

*This list has been put together with the help of the Widening Participation Team at the University of Manchester.*

Colour	Stage
	Targeting
	Planning
	Delivery
	Evaluation

	Have you thought about...?	Check
<b>School selection</b>	<b>Which schools and children do you want to target?</b> Does your university / institute have a widening participation network? Are there any other school networks (e.g. local or national schemes) that you can work with?	
<b>Message</b>	<b>What do you want to say?</b> Why do you want to say it?	
<b>Development</b>	<b>Work with an educator (teacher) to develop your idea</b> This will ensure that your message is suitable for the students and curriculum. <i>Do you know what this class has specifically covered or not at the time of the year you are doing the outreach?</i>	
<b>Funding</b>	<b>How will you fund the event?</b> Don't forget to include transport and refreshment costs for you and the students. Are there any funding schemes that you can apply for?	
<b>Advertising the event</b>	<b>How will you advertise the event?</b> Remember to use university / institute social media accounts e.g. Twitter, Facebook Most local areas have a school's newsletter	
<b>Staff</b>	<b>Have you got enough volunteers?</b> Do the volunteers feel as though they are really involved with the process? Have the volunteers checked with their line manager re permission?	
	<b>Safeguarding training &amp; DBS (UK) checks</b> <i>All staff and students who are working with &lt;18s need to be briefed on safe and appropriate ways of working with young people.</i>	
	<b>Staff identification – wearing badges/t-shirts/fleeces etc.</b>	
<b>Insurance</b>	<b>To have valid public liability insurance you must risk assess each activity as part of your event.</b>	

<b>Materials</b>	<b>Prepare any resources and University take-away materials, and any certificates of achievement/attendance.</b> Have you got extra copies of EVERYTHING?	
<b>Venue</b>	<b>AV/ ICT requirements</b> Do you require Computer/Wi-Fi access? Will you require Audio Visual hire and IT support? Has approval been sought from the building staff?	
	<b>Room bookings – all confirmed? Capacity appropriate?</b> <i>Can you get it set up the way you want it? How flexible are they with movement etc.?</i>	
	<b>Does your venue have all the equipment you need? Do you have extra equipment/a back up plan in case they don't?</b>	
	<b>Visitor parking – especially for minibuses.</b>	
	<b>Signposting – ensure attendees can find your event!</b>	
	<b>Toilets – accessible? Need signposting?</b>	
	<b>Participant Information</b>	<b>Parental consent &amp; emergency contact information obtained (only necessary if no teachers are present)</b>
<b>Photo &amp; video consent obtained if necessary</b>		
<b>Check if attendees have any additional mobility or learning requirements</b> This must ALL be stored securely		
<b>Who will count the students?</b> Always have a framework in place with all people present to check all students are with you at all times. Ideally someone not you as you want to focus on delivering the session not counting students and dealing with their complaints/hunger/other issues.		
<b>Health &amp; Safety</b>		<b>Be aware of fire procedures for each building</b>
	<b>First Aid – know how you would access First Aid</b>	
	<b>Participant identification – Name badges/ school uniform</b>	
	<b>Agree a meeting point for any lost participants</b>	
	<b>Catering [any allergies/ intolerances /vegetarians etc. to cater for?]</b>	
	<b>Transport to/ from event – identify a safe drop off/ collection point?</b>	
<b>Monitoring/ Evaluation</b>	<b>Evaluation – to evaluate the success of your event</b> Record the metrics of the event: number of children, school name etc. Produce some sort of report/summary (half page at least) on every session. Get feedback from the students, educators, and facilitators.	
	<b>Treat the activity as a research project</b> The evaluation begins before the delivery: assess the students' level of knowledge. Did your outreach activity answer your hypothesis? i.e. did that knowledge improve? Can your activity be turned into a publication?	
	<b>Advertise your success!</b> Remember to advertise the success of your activity via social media and your host institution's website, but ALWAYS check for you have permission for photos etc. first!	