

# DIRT IS GOOD SCHOOLS PROGRAMME

## Enactus Volunteer Guide

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Thank you for volunteering to deliver the Dirt Is Good Schools Programme! To help you get started, we have put together this short guide that includes:

- Guidance for recruiting your school
- Checklist for planning with you school
- Guidance for working in schools
- Safeguarding Top Tips
- Guidance for collecting stories and content

## SCHOOL RECRUITMENT

### Timeline

- **23<sup>rd</sup> August** – Training and start reaching out to schools.
- **21<sup>st</sup> September (14:00 – 15:00)** – Check-in meeting to find out how you are doing and if you need any support.
- **17<sup>th</sup> October** – We recommend having recruited a school before the October half term (from 17<sup>th</sup> to 26<sup>th</sup> Oct).

### Top Tips for Recruitment

1. **Create a List of Schools** - Pull together a list of schools that are within a good distance and that you can easily get to. We have provided a list of schools that you could reach out to but you can also reach out to others in your area.

**You will see all the current schools registered for the programme in this google map - [Dirt Is Good - Registered Schools \(google.com\)](#)** You can contact the ones marked with blue or purple, but do NOT contact those marked in red.

2. **Contact Teachers**

- Reach out to named teacher contacts where you can. Do you have any school connections already? Have a look on their website and see if they provide names and email addresses for you to contact.
- If your university has a Widening Participation team, contact them to find out if they have any schools, they work with who they could pass the information on to.
- Think about who at the school to target. What teachers might this programme appeal to? Who are the decision makers at the school?
- If you do not have a named contact at the school and are sending to a generic school email address (e.g., office@ or info@) then make it clear who at the school you would like this to be passed on to. At the top of your email, you should include 'FAO' (For the attention of) and give a teacher role.
- Why not try phoning the school reception? Phone numbers are available on google and often school receptionists are more likely to pass the info on if you've phoned before emailing.
- Reach out to a few different schools to begin with! Make it clear to them that you are reaching out to other schools and to let you know as soon as they can if they are interested.

3. **Make sure to follow up** - Teachers are very busy, so if you don't hear from anyone after a week, don't worry. Just send them a short, friendly email to follow-up and check that they received your email, or phone the school office to ask if they received the email and if there's someone different you could send it too instead.

- 4. Build Relationship** – It's important to build a relationship with the school early on and having a meeting or call will really help with this. This may seem scary, but this will enable you to clearly explain what you will be doing, to answer any questions and for you to discuss any logistics.

## Email Template

### Subject Line:

Free social action project for schools, with [UNIVERSITY]

### Email:

Dear [NAME],

My name is [YOUR NAME], and I am a university student at [UNIVERSITY]. I am a volunteer with Enactus UK, who supports university students across the UK to engage in social action.

I am contacting you today to invite your students to take part in the **Dirt Is Good Schools Programme!**

This exciting free programme for Key Stage 2/3 enables young people to **take action on the social and environmental issues** that they care about by creating and running their own projects. Through the programme your young people will unite in compassion with their peers, feel that they have a role to play, get stuck in and take positive action in their community

[Click here to find out more about the Dirt Is Good Schools Programme.](#)

**Enactus UK are working in partnership with** Dirt Is Good. As Enactus Volunteers, we are offering to deliver the programme as a weekly extra-curricular activity in schools free of charge.

Does this sound like something your students would benefit from?

Attached to this email you will find a letter from the Dirt Is Good team, outlining further what this would involve.

I would love to work with the students at [SCHOOL NAME] and to enable them to start their Changemaker Journeys!

**Please reply to this email by [DATE] to confirm if you are interested in taking part.** I would then like to organise a time to meet with you to discuss further.

If you have any questions at all, please do let me know. Or you can contact the team at Future Foundations by emailing [dirtisgood@future-foundations.co.uk](mailto:dirtisgood@future-foundations.co.uk)

I look forward to hearing from you.

Kind regards,

[SIGN-OFF]

## **PLANNING WITH YOUR SCHOOL**

Once you have recruited your school, you will need to have a conversation with them to discuss the logistics of you delivering the programme.

Below is a checklist to support you when organising with the school:

- ✓ When will you be running the sessions, e.g. a lunchtime or after school?
- ✓ Where will you be running the sessions - the school will need to arrange a space or room booking for you.
- ✓ When will you start and how long will you run the programme for? Make sure you agree dates as early as possible.
- ✓ Who at the school will be your main contact and be supervising the sessions?
- ✓ Discuss any safeguarding procedures – for example providing your DBS or other documents.
- ✓ Discuss collecting stories and content – ensure that you have explained why you would like to collect content and that you are clear on any procedures and what content you can or cannot collect.

## **WORKING IN SCHOOLS**

### **Communicate in advance /Arrive early**

Teachers may need reminders and good communication to make sure plan is set in stone.

### **When you arrive at reception you'll need to get signed in**

You'll need to have your DBS certificate with you and photo ID – every school has different rules, but they need to know who is in the building for safety.

### **Know your plan and be prepared**

Bring everything you need with you as you might not be able to ask for resources or printing when you arrive. (Resources, DBS, photo ID, plans, logins etc.)

### **Smile and be flexible**

Schools are busy, chaotic, ever-changing environments and you should be ready to accept things not going quite to plan with a smile on your face – remember you are a visitor – students might change, room may be cramped

### **Utilise teachers for support**

They know the students and they know the rules, if you're not sure about anything – always check with a teacher! Be mindful, teachers are busy and will often be busy while you are there. If they aren't supporting you, and you need their support, don't be afraid to ask them to help with behaviour.

## **SAFEGUARDING TOP TIPS**

Children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

Enactus UK and your University will support you with any necessary training, to understand how to keep young and vulnerable people safe, and documentation such as a DBS Check.

The school you are working at will be responsible for ensuring that you have a copy of their safeguarding policy. They are responsible for making sure this is being followed, however, there are some important things to remember when working with young/vulnerable people. These are to keep young people safe, but also to keep you safe too.

- DBS Check – ensure that you have a DBS Check. If you do not, then can get this through your university.
- Avoid over familiar behaviour such as personal disclosure or discussion of own private life, building up a relationship that goes beyond professional.
- Dress and speak appropriately – ensure that you are comfortable but also professionally dressed and make sure to use appropriate and professional language
- Personal details must never be shared and do not have any personal contact with students, either by phone, email, social networking sites or meeting in person outside of school.
- You should never be alone in a room with students – another adult should be always present. If you are in a room with a young person keep the door open or ensure that you are in sight of other people
- Check the room for hazards before the sessions – the school will provide you with a space/room and be there to supervise, but it is good for you to understand the space and assess potential risks.
- Collecting content such as photos or videos – always use a school device and never without permission from your lead teacher.

### **Safeguarding Concerns**

There may be times when you are concerned about a young person, for example you have witnessed some bullying or have noticed some strange behaviour.

The school safeguarding policy will let you know who to contact if you are concerned or if a student tells you something that makes you worry. The most important thing to remember is that it's not your job to work out what is going on – you should simply pass on the message to the correct person. That person in a school is a Designated Safeguarding Officer, and the teacher in the room will let you know who this is.

A student may ask you to keep a 'secret' which you cannot do if you are concerned for their welfare and safeguarding. It is important to always let the student know that if they disclose something to you, will have to pass this on to someone at the school.

## **COLLECTING STORIES AND CONTENT**

We would love to hear about the Dirt Is Good Projects that you will be running in your school. So we ask that you collect stories and content throughout and provide us with regular updates via the Dirt Is Good Website.

Before you start:

- Check with your school what content (photos, videos, voice recordings etc.) you have permission to collect and share.
- Ensure that the school understands how content will be used if uploaded to the Dirt Is Good website. You can share the Media Consent Form with the school for them to use if they choose to or they may be happy using their existing Parental Consent.
- Use a school device to collect content not your own! Check with the school if they have a school camera or device that you can use.
- Follow any school procedures for collecting and saving content and make sure that you are clear on what the processes are.
- Do not share anything on your own social media platforms, but it may be that the school has their own social media platforms. Find out if you could provide a post that could be shared (make sure to use **#DirtIsGoodProject** in any posts!)
- Before sharing an update on the Dirt Is Good website, check this with the teacher supervising. You will need to confirm on the website whether this can be shared publicly, so just double check with the teacher that this is all ok to share. This is the same if you are approving any updates created by the young people.