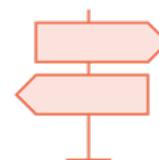


# Checklist for Activities Delivered at an External Location

For activities delivered at an external location other than the school/college, here's a useful checklist that you can run through with the teachers to ensure everything runs smoothly. They may also wish to get some of their students involved:



Item	Action needed	Deadline	Review	Action completed
Agree date(s) with the school/college and colleagues and if you need to, ensure the location is booked in plenty of time with confirmation received.				
Identify colleagues to support the event, ensuring they have line manager authorisation to participate and they know the role they are to play. For example, it's always beneficial to have someone take on a lead role.				
Ensure you have a main point of contact at both the school/college and the external location and an agreed preferred method of communication.				
Arrange for some of your employees supporting the activity, to visit the location to be used, together with a member of the teaching staff (this can be a virtual visit, for example, using a pre-recorded video). It's really helpful for employees to familiarise themselves with the location being used to ensure it will be appropriate for the activity. Teachers will also want to ensure the environment is suitable from a health and safety perspective, as well as ensuring there are no areas that could be challenging for some students. For example, if there is a particularly noisy area within the location that would be best avoided on the day.				
Identify the ways in which you will communicate this event, considering whether you will keep this internal only, or use the opportunity to share externally as well. Your communications team may be able to support with this. Depending upon the activity or event you are delivering, you may wish to consider inviting external visitors such as local media, the Mayor or a local MP.				

Item	Action needed	Deadline	Review	Action completed
<p>If you are planning to take photos/record videos on the day you will need permission from the school/college on behalf of the students. Photographs and film/video images of people are considered to be personal data and are covered by data protection legislation (General Data Protection Regulation (GDPR)). It is therefore important to keep a written record of consents taken when commissioning images or recordings. Often the teachers will take photos and prefer you to use the ones they have taken, so good to check beforehand.</p>				
<p>If you need to take any valuables with you such as laptops, handbags etc., check if there is a safe place to store these if you won't always be using them. Try and keep any such items to a minimum.</p>				
<p>If the location isn't providing refreshments and you wish to take your own, check that this is acceptable.</p>				
<p>Identify and arrange any resources that are needed for the activity. For example, you may invite students to try on the personal protective equipment used in your organisation.</p>				
<p>Check what parking facilities are available at the location or where the nearest public parking facility is so that you can check charges beforehand.</p>				
<p>Ask the school/college about providing a safeguarding brief for your employees prior to the activity. Schools and colleges will have a safeguarding lead who will be able to deliver this.</p>				
<p>Produce an agenda/running schedule for the day that includes plenty of breaks, as well as time at the start and end of the day to allow students to share their expectations of the activity, as well as whether these were met.</p>				

Item	Action needed	Deadline	Review	Action completed
<p>Ensure you have arrangements in place to obtain feedback. This is feedback from your employees, the teachers, the students and their parents/carers. This is really important to ensure when you come to evaluate the event, you can identify if it delivered the benefits you expected. You may be surprised by the positive impact your activity will have on the student and this is often noticed most, by their family members or carers. The school/college will obtain the student and parent/carer feedback on your behalf.</p>				
<p>Produce a success story/case study of the activity that you can use within your organisation, externally and with the school/college, as this can help them engage with other employers, encouraging them to deliver a work encounter or experience of the workplace.</p>				
<p>Ensure the location being used provides you with information of their fire evacuation and first aid procedure prior to the event and someone is available on the day to ensure there are no changes to these that you should be aware of.</p>				