



GUIDANCE FOR WORKING IN SCHOOLS AND COLLEGES

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Key principles for working in schools and colleges



This information is given to ensure that you are aware of the key principles in place around the safeguarding of students, handling of sensitive information and other key information.

It could be your first time visiting a school or college so your safety and wellbeing as a Minerals Matter STEM Ambassador and that of the students is of great importance. With this in mind 15 key principles are listed below for you to follow.

1. Please treat any information that you hear about the school, college or a student in confidence.
2. It is very unlikely that you will ever be in a position where you are on your own with a student. Please inform a member of staff if there is a possibility that this situation may arise.
3. Please be mindful to use appropriate language when visiting a school or college.
4. Please avoid any physical contact with a student. Whilst well-intentioned, it may be not be seen that way by the student or anyone else who sees the action.
5. Be mindful of cultural and religious views and ensure that there is no discrimination around race, colour, nationality, disability, age, gender or sexual identity.
6. Never offer a lift in a car to any student.
7. Apart from activities that have been set up by the school or college, do not make arrangements to contact, communicate or meet with any student. This includes the use of social media.
8. If a student asks you to share personal contact details or information, please do not provide this and inform a member of staff. This includes friend/follow requests on social media.
9. If a mentoring arrangement is set up with students, ensure that only professional email addresses are provided.
10. If a student discloses information to you, or you overhear something which makes you concerned for their safety or wellbeing, please inform a member of staff immediately.
11. The school or college will provide any disciplinary action relating to students. You are not expected to become involved in this.
12. Please declare if you have pre-existing parental/family relationships with any student at the school or college.
13. Be punctual and presentable and dress in an appropriate and professional manner.
14. Please do not promote your role as a Minerals Matter STEM Ambassador to bring financial advantage to yourself or to any business which you may have an interest in.



School visits checklist

This checklist will help you prepare for a great student encounter to raise the profile of the minerals sector with young people.

Have you?

- ☐ Received details of your main contact at the school or college
- ☐ Received confirmation about the location and timings
- ☐ Got your photo ID and DBS certificate available for checking at reception
- ☐ Told the school about what equipment and space you will need

For talks/presentations

- ☐ Think about your key messages and how to relate them to a young person's experience.
- ☐ Consider the language you will use and avoid jargon and acronyms. Younger students may need images or examples to help them understand.

For curriculum-led lessons or workshops

- ☐ Consider what skills students will be developing in addition to the subject knowledge related to the minerals sector.
- ☐ Receive feedback from the teacher on aims and objectives of the session to give it extra impact.
- ☐ Plan sessions with interactive, creative or practical elements.
- ☐ Define clear step by step instructions for activities and challenges.
- ☐ Create a quick back up activity in case things don't go to plan.

For workplace visits

- ☐ Complete a risk assessment.
- ☐ Explain the do's and don'ts in simple language for students and teachers to review before their visit.



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