

Checklist for Activities Delivered at School/College Site



For activities delivered at the school/college location, 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.				
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 for the school/college and an agreed preferred method of communication.				
Arrange for some of the employees supporting the activity, to visit the school/college prior to the event (this can be a virtual visit, for example, using a pre-recorded video). It's really helpful for employees to familiarise themselves with the school/college environment, especially if they have never been to a special needs school/college before. It also provides the opportunity to see where the activity will take place to ensure it will work well for the activity being planned.				
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.				

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<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>Check what arrangements are being made for refreshments and if there are any items you need to bring with you.</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 school/college site. Often parking will be limited, so keep the number of vehicles to a minimum.</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>				

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<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>				