

Checklist for Activities Delivered at an Employer Site



For activities delivered at your premises, here's a useful checklist to ensure everything runs smoothly and it's a good idea to share this with the school/college who 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, ensuring that, if this is an activity to be delivered at your premises, it doesn't clash with any other event that day.				
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. If you have facilities colleagues supporting you, for example, security staff to deliver the visitor induction, ensure the date(s) are in their diaries. If you have a group of students visiting, reception staff will appreciate being told well in advance so that they can prepare any visitor passes, especially if they're arriving at a busy time of the day.				
Ensure you have a main point of contact for the school/college and an agreed preferred method of communication.				
Invite your school/college contact to visit your premises prior to the event. They will be able to identify any aspects of the environment which may be a challenge for some students. For example, if there is a particularly noisy area of the office 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 an 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>Book meeting rooms/spaces that you want to use for the students and it's often a good idea to book them for longer than the students will be on-site, to allow for any delays or over-run.</p>				
<p>Arrange any refreshments you are going to offer on the day, checking with the school/college regarding any special dietary requirements. The school/college may suggest that students bring their own food with them.</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>Ensure car parking arrangements are made and the school/college are made aware of what these are. If you don't have on-site parking facilities, the school/college will appreciate knowing where the nearest parking facility is.</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>				

Item	Action needed	Deadline	Review	Action completed
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.				
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.				
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.				