you can expect from volunteering. Welcome Sessions are held monthly, you can find all upcoming training sessions here: <https://ambassadors.stem.org.uk/training> or email us: Ambassadors@graphicscience.co.uk.



More support & training from the central support team

- Getting Started as a STEM Ambassador – a 30 minute webinar covering the volunteering process and different ways to get involved with schools and communities.
- Communication & Presentation skills training - browse all upcoming training opportunities via [The Training Hub](#) (hosted in the STEM Ambassador Community pages)

Recording your STEM events

If you're participating in STEM events via your employer, university or other STEM event organisers then please add these events to your activity log within your STEM profile. To record an event please login to your [STEM profile](#) and select 'Add Activity'. This will ensure that you are covered by our insurance and that we recognise your volunteering time. In your STEM profile there is a tool that helps you see the impact of your volunteering and how many young people you've engaged, by keeping your activity log up to date you will be able to see the difference you're making and your volunteering data! If you have any difficulties adding your events, or if you've participated in any ongoing activities over a period of a few months or longer, then please speak to the STEM team for help recording your activities.

Key considerations for setting up a STEM Event



Below is a quick summary of the conversations that's it's useful to have with the school or activity organiser. If there are any problems communicating with the activity organiser then please get in touch with us.

Before your STEM event:

- **Contact the organiser to discuss the activity** - A good starting place for this conversation is the aim of the event and what the school expect your role to be. 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.
- **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)?
- **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!
- **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. 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

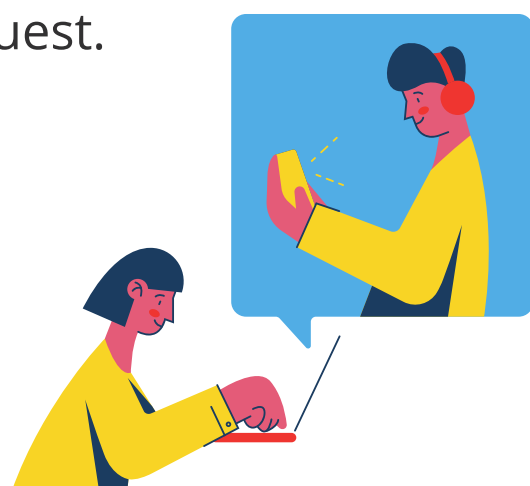
Can I take pictures for my newsletter/social media/other publications?

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.