

Starting points for education outreach

1. What are your aims for the activity?

Being clear about the aims for both you (your organisation) and the students/teachers will help in terms of your messaging to schools and also in identifying measurable outcomes so that you can evaluate the impact of the activity. For you, is this about priming the future talent pipeline, raising awareness of your organisation or sector, or seeking opportunities for employee volunteering days, or something else?

2. Who is your activity for?

Teachers or students? If students, which age range would be most appropriate? Schools may want a variety of activities to suit different ages. Can you ensure it is accessible for children with particular special educational needs or disabilities? Teachers are likely to need to accompany their students. Would you like to offer them a strand of their own while the children are occupied (if appropriate), e.g. some professional development or careers information.

3. Where will the activity take place?

Your workplace? In school? Or at a neutral venue? Or online? If transport is required for the schools, can you help to offset the cost for them to help accessibility?

4. What are the intended outcomes of your activity?

It might be raising awareness of a career, developing knowledge or skills, supporting well-being or simply fun and inspiring. Ideally a combination of all of these!

Please consider which part of the school curriculum your activity might be relevant to: <https://www.gov.uk/government/collections/national-curriculum>

And which Gatsby careers benchmarks your activity will help to meet:

<https://resources.careersandenterprise.co.uk/browse-category/gatsby-benchmarks>

5. What is the nature of the activity?

It might be hands-on and practical, messy and outdoors, quietly creative, real, online or on paper. It might involve team-building, talking, listening, writing, drawing, building, making, taking apart...Generally listening for long periods can be a challenge, so it's good to break it up into smaller chunks with varied activities. Do you want an output at the end of the activity, such as a make-and-take, a presentation, an award?

6. When will your activity take place?

Is this a one-off for a particular date? or something you could repeat, e.g., each term? Good to listen to what works best for the school. Or could you offer this as an on-demand activity that schools can request dates for? Is there an event you'd like it to align with such as British Science Week or International Women's Day?

Depending on other factors, activities can be anything from one hour to a programme of half or whole days. For longer events you'll need to factor in refreshments.

Remember that the school day finishes soon after 3 and children need to get back to school in time for pick up or the school bus.

7. What resources will be needed?

Audio-visual, e.g., projector, screen, sound? Tables and chairs? Pens and paper? Power sockets? Other equipment? How many adults will be required to supervise (e.g. 1 adult for every 10 children)

8. Risk assessment

You will probably be expected to provide a full risk assessment for the activity and venue (this may not be needed initially but it's worth considering). You will need to consider safeguarding too.

9. How can we help you?

Call us to discuss how we can add capacity or expertise, or call on our school networks to help you. Anything is possible, from an hour's advice to a complete idea-to-delivery service, including, for example:

- a) Curriculum mapping
- b) Exploring educational potential
- c) Supporting a funding bid
- d) Partnering on an event for teachers/schools; networks!
- e) Educational input into a strategy
- f) Developing resources for teachers
- g) Developing resources for students
- h) Designing a simple impact evaluation
- i) Advising on partnership programme for schools
- j) Anything else relating to engagement with schools!

Any questions? Please get in touch!

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