

Leeds Loves...

Leeds Loves...

**Student Ambassador
Handbook**

**Educational Engagement
2019-20**

Leeds Loves...

Welcome to the STEM Educational Engagement 'Leeds Loves' team; we hope that you will enjoy your role as an Ambassador for your subject.

As a *Leeds Loves* STEM Ambassador, you will work as part of a highly motivated, professional team visiting schools and colleges to deliver presentations and answer questions about your degree specialism and your experience of studying at university. You may also support the delivery of subject-specific on-campus events for school pupils and their teachers.

When working with schools we encourage you to be:

CONFIDENT – present with authority, ensuring you are well-prepared and well-presented.

POSITIVE – share experiences which will enthuse and inspire young people.

INCLUSIVE – use appropriate language and an inclusive vocabulary, tailoring delivery to each group.

You will be offered opportunities to work on a casual basis depending on demand from schools and paid at a rate of **£9.72** per hour (University of Leeds, Grade 3).

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1. Contacts

As a Leeds Loves Ambassador your main point of contact is Adam Molzahn, the STEM Administrator. Adam Molzahn oversees the bookings for 'Leeds Loves' and work allocation of on campus events, so please contact A.J.Molzahn@leeds.ac.uk for all enquiries relating to shift allocation, payroll or expenses.

If you need to speak to a staff member in an emergency on the day of the event, please call 0113 343 7495

Contact information:

Adam Molzahn, STEM Administrator

A.J.Molzahn@Leeds.ac.uk

0113 343 7495

(Monday – Friday)

Ruth Holland, Lead Outreach Officer (Mathematics)

R.M.Holland@leeds.ac.uk

0113 343 2289

(Monday - Friday)

Louise Crabtree, Lead Outreach Officer (Physical Sciences)

L.Crabtree@leeds.ac.uk

0113 343 6511

(Monday - Thursday)

Natalie Duffield-Moore, Lead Outreach Officer (Engineering and Biological Sciences)

N.Duffield-Moore@leeds.ac.uk

0113 343 1062

(Monday - Friday)

Jane Dickinson, Lead Outreach Officer (Environment)

J.R.Dickinson@leeds.ac.uk

0113 343 3378

(Monday – Friday)

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Mike Billingham, Outreach Officer (STEM & Health Sciences)

M.Billingham@leeds.ac.uk

0113 343 9186

(Monday – Friday)

George Gisborne, Outreach Officer (STEM)

G.Gisborne@leeds.ac.uk

0113-343 9183

(Monday – Friday)



2. Code of Conduct

As a Student Ambassador for the University of Leeds I agree that I will:

- adhere to the University of Leeds Policy on Safeguarding Children, Young Persons and Vulnerable Adults, which can be found on the [Leeds Loves STEM resources page](#)
- report, using the Reporting Form, any disclosure, safeguarding concern, accident or incident regarding the welfare of a young person to the appropriate member of staff as highlighted in the procedure for reporting disclosures. (All relevant paperwork can be found on the [Leeds Loves STEM resources page](#). And, at the end of this handbook there is a helpful section on Safeguarding and Health & Safety ([Section 8: Safeguarding Policy and Procedures & Health and Safety](#)).
- do my utmost to ensure that all young people are included and valued, regardless of their race, religious beliefs, age, sexual orientation or disability.
- consider my workload before agreeing to work on an activity.
- be punctual for all events and activities with which I am involved.
- inform my Line Manager as soon as possible if I am unable to attend a shift due to illness or emergency.
- dress in a manner that is suitable for the age group and the activity.
- wear any identification provided for the activity (e.g. Staff badge, UoL t-shirt).
- be respectful and courteous to all young people, School staff and University staff.
- listen to and follow instructions given by my Line Manager/the Educational Engagement team.
- portray the University in a positive light,

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- adhere to procedures and policies on Expenses, Payroll and Preparation Time.
- support Educational Engagement in its evaluation process through completing relevant forms when requested.

As a Student Ambassador for the University of Leeds I agree that I will not:

- work or be in the presence of young people taking part in an activity whilst under the influence of alcohol or illegal substances.
- smoke in the presence of young people.
- exchange personal contact details with young people.
- initiate, or respond to, inappropriate physical contact with young people or other members of staff.
- use inappropriate language when communicating with young people and other members of staff.
- be one to one with a young person, or allow others to be.

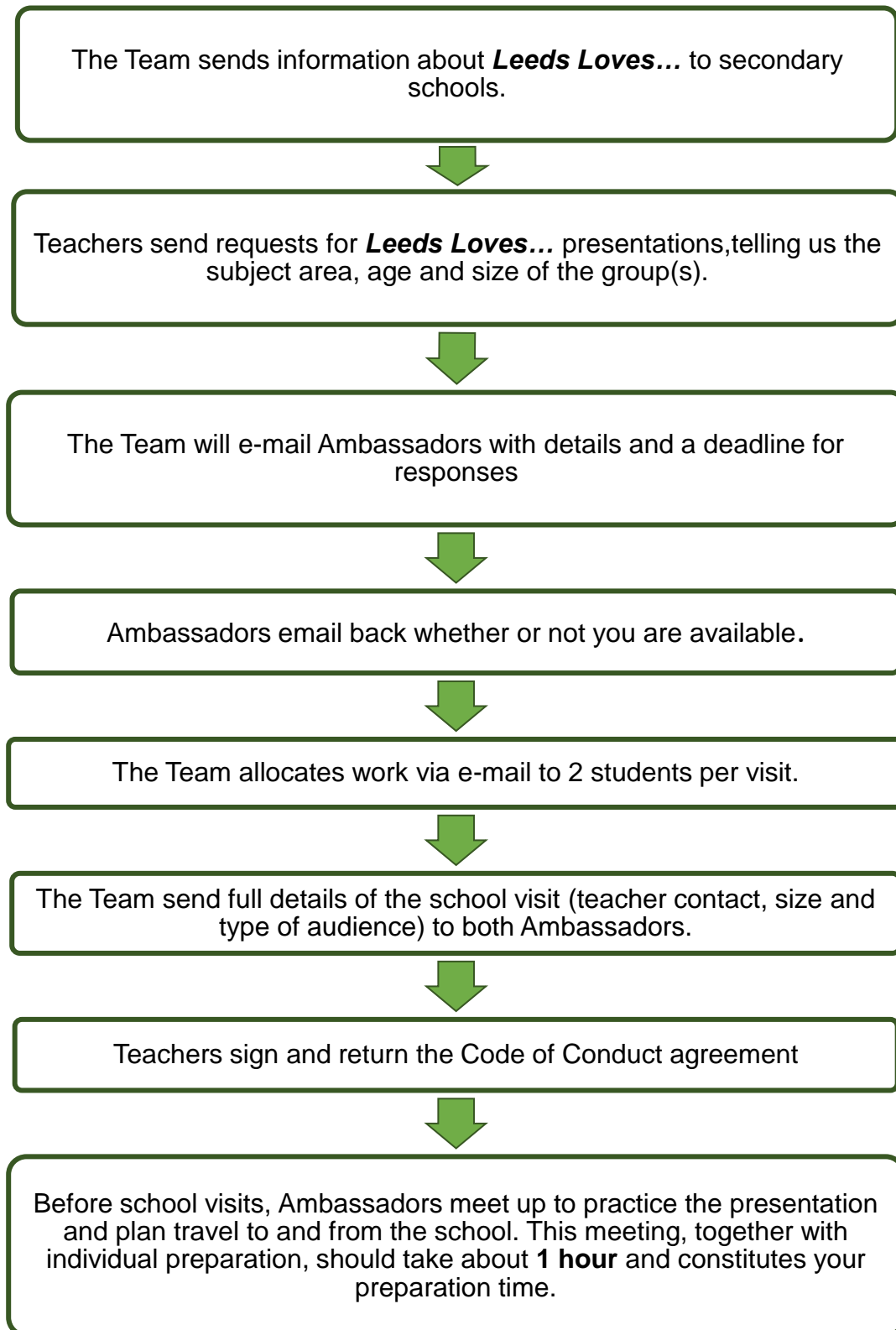
3. What do I have to wear?

Student Hosts are required to wear smart casual clothing. It is strongly advised that you wear comfortable shoes for both the Leeds Loves talks and on-campus events, as both will involve quite a lot of walking. You may be required to take part in physical activities at the event so comfortable, loose clothing may be more appropriate.

Please bear in mind that you will be working with young people and items such as short skirts/shorts or low-cut tops are not deemed suitable. On some occasions you may be required to wear smarter clothing, but in these circumstances you will be informed prior to the occasion.

For On-Campus events you will be given a STEM ambassador t-shirt.

4. How it will work: Leeds Loves Talks



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Ambassadors book travel in advance, where possible. (If the journey costs more than £20 or you are unable to cover the cost yourself, Adam Molzahn can book for you).



Visit to the school to present talks!



After the talk, Ambassadors complete any feedback required of them. Online timesheets should be completed within 1 week.



Ambassadors should bring travel and lunch expense receipts to the Team assistant within 6 weeks of the talk. N.B Lunch expenses can only be claimed under certain circumstances. See *Section 6* on expenses for more information.

Other events: (On- and Off-Campus)

For other Educational Engagement events that might take place on- or off-campus, you will be notified of opportunities the team assistant. Work will be allocated as per above.

5. Payment Policy and Procedures

Contract

All Ambassadors are on a Zero Hours Fixed-Term contract. This means that it expires on a particular date (usually 31st December) and that you are not required to work a fixed amount of hours over any given period, nor are you guaranteed any working hours. This style of contract allows you to be flexible with the events you work. You will not be regarded as an Employee of the University but as a Worker. You will sign your contract of services (SS4) once you have undertaken training.

Tax

For any queries regarding tax, please contact a member of staff from the Payroll Office. Payroll is Room 11.23 on Level 11 of the EC Stoner Building, by staircase 2. The opening hours are Monday – Friday, 10 am – 4 pm, or you can contact them by phone on 0113 343 4133, or via e-mail at payro@adm.leeds.ac.uk.

Rate of Pay

The rate of pay for a Leeds Loves Ambassador is currently at a rate of £9.72 per hour (University Grade 3 equivalent).

How do I get paid?

All Ambassadors will be paid through the BACS automatic payment system on a monthly basis. Any work you undertake during one month will usually be paid to you on the last working day of the following month.

Any queries about pay should be addressed in the first instance to the [Adam Molzahn](#), STEM administrator.

Holiday Pay

Holiday pay is accrued at the rate of one hours' holiday for every 9½ hours worked. This is paid monthly and is automatically calculated and included in your monthly pay.

Unable to Work/Sickness Procedure

Ambassadors are vital to the success of an event, and therefore we expect you to consider your workload before agreeing to work on an activity. If you offer to work on an event it is your responsibility to keep that time free. Confirmation from us that you have been allocated a shift is a commitment to working that shift. Cancelling an event affects the reputation of the university and damages our relationship with the school – which is counterproductive to the whole ethos of Leeds Loves!

If you become unable to work on an event that you have signed up for please contact [Adam Molzahn](#) and the Facilitator running the event know **as soon as possible, via phone or email, with at least four days' notice if you are able to.**

If you are ill or have an emergency and unable to work at short notice, please always phone. An email the day before or on the day of an event may not be picked up in time. The member of staff running the event is unlikely to be accessing their email on the day of the event so please call Adam Molzahn 0113 343 7495 or the STEM team phone 07505 403 499

Timesheet Input form

It is your responsibility to record your hours of work through the [Leeds Loves Timesheet Input Form](#) available on the [Leeds Loves STEM Resources page](#), which will be submitted to the Team administrator. The deadline for filling in the timesheet form is Thursday at 5pm for all events worked the previous Friday –Thursday. Send in hours promptly, as the sooner you get your timesheet in, the sooner you will get paid.

We also recommend you keep a record yourself of the shifts you have worked and the hours you have claimed for, as you are expected to monitor these.

For Leeds Loves talks: Please be aware that you are only expected to send in a timesheet for any work that you undertake independently, or off-campus. Your timesheet should include travel, preparation and delivery time (for school visits or work on an event). **Please note** travel hours should be calculated from the University of Leeds campus or your home, if that is shorter.

Please note that prior to each school visit, we will pay for a maximum of **1 hour preparation time**, which should include:

- Making your amendments to the 'my journey' section;
- Meeting with your presentation partner to decide how you will split and present the slideshow;

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- Planning your travel to and from the school.

Please ensure you include preparation time when you submit the Timesheet Input Form. If you require further preparation time you should negotiate this with us prior to submitting your online timesheet, as we will need to accept your request for further time.

For any other activities: You do not need to fill in a timesheet for on-campus events and activities which are staffed by a member of the Team. The lead staff member will provide a sign-in sheet on the day of the event, so please make sure you sign in and out.

6. Expenses Policy and Procedures

The Team will reimburse any reasonable costs incurred in the course of your work as a Student Ambassador (subject to the submission of a completed Expenses Form and accompanying receipts).

You may claim expenses for:

1. Travel costs for school visits (bus, rail, taxi)

Travel should be booked in advance wherever possible (using Rail card/Travel cards), taking into account the balance of cost and travel time. **Travel by taxi must be approved in advance.** Business insurance is **mandatory** if you wish to drive. **Please do not drive to a talk if you do not have business insurance.** Travel time is paid from Leeds City Centre (inclusive of Leeds University Campus and Leeds Rail Station) or from your home (if this is a shorter journey). **Travel time is not paid for campus events.**

2. Subsistence (food/drink)

Employees can claim the **actual, reasonable costs** of food, etc. supported by receipts up to the thresholds set out below. Note that claims for subsistence will not be reimbursed where the traveler is away from home/work for less than 5 hours.

Number of hours away from home	Maximum Subsistence Claim
Under 5 hours	Claims will not be reimbursed
5 – 10 hours	£20.00 per day
Over 10 hours	£25.00 per day
Overnight 24 hour stay	£30.00 per day

Full details of the University's Expenses Policy can be found here: https://www.leeds.ac.uk/finance/policies/expenses/travel/Subsistence_new.html

3. Printing

Printing may be claimed with a print-screen or e-mail receipt of credits purchased. See 'Section 4. Resources' below.

4. Resources

Resources required should be approved in advance; printing can be requested from the Team.

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The deadline for claiming expenses is 6 weeks from date of the event; however, we recommended submitting your expense(s) within 1 week of payment.

You should receive an email from expenses@adm.leeds.ac.uk to inform you that your expense form(s) have been processed prior to the money entering your account. In the email there should also be a PDF invoice attached, which will provide a breakdown of the reimbursement you are expected to receive.

Money will be transferred to the account details provided in your SS4 via BACS transfer (fortnightly).

Expenses forms should be submitted on a Tuesday or Wednesday. Please contact [Adam Molzahn](#) to arrange a time to drop in:

Adam Molzahn's office is located in room GM01 in 18 Blenheim Terrace (opposite the Laidlaw Library)

Please call extension **37495** at the door to access the building.

You must present original receipts when claiming expenses.

7. School Visit Checklist

Before the visit:

- meet with the other ambassador to prepare presentation/create travel plan (save your presentation in your OneDrive as most schools do not allow USBs);
- collect any resources (if required);
- check what you will be wearing (see [Section 3: What do I have to wear?](#)).

When you arrive:

- go to the School reception and let them know: your name, that you are from the University of Leeds, the reason you are visiting, and which teacher is expecting you;
- introduce yourself to the teacher and thank them for inviting you;
- check that the details of the visit (e.g. number of pupils, age group, and timings) are as you expected. If they are not, and you do not feel comfortable with the arrangements, please contact the Team or put the teacher in touch;
- politely remind the teacher that a member of school staff must be present at all times during your presentation;
- politely explain that you will invite them to intervene if there are any behavioral issues which you do not feel comfortable dealing with;
- distribute hard copies of evaluation forms if you have been given these, and collect them back to return to the Team;
- take a picture for social media and send to Stem@leeds.ac.uk or the STEM team phone 07505 403 499;

Remember – for safeguarding reasons there should be no children in the pictures! So perhaps take a photo of you about to deliver the presentation or preparing your resources in the classroom. Feel free to explore this!

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Before you leave:

- thank the teacher and any other members of staff;
- collect the evaluation form from the teacher. (If they have not completed it as requested, please ask that they e-mail / post it back to the Team office);
- leave any brochures / leaflets, etc. with the teacher, if you have been asked to take them with you, and briefly explain what information they provide.

8. Safeguarding Policy and Procedures & Health and Safety

It is important that, prior to both on-campus events and school visits, you are aware of your safeguarding responsibilities.

You will find the University Safeguarding Policy, as well as our Procedure for Reporting Disclosures, on the [Leeds Loves STEM Resources page](#)

Please familiarise yourself with these documents prior to both on-campus events and schools visits.

A Guide to Child Protection and Safeguarding Short-Term Work with Young People

As you are about to work with a group of young people on a short term basis, please read the below guide carefully to ensure that you are fully aware of your responsibilities in both preventing and reporting any safeguarding issues.

Your Role

The Children Act of 1989 states that:

“Children have the right to be protected from abuse and harm at all times and in all situations. Child protection is the responsibility of every adult who has involvement with children.”

This means that it is your legal duty to act if you are aware that a young person is (at risk of) being harmed.

In the eyes of the law, a child is anyone who has yet to reach their 18th birthday.

Preventing Issues

Your main responsibility when working with young people is to prevent any issues from occurring by ensuring you stick to the following:

- Never be on your own with a young person
- Be self-aware and aware of other student workers and staff
- **No** sharing contact details with young people or anyone under 18 in your care – e.g. email or home address, phone numbers, personal social network account information

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- Think about your online presence and security settings on social networking accounts
- Do not take any photos or videos of young people
- Don't be afraid to raise concerns
- Never ever offer to keep a secret

Reporting Issues

On very rare occasions, you may notice something or have a young person disclose information to you that causes you concern for that young person's wellbeing. In this instance you must:

- Fill in the attached incident report form with all of the details, including times, dates, locations, names and an accurate record of the incident or disclosure
- If you are in a school / college ask to speak to the Designated Safeguarding Officer (DSO) within the school or college that you are visiting in order to report the disclosure / incident.
- If you are on the University of Leeds campus speak to the activity organiser

Health and Safety

See the Risk Assessment for the Leeds Loves Project in the [Leeds Loves STEM Resources page](#)

If you have an accident or near miss during an activity or travelling to or from an activity you must report it using the reporting form found at the end of this handbook and in the [online area](#). This must be emailed to the Team assistant.

SAFEGUARDING CONCERN REPORT FORM: CONFIDENTIAL

PRINT IN BLUE OR BLACK INK

NAME OF SUBJECT.....

SUBJECT IS: STUDENT STAFF OTHER

DATE OF INCIDENT:.....TIME OF INCIDENT:.....

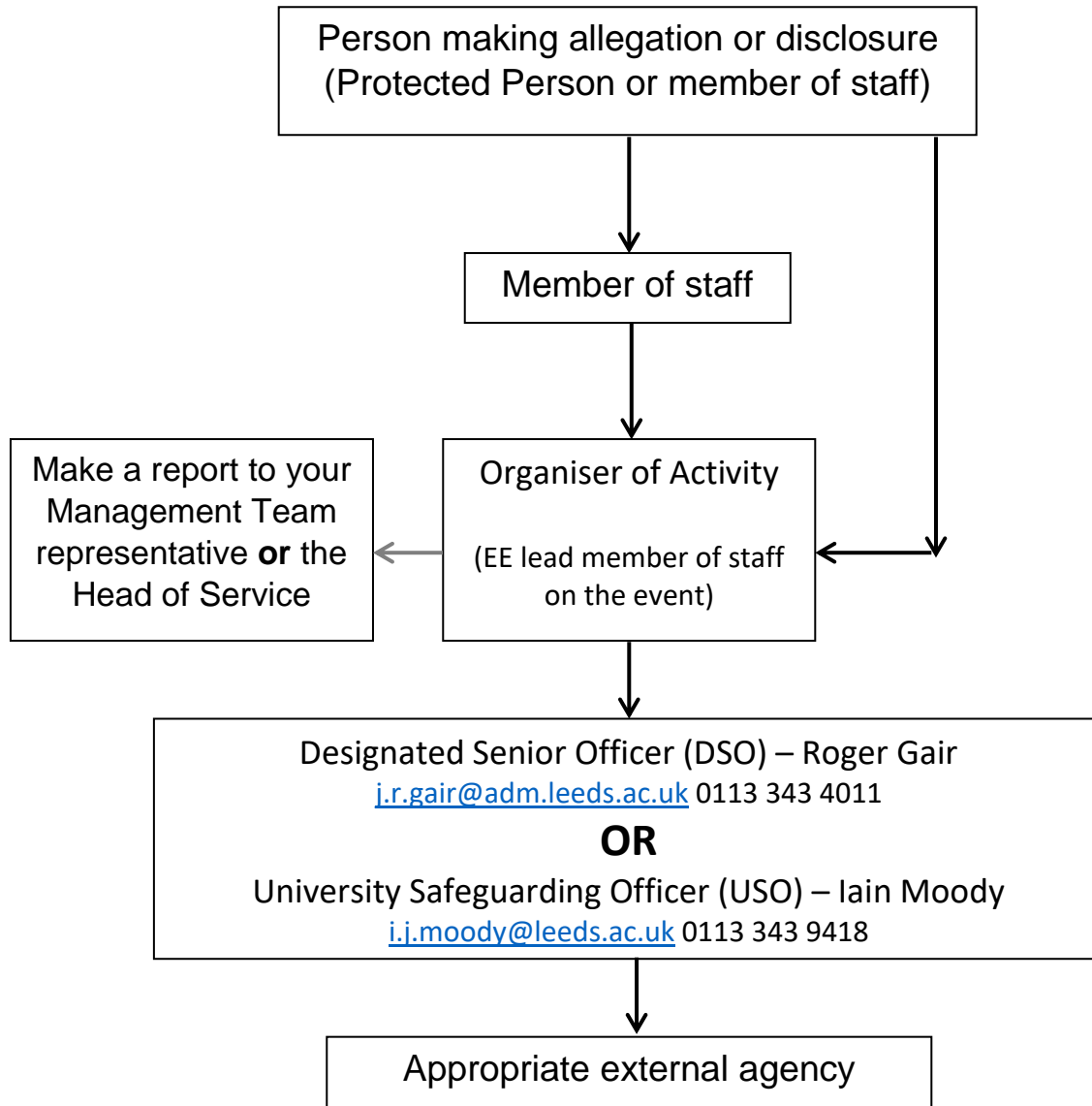
PERSON COMPLETING FORM:.....

POSITION:.....

DESCRIPTION OF CONCERN/ INCIDENT: Please be objective in your description as this form is an important documentation of site events. Please include time, individuals, actions, witnesses, and any other information pertinent to reporting the situation; use additional pages if necessary.

SIGNATURE:.....DATE:.....TIME:.....

EE Chain of Reporting Allegations



Allegations against the Organiser of Activity should be reported directly to the DSO/USO by a member of staff. The appropriate EE manager should also be notified.

N.B If any member of the chain is unavailable, a report should be made directly to the DSO/USO, and in their absence, one of SO listed in paragraph 10 of the *Guidance on Organising Activities for Children or Adults in Vulnerable Circumstances*, without delay.

Reporting to an external agency should always be made through the DSO/USO wherever possible. In an emergency out-of-hours, if the DSO/USO/SO cannot be contacted, a report can be made to the police (999) or Leeds Social Services (0113 2224403) between 9am and 5pm or the Emergency Duty Team (0113 2409536) out of office hours.

<p>Disclosures should be passed onto the DSO as a written record; <i>this may be on this disclosure form, in an email or as a written note.</i></p>	<p style="text-align: center;">Record time, day, date, location of conversation, anyone else who was present</p> <p style="text-align: center;">The conversation that took place (the disclosures)</p> <p style="text-align: center;">Sign and date and report to the designated safety officer</p>
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