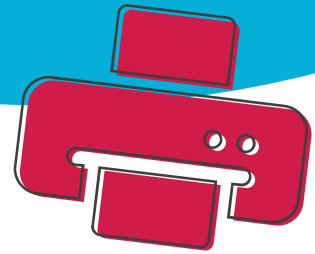


# CHECKLIST



Go through the following with your STEM Ambassador:

## Communications

Contact names and details? Preferred times and methods of contact?

## 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?

**Note:** You will need to actively support with behaviour management and differentiation during the session. If you have any great tips for getting the student's attention please share them on the day – or model them for the STEM Ambassador. **It's important to remember that they are not teachers!**

## Activity content

What are your requirements, 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 there will be a practical activity, are you comfortable with the STEM Ambassador's plans? Do any students or supporting adults have relevant allergies? Do you need to check with CLEAPSS / SSERC? Will you do a risk assessment? Does the subject matter cover any potentially sensitive areas?

**Note:** Health and safety remains the ultimate responsibility of the teacher and school or college.

## Arrival and set up

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

## After the session

How much time and space will be available for pack-up? How can you / your students provide feedback?