

Build My Future, Guidelines for Lead Volunteers 'Set-up' Meetings with Schools

A team of trained volunteers can run this programme with or without a My Future My Choice specialist trainer. The set up meetings in advance of the day with school are critical.

1. **School leaders** – Ideally the Head Teacher. They need to understand the project and want to build a relationship with the business. The overview sheet covers all the essentials. They will designate a lead person in the school who will take the planning and logistics forward.
2. **Lead for BMF in the school** – This could be, Deputy Head, Head of Year, PHSE, Careers, Work Related Learning, Learning Mentor. Meetings with them will confirm arrangements. As the BMF day in the school approaches you should have agreed the following –

Number and grouping of the students

Build My Future is designed for multiple groups of 6 students aged 13 to 14, mixed ability, single or mixed gender with each group supported by a business volunteers.

A minimum of 4 groups of students (24) is needed to run the event. A lead volunteer or a trainer from My Future MY Choice will act as facilitator in each room.

The school organises students into teams of six. They may want to run the event -

- In a hall - maximum of 60 students at a time (11 volunteers)
- In classrooms - total number of students is limited by how many volunteers can be recruited. So 90 students in three classrooms would require 18volunteers. 15 volunteers in the groups and 3 lead facilitators for each room.
- Over several days delivering the event to students in the year group to suit the schools schedule.

As each group of students will present at the end of the day some thought needs to be given to timings. No more than 10 presentations are recommended.

Classrooms can be combined in a hall for presentations at the end of the day if a hall is available.

Rooming and layout

Room needs to be set up cabaret style. Seven chairs per table.

There is a DVD/Film with sound that needs to be shown to start the day.

Confirm these technology requirements and if there is need for a microphone when working in a hall.

Consider the options for rearrangement of furniture as the day progresses to suit each activity.

Timings

There are three activities to run across a school day (9am to 3pm). Below is a sample agenda. Agree the exact agenda together.

Sample Agenda

8.20 am	40 minutes	Arrive in school and set up (Earlier may be needed to allow for IT checks, furniture set up, layout of resources and final briefing)
9.00 am	30 minutes	Introduction – with DVD and ice breaker
9.30 am	80 minutes	Activity 1- Card game
	10 minutes	Review and Awards
11.00 am	15 minutes	Break
11.15 am	10 minutes	Brief for Activity 2 and 3
	80 minutes	Activity 2- Creative making and scripting
12.45 pm	45 minutes	Lunch (Confirm arrangements)
1.30 pm	25 minutes	Activity 3 Presentation Challenge - preparation
2.00 pm	50 minutes	Presentation Challenge
	10 minutes	Awards and round up
3.05 pm	-	Close

Refreshment and lunch

Agree a process that allows the school to cater for the business volunteers on arrival, break time and lunch. Clarify any other housekeeping arrangements.

Child safety

The school will inform if they require checks by the Disclosure and Barring Service (DBS – Check this should not be required if you are supervised and not working one to one). The school will indicate any students that are not to be used in film or photographs. Make it clear that at no point are business volunteers alone in the room with students.

The school will clarify housekeeping arrangements and the location of staff toilets.

School staff roles

The school should identify a named member of school staff who will be responsible throughout the day for the activity. The school will decide how the day is staffed so that there are always school staff in the correct ratio to the students. These staff will understand and support the purpose of the event in the room and step in if required to support students.

Business Volunteer roles

Review with the school what can and cannot be expected of a business volunteer-

Will

- Lead the event
- Help lay out the room
- Manage logistics and resources for smooth running of the day
- Maintain emphasis on the key message about the four elements
- Act as a positive role model
- Adjudicate and score the team activity
- Reward and celebrate success
- Offer follow up support based on agreements with school staff
- Issue certificates

Will Not

- Discipline young people
- Supervise students
- Visit other places in the school without prior arrangement.

Introducing and ending the day

Clarify how the day is introduced and closed by staff from the school and how this fits with input from the business volunteers. Clarify who will be directing students at break times and end of day and the need to start each session on time.

Follow up

Agree the sort of support for students that could be useful after the day and the logistics for this. The objective here is to agree ongoing communications that meet the needs of the school, capitalize on the business volunteer's skills and the business site's function.

The proposed minimum 'Follow-up Activity' is for volunteers to revisit the school 3 or 4 weeks after the event to review the student's affirmation statements that are made at the end of the BMF day.

The school keeps the puppets and may wish to lead follow up activity in PSHE, English, Drama, Art, Design and technology with these.

Schools are encouraged to film the presentations and broadcast the films within their school community.

Measures of Impact

On-line surveys will be issued to all staff and volunteers.

At the end of the day, students will complete a simple review of how they see the balance of four aspects of life now and in the future. They will state some actions they will take to build a balance in the four elements to help them be happy and successful. – this can be used for a follow up activity (3 or 4 weeks later) with the business volunteers.

It may be possible to agree a way of measuring uptake on students' extracurricular and external activity.

Training Volunteers

The slides and notes pages for these slide are available for in house training or you can call in the trainer from My Future My Choice.

Training takes about 2 hours – There is no limit on the numbers that can be trained at one time. In house trainers can get support from My Future My Choice.

Need help setting up the School

Schools may be slow to respond - you can ask My Future My Choice to set up a school.

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