

# SCHOOL VISIT CHECKLIST

## BEFORE THE EVENT

- Confirm the date, time, the year group and final numbers
- Ask the school for a designated contact name
- Complete the safeguarding and outreach training
- Ask school for computer, screen and speakers if needed
- Confirm the type of room you will be in (hall, classroom)
- Arrange transport to arrive 15 minutes before the start
- Write a risk assessment and share it with the school
- Request a school staff member with you in the room at all time
- Check your resources and replace/repair



## ON THE DAY

- Arrive 15 minutes before the start of your session
- Report any issues to the school and to the outreach team
- Dress with smart casual clothes
- Be prepared to change the plan at the last minute



## AFTER THE EVENT

- Report the event on the WMG outreach event page
- Send a thank you email to the school
- Look at the feedback and data from impact evaluation survey toolkit
- Review your session based on the feedback received

