



THE STEM AMBASSADOR HANDBOOK

A GUIDE TO VOLUNTEERING FOR NEW
AND EXPERIENCED STEM AMBASSADORS





This handbook is for all STEM Ambassadors, whatever stage you're at in your journey.

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WELCOME TO THE STEM AMBASSADOR PROGRAMME

Dear STEM Ambassador,

Thank you for volunteering as a STEM Ambassador! By giving your time and sharing your enthusiasm for science, technology, engineering and mathematics (STEM), you are making a measurable difference to young people right across the UK.

You are helping ensure that every young person can understand the value and relevance of STEM subjects to them and their lives in an increasingly technological world; and you are also helping inspire more of those young people to consider careers using STEM that will help us all lead healthy, productive and sustainable lives.

The STEM Ambassador programme is truly a UK national treasure, and it depends completely and gratefully on the efforts and commitment of volunteers such as yourself. So, thank you for getting involved; for all your efforts to engage young people from all backgrounds with STEM, and the exciting and valuable futures to which it can lead.

Yvonne Baker
CEO, STEM Learning



This handbook provides practical information about getting started as a STEM Ambassador and how to get the most out of the programme for yourself as well as the schools, teachers, community groups and young people you may work with. It is a reference tool that you can use flexibly – and we look forward to your ideas on how we can make improvements to it over time!



STEM LEARNING AND THE STEM AMBASSADOR PROGRAMME

STEM Learning is the largest provider of education and careers support in science, technology, engineering and mathematics (STEM).

Look out for the black or white bold hyperlinks in this handbook

We offer

support and guidance to enhance the teaching and learning of STEM subjects:

- high-impact **courses** for educators
- quality-assured **learning resources**
- **the STEM Ambassador programme – 30,000+ volunteers from around 7,000 employers sharing knowledge and experiences free of charge to help young people of all ages achieve more and progress further in STEM**



Our network of 19 STEM Ambassador Hubs co-ordinate the volunteering opportunities of all our STEM Ambassadors. Your local Hub is your main point of contact if you have any questions. Find their details on the **STEM Ambassador website**.



Our vision:

A world-leading STEM education for all young people across the UK



Supported by:

A unique partnership of Government, charitable trusts and employers



Working with:

Schools, colleges and youth and community groups

MEET THE STEM AMBASSADORS

STEM Ambassadors are positive role models who give their time and enthusiasm to bring STEM subjects to life and demonstrate their value.



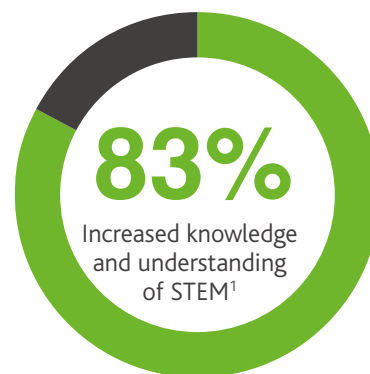
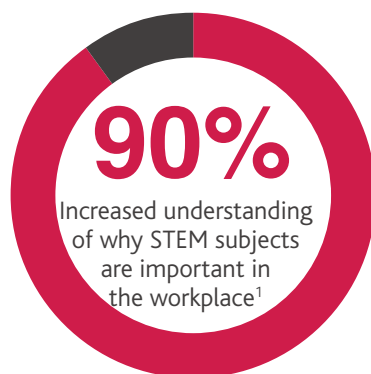
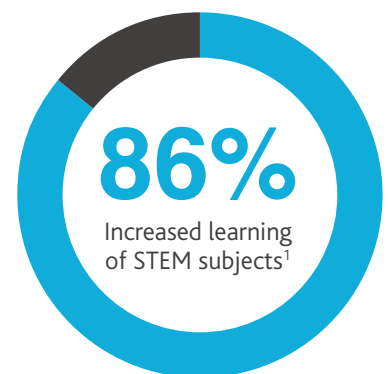
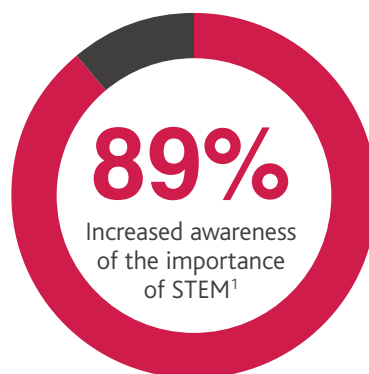
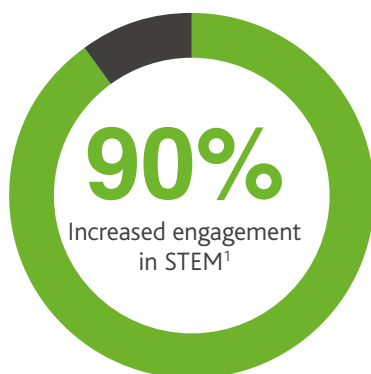
We welcome anyone onto the programme who supports our values. If you are interested in joining us, take a look at our Volunteering Expectations (see [Appendix](#)).



THE POWER OF THE STEM AMBASSADOR PROGRAMME

Engaging and inspiring young people

The STEM Ambassador programme **makes a real impact on young people**. Research shows that interacting with a STEM Ambassador transforms young people's perceptions of STEM subjects and careers:



STEM Ambassadors who can talk about their everyday life once they've left school, or are further on in their developed careers, can really focus students. They're effectively an interface between the student and the opportunities which are out there."

Russell Davies, Head of Design and Technology

¹STEM Ambassador Impact Report, 2016



Boosting your skills and confidence

STEM Ambassadors tell us that participating in the programme brings them many benefits:

Increases the individual's sense of achievement or reward²

92%

Increases the individual's presentation skills²

58%

Increases the individual's confidence²

74%

Increases the individual's sense of satisfaction with their work²

91%

We asked STEM Ambassadors to tell us, in their own words, how volunteering has helped them at work or in their studies. This is what they said:



Being a STEM Ambassador has improved my sense of job satisfaction because it delivers a real, tangible benefit to the local community and the future of STEM professions."



It has improved my ability to present to audiences of widely varying maturity and ability levels."



Volunteering has improved my ability to cope with unexpected questions and think on my feet."



Made me a more patient, better public speaker prepared for anything."



I have met people from other companies and fields and expanded my network."

²STEM Ambassador and teacher engagement survey, STEMNET, April 2015–July 2016

SIGNING UP IS EASY

Before you can start volunteering, we need to get you registered and approved as a STEM Ambassador. Once approved, you can download the STEM Ambassador app to easily manage your volunteering and see what inspiring opportunities await!

If you have any questions about this process, contact **your local Hub**, who will be happy to help.

1. Register as a STEM Ambassador

Register online to access the **STEM Ambassador website**.
Your **local STEM Ambassador Hub** will be in touch by email once you have completed registration.

If you tick 'happy to share with employer,' your employer will be able to see an overview of your volunteering if they sign up too



2. Complete your induction

Work through the **Induction Modules** you received in your registration email and add the date of completion on your STEM Ambassador profile.
In Scotland, inductions may take place in person.



3. Complete a free enhanced DBS / PVG check

You will receive an email with instructions on how to complete a free online **Disclosure and Barring Service** (DBS) application to check you're suitable to work with vulnerable groups.
In Scotland, you will complete a **PVG check** instead.



4. You're an approved STEM Ambassador!

Once this process is complete, you will get an email to confirm that you are an approved STEM Ambassador! You'll also receive a photo ID card if you provided a photo (but you don't need that to start volunteering, as long as you've completed steps 1–3).

Take a look at **page 12** to discover how you can find a volunteering opportunity.

Complete your first activity to receive your STEM Ambassador badge.



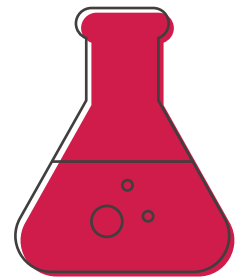
As a STEM Ambassador you can run your own activities, but there are also lots of opportunities to support ones that have already been set up. We would suggest supporting at first to build up your confidence.

WHAT KINDS OF VOLUNTEERING ACTIVITY CAN I DO?

There's no limit to the ways in which you can inspire the next generation!

STEM Ambassadors do all these things, and more:

- show how STEM subjects apply in the **real world**
- illustrate what a **career** in STEM really looks like and share their own stories
- challenge young people to solve **real-life problems**
- bring **specialist equipment** for young people to experience
- make STEM relatable by bringing **experience of the everyday** into lessons



Working through schools, colleges, youth or community groups or organisations such as museums, you can inspire young people using any one of these formats...

STEM activities



Support with or deliver workshops, enrichment days, exhibitions, STEM fairs or STEM Clubs

Judge school STEM competitions

Bring specialist equipment for young people to experience

Host a school trip

Careers support



Give careers talks or help at careers fairs

Host a workplace visit or work experience

Speed networking with pupils, parents and teachers

Help students with mentoring, mock job interviews and CV writing

Wider school & college support



Develop and run CPD for educators or talk to a teacher to help with any questions

Provide support and advice for governors, headteachers and senior leaders, or become a governor

Develop curriculum, resources and activities

Develop connections with local businesses

The opportunities are endless – thinking outside the box is what really inspires our young people!



GET INSPIRED!

STEM Ambassadors from around the UK share their favourite STEM activities – as you can see, anything is possible!



Younger students

"The **water supply challenge** in a primary school in Hertfordshire, their participation, enthusiasm and engagement was outstanding."

"My best STEM Ambassador activity I have ever done is **designing and building electric fan boats** with all 180 KS2 pupils at my local school. They were so engaged and excited, and they even got to take their boats home to keep."

"Anything hands-on is an instant hit with primary school aged children. **Making snot** (slime) with lots of children at our university festival was great fun!"

"Taught reception classes about **electricity**."

"**Extracting DNA** from strawberries. It was messy and engaging."

"Setting up a **paper aeroplane challenge** for a squadron of Air Cadets. Cheap, simple and competitive."



Older students

"Helped a school deliver their **Zombie Apocalypse STEM day**, during which STEM classroom activities were used to counteract the zombies."

"A **talk about my day-to-day design activities**, and how they related to the students coursework."

"Developing and delivering '**Science in a Box**' to show Yr9 students the breadth of STEM careers in the pharmaceutical industry."

"Inviting a school into our office to undertake a number of **railway-related STEM activities** and to learn about rail careers."

"Provided **careers advice at the Big Bang Fair**, getting the students to guess my career based on whiteboard sketches."

"**Guided a class of year 7 students for a 10 month** period, providing them insight into different STEM careers. The difference in their confidence and intrigue at the end was heartwarming."

"Running a **microscopy session**."



Watch **STEM Ambassadors in action** on the STEM Learning website

CASE STUDIES

Bringing the curriculum to life at Perdiswell Primary

Janinne Delorenzo is a university lecturer with a background in Biology. Through conversations with staff at Perdiswell Primary School in Worcester, she became aware of their concerns about addressing the 'technology and the environment' area of the Early Years Development Goals and 'Working scientifically' in the Key Stage 1 Science curriculum.

Janinne worked with the school staff to devise and deliver an eight-week programme of space-themed activities suitable for five-year-olds. She mapped the activities to the curriculum objectives and the criteria for the British Science Association CREST Star Award.

Pupils' interest in the activities became the subject of conversations at home, stimulating the development of some rich home-school engagements.



Running workshops and hosting site visits in Kent and Medway

Chris Baldwin works in horticulture with A Pearson Growers, growing tomatoes in glasshouses covering 12.4 hectares, using the most up-to-date technology available to the industry.

Chris has been a STEM Ambassador for five years now and runs a range of workshops in the Kent and Medway area, from primary school sessions on pollination, bee navigation and use of polarised light, to biological control for students aged 16 to 18. He has also hosted school visits, giving guided tours around the site, to help students understand the role of STEM involved in growing the tomatoes, through to packaging them ready to be taken to supermarkets. He won the Innovative Learning Award and was overall winner of the 2019 Bayer-Leaf Education Award for his company's work with schools.



FINDING A VOLUNTEERING OPPORTUNITY

There are three ways to find volunteering opportunities:

1. On the STEM Ambassador website and app

Search for volunteering opportunities posted by schools, colleges and youth or community groups.

Alternatively, **create an offer page** outlining your skills and experience or activities you can offer, so that activity organisers can invite you to support them.

The app provides easy access to the STEM Ambassador website, once you've completed your registration process

2. Via your local STEM Ambassador Hub

Your local Hub will regularly share information with you about relevant local volunteering opportunities by email and on social media.

If you're not getting emails once you've registered, check your junk mail and add your Hub to your safe senders list

3. Through your existing contacts

Like many STEM Ambassadors, you could organise your own volunteering activities with an organisation with which you or your employer have an existing link. You might suggest an activity to the organiser, or come up with an idea together to meet their needs.

If you find your activity via your own contacts, remember to record it on the STEM Ambassador website (see page 13)



My Hub has been incredibly helpful in so many ways, answering all my initial questions, getting me set up and registered as a STEM Ambassador and also providing me with tailored opportunities to my skill set and time available to help me get the most out of the programme."

Katrina Dixon, STEM Ambassador

Remember
your Hub can help you with any questions or issues!

LOGGING YOUR ACTIVITY

If you organised your own volunteering activity, you will need to log it online as soon as possible.

If you completed an activity posted on the digital platform, it will automatically be logged but you will be asked to provide feedback.

Why should I log my activity?



You

...can see a record of your activity.
...can be recognised for your volunteering hours through our STEM Certificates and STEM Inspiration Awards (see **page 20**).

Your Hub

...can identify and address gaps in provision.
...can ensure that as many young people as possible can access the opportunities offered by the STEM Ambassador programme.

STEM Learning

...can demonstrate the reach and impact of the programme, which will ensure funding can continue and more young people can benefit.

Logging your activity is simple

Go to your Ambassador dashboard, click on Activities, then Add activity and complete the details requested. Further instructions can be found in the online induction.



PLANNING

We asked STEM Ambassadors for their top tips for planning a successful session.

Prepare for success

Planning and preparation is crucial. Ask someone to be your practice audience to get a feel for timings and provide feedback.

"Plan, plan, plan... you can never plan too much! Do good preparation on audience, setting, time of session, resources available and the parking situation. All can catch you out!"

Before planning your own activity, see if you can support someone else in running theirs. Look for these opportunities on the website.

Communicate and collaborate

Talk to the teacher or event organiser before you plan your session, and again once you have developed your plan. Go through everything in detail. Use the activity planning log (see **Appendix**) to organise your notes.

"Meet the educator beforehand to ascertain the aims for the session, exactly what they want you to cover, the equipment they already have and what you need to supplement it with."

"Work with teachers. Their feedback and engagement will result in a much better session and outcomes."

Know your audience

Think about what engaged or inspired you at that age, and relate complex ideas to what children already know and enjoy – research shows that this really helps young people engage with STEM.³ It's all about making sure the young people have fun.

"Be topical, build on what young people already know, and tie in with curriculum topics they have been learning recently."

"Identify if there are any special adaptations that have to be made, e.g. children with learning difficulties or health conditions."

"Think about how to explain your job using words suitable for your audience. This will be different for older pupils compared to primary school children."

Consider practicalities

Think about how long each section of your session will take, and whether students need to be divided into groups. Consider what resources you will use (for ideas, see **page 16**), and be sure to factor in time for feedback at the end of the session (see tips on **page 18**). What will you do if elements of your activity take more or less time than expected?

"Get input from a teacher about how long a task will take pupils, as they can be quicker than you think! Have an activity that can be stretched out or cut short if necessary and always be prepared for random and wonderful questions!"

"Make sure you know when breaks and other school / student movements might impact your session."

FutureLearn online course for STEM Ambassadors: Inspiring Young People in STEM: Planning and Organising Practical Activities

This course will cover how to plan, organise and design practical STEM activities effectively. You'll learn how to select STEM activities to suit different contexts, such as running an activity with a teacher in a school or college, or being a guest speaker to a Guides or Scout group in a village hall.



Keeping safe

We expect all STEM Ambassadors to contribute to a safe volunteering environment and comply with the health and safety requirements for activities. If you are volunteering with a school, community group or event, you are required to discuss and more importantly agree to any health and safety requirements, and any risk assessment procedures, with the school or activity organiser (prior to the activity taking place). It is vital you follow our safeguarding guidelines in order to keep everyone safe and for insurance purposes. See **Appendix** for more information.

³ASPIRES Report : Young people's science and career aspirations

FINDING OR CREATING RESOURCES

There are a wide variety of ready-made resources available, so you often don't need to spend a lot of time creating your own.

Digital resources

Look online or ask colleagues if they can share PowerPoints, films, activities or information sheets etc. The **STEM Learning website** is home to thousands of free-to-access, quality-assured resources. Search by topic keyword, and use the filters to find resources specifically for STEM Ambassadors.

REMEMBER: Choose resources that are high quality, have accurate information and are appropriate for your audience.

Familiarise yourself with your resources before using them with young people. They may need to be adapted to suit your intended audience.

Physical resources

Physical resources can bring a session to life, though always consider health and safety (see **Appendix**).

- You, your employer or your professional institution may have items relating to your specialism.
- Resource kits for practical activities are available to borrow from your local **STEM Ambassador Hubs**.
- You can make your own Mystery Boxes using instructions from **The Science Museum**.
- Your school may have the The Crunch resource box from the **Wellcome Trust**.

FutureLearn online course for STEM Ambassadors: Inspiring Young People in STEM: Resource for Activities and Promoting Diversity

This course will empower you to make a real difference in engaging young people in STEM. You will learn how to find and adapt resources for STEM activities. You will explore current research on diversity and learn how to engage every young person in practical STEM activities by understanding different contexts.



TOP TIPS FOR SUCCESS ON THE DAY

- ☑ Give yourself plenty of time
- ☑ Keep an eye on timings
- ☑ Move around during your presentation
- ☑ Speak slowly and clearly
- ☑ Ask questions and connect with your audience
- ☑ Make sure your audience understands the task
- ☑ Thank young people for their contributions even if they get the answer wrong, and recognise achievement
- ☑ Recap learning at the end of the activity
- ☑ Smile and enjoy yourself!



Arrive well in advance of the planned delivery to set up and ensure no glitches during the session."



Successful sessions require enthusiasm and interaction... ask questions and listen to (and consider) answers."



Be open and approachable to your audience."



Engage the audience actively – the more they participate, the more they learn and the more they enjoy themselves. Nobody likes to be lectured at!"

FutureLearn online course for STEM Ambassadors: Inspiring Young People in STEM: Communication Skills for STEM Ambassadors

This course will help you improve your communication with young people as a volunteer. You will build your confidence in presenting and collaborating so that you're able to carry out activities that help young people develop an enjoyment of STEM subjects.



FEEDBACK

Feedback is vital to the STEM Ambassador programme. It helps:

- **you**, to see the areas you can improve on
- **STEM Learning**, to measure the impact of the STEM Ambassador programme on young people
- **young people**, as feedback is vital in securing ongoing funding to keep the programme going

Ways to feedback

Young people

Use the **STEM Ambassador Impact Tool** to gather feedback from young people at the end of your session quickly and easily. They mark their agreement to four statements using a 4-point scale.

You and the activity organiser

Feedback online via the STEM Ambassador website.

Make time for a **debrief**, preferably face to face immediately afterwards or as soon as possible over the phone.

Discuss future activities, what could you do together in the future, could you utilise the wider network of STEM Ambassadors? Your company, institute, connections?

Share your stories and photos on **social media** – but don't post a photo without everyone's consent (see **Appendix** for photography guidelines).

@STEMAmbassadors

#STEMAmbassadors

If you have not had the experience you expect, you can also contact your Hub directly.

FutureLearn online course for STEM Ambassadors: Inspiring Young People in STEM: Feedback Tools for STEM Ambassadors

This course will help to use different tools to get immediate feedback during STEM activities. You will also reflect on and explore further ways to improve your ability to work with educators and inspire young people about STEM subjects. Through reflecting on feedback you'll consider links with your personal and professional development.



INVOLVING YOUR EMPLOYER

Engaging in the STEM Ambassador programme will allow your employer to gain a more motivated, enthusiastic and skilled workforce, who play a part in inspiring young people with STEM and in closing the STEM skills gap.

Employer benefits to participating in the programme:



Impact on CSR
(Corporate Social Responsibility)



More motivated employees



Increased communication and presentation skills



Improved local recruitment



Positive brand awareness

Your employer can support the STEM Ambassador programme by:

- Allowing time off for volunteering
- Encouraging other employees to sign up
- Making it a core part of their CSR and / or training strategies
- Working with STEM Learning or your STEM Ambassador Hub to create resources and activities for you and other STEM Ambassadors to use



At inductions and events, I've had the chance to spend time with some of Atkins' other 500 STEM Ambassadors and learn about their roles within our organisation. This has helped me get a broader understanding of other STEM careers that I can talk to students about, and has been a great way to build my network – something that is invaluable when you work in a big company."

Vicky Stewart, Acoustics Specialist at Atkins and STEM Ambassador



Guidance and information for employers interested in participating in the STEM Ambassador programme is available on the **website**.

If your employer is interested in getting involved, contact the STEM Learning Employer Engagement team at **employers@stem.org.uk**

RECOGNITION

The STEM Inspiration Awards

STEM Learning's **STEM Inspiration Awards** recognise and celebrate the work that individuals, employers, and youth and community groups do to inspire young people in STEM.

Free to enter, this annual award scheme offers individuals and organisations from every area of the STEM sector the chance to shine.

There are awards for STEM Ambassadors and inspirational STEM employers.

STEM Certificates

STEM Certificates are digital badges that are awarded to STEM Ambassadors in recognition of sustained engagement with STEM Learning. Each digital badge is easy to display across all social media platforms and provides a record of the STEM Ambassador's achievement and professional learning journey.



Outstanding New STEM Ambassador, STEM Inspiration Awards 2019 Tim Chapman (Fujitsu)

In the past two years, Tim has achieved a phenomenal amount as a STEM Ambassador. Through his volunteering, he has consistently broadened the horizons of the students he encounters. Working in the Cyber Security division of Fujitsu, Tim has brought his own industry expertise into his work as an Ambassador, setting real-life challenges for his Code Club and moving students on from Scratch to programming with Python. Trips to Big Bang events, the Lego Innovation Centre and Wavemaker Creation Studios in Stoke have all played a part in expanding the club's knowledge of STEM careers.

Tim has also taken his experiences back into Fujitsu, inspiring other colleagues to start Code Clubs and championing women in STEM by helping to develop Fujitsu's 'Girls Day'. What's more, Tim was part of the Department for Education's Panel of Professionals helping to develop the new T-Level curriculum.



SUPPORT

Whether you are a new STEM Ambassador or have been volunteering for years, a range of support is available to develop your skills and increase your confidence.

Your local Hub

STEM Ambassador Hubs coordinate volunteering opportunities across the UK. They offer a range of support, opportunities and local expertise. Your local STEM Ambassador Hub is available to support you with anything related to the STEM Ambassador programme, including:

- Answering queries
- Offering training (this varies by Hub according to local needs)
- Running STEM Ambassador Network events where you can meet other Ambassadors, find out about planned events, activities and training opportunities, drink tea and eat cake!

The STEM Learning website

- Provides **top tips** in the STEM Ambassadors section
- Allows you to download resources from the STEM Learning website
- Gives access to the STEM Ambassador website to find opportunities
- Shares the latest news and developments from STEM Learning

FutureLearn free online CPD (MOOCs)

- Offers four **e-learning courses** designed specifically for STEM Ambassadors

Newsletter and other communications

- When you are signed up to your Hubs newsletter, they will send regular updates.
- Occasionally we may email you directly to do an activity if it is felt you have specific skills that are requested.
- Stay in touch on Twitter and LinkedIn. Search STEM Ambassadors.

For more information about ongoing support, visit the **STEM Ambassador website**

VOLUNTEERING EXPECTATIONS



If you're aged 17+ and passionate about inspiring young people through STEM, then you can join the STEM Ambassador community! While participation in the STEM Ambassador programme is voluntary, it does come with expectations and volunteering responsibilities to ensure a positive experience.

What we can expect from you

1

Complete the steps to becoming an approved STEM Ambassador before you start volunteering

2

Undertake **at least one** volunteering activity a year

3

Always treat others with **respect** to uphold the values and reputation of the STEM Ambassador programme

4

Contact your local STEM Ambassador Hub if you need **support** or guidance

5

Do your best to fulfil your volunteering commitments and provide as much **notice** as possible if you can no longer make an engagement

6

Record your activities on the STEM Ambassador website and provide feedback to help us evaluate impact

7

Adhere to our **policies** (including safeguarding and data protection) to ensure a safe volunteering environment and report any issues to your local STEM Ambassador Hub

What you can expect from us

1

Always treat you with **respect** in line with our equality, diversity and inclusion policy

2

Provide an initial **induction and further training** opportunities to help you make the most of your volunteering

3

Offer **ongoing support** through your local STEM Ambassador Hub

4

Provide adequate **insurance** cover for volunteers

5

Respect your **privacy** and ensure that any data about you is protected, in line with GDPR

6

Promote a **safe** volunteering environment and deal with any complaints in a timely manner

7

Recognise your contribution and update you on the difference it's making

Your data

STEM Learning is committed to protecting the privacy and security of your information, adhering to all relevant Data Protection Legislation, including GDPR. We collect only the data we need about our volunteers for a number of reasons, including to safeguard vulnerable people, match volunteers to suitable opportunities and evidence impact of the programme.

Our **Privacy Policy** gives you more information of how we use your data, your data rights and how we ensure that personal / sensitive information is appropriately safeguarded.

KEEPING SAFE

The online induction contains information you need to know about health and safety as a STEM Ambassador. The following hints and tips can also assist you.

Practical activities

Always ask yourself if you have the right level of knowledge and skills to carry out the planned activity safely. Think about your own health, safety and welfare, as well as that of the young people and others who may be assisting. Although the activity organiser is legally responsible for young people's health and safety, you have a duty of care.

The **CLEAPSS science website**, or the **SSERC website** if you are based in Scotland, have excellent guidance on how to undertake practical activities safely within a classroom setting. You may not be able to access these, but schools should be able to, so talk to your contact teacher if you are working in a school.

Risk assessments

If you are going to carry out a practical activity, the activity organiser should carry out a risk assessment. You will need to assist with this, providing information about what you plan to do, and any equipment that you will require or bring. In rare cases that as a STEM Ambassador you are the activity organiser, you are responsible for the risk assessment.

Health and safety incidents

If there is a health and safety incident related to a STEM Ambassador activity you have participated in, you need to inform your local Hub in writing.

Insurance

Approved and active STEM Ambassadors are insured whilst undertaking activities.

Safeguarding

You should never be left alone with a young person during a STEM Ambassador activity. There should always be a teacher / activity organiser / community group leader or other staff member present.

Always be in open view when working with young people. Avoid situations where you and an individual child or children are completely unobserved.

You should not have physical contact with a young person, except where there is danger of harm.

If a young person makes a disclosure to you:

- **Listen** unconditionally; without judging or showing shock or any sign of disbelief.
- **Reassure** the child that they have done nothing wrong.
- **Only ask necessary and open questions** (Who? What? Where? When?) that will clarify exactly what is being disclosed.
- **Do not take photographs** of physical injuries.
- **Do not promise secrecy.** You will have to share information to ensure the child's safety.
- **Write it down** as soon as possible after the conversation.
- **Report it** to the person responsible for safeguarding in your setting (in schools there will be a Designated Safeguarding Lead).
- **Keep it confidential** – don't share the information with anyone else.

Photography

Each school or event organiser will have their own photography and privacy policies, depending on where the activity is taking place (e.g. school, community group etc.). Please ask them for clarification on these guidelines, and gain permission beforehand, if you are considering taking photographs during your activity.

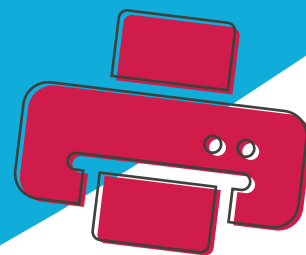
Communicating with young people following an Ambassador activity

If a young person is looking for additional information following an Ambassador activity, and they want to contact you directly, all questions and answers should be routed via the school or activity organiser.

For more information and support in this area, refer to the **Health and Safety Statement** information on the STEM Learning website or contact your local Hub.

You can also find further guidance and advice by completing the online CPD 'Inspiring Young People in STEM' course, available on FutureLearn.

ACTIVITY PLANNING LOG



Have a conversation with the organiser before deciding on the content of your activity, then make contact again when your plans are further advanced. You may wish to make notes using this grid, or download a copy [online](#).

Communications

If there is a health and safety incident related to a STEM Ambassador activity you have participated in, you need to inform your local Hub in writing.

Audience

Numbers? Ages? Special needs? Behaviour routines (e.g. the best way to get the class's attention, reward schemes for positive behaviour)? Will you need to divide them into small groups?

Activity content

Does your contact already have ideas about what they would like you to deliver, e.g. format or topic? What will the audience already know? What's on the curriculum? Already done any related activities?

Timings

Dates and times that work for everyone? Activity duration? Timing of any breaks? One-off, or follow-up activities required?

Support

Number of adults needed? Who? Roles and responsibilities?

Location

Size? Facilities? Back-up option (e.g. in case of wet weather for an outdoor activity)?

AV

AV facilities required? Plug sockets? Need to bring anything (e.g. own laptop)? Need to send PowerPoint / film in advance to test?

Resources and equipment

What is required? Who will supply it?

Safety

If you will be conducting a practical, is your contact comfortable with your plans? Do any students or supporting adults have relevant allergies? Do you need to check with CLEAPSS / SSERC? Will the teacher do a risk assessment? Does the subject matter cover any potentially sensitive areas?

Arrival and set-up

Parking? Arrival time? Who should you ask for when you arrive? Will you need to bring ID / your DBS or PVG certificate? Access to the venue before the session starts to set up?

After the session

How much time and space will you have to pack up? Explain how the activity organiser can provide feedback (see **page 18**).

