



## **WIDENING PARTICIPATION AND OUTREACH PARTNER SCHOOLS RESPONSIBILITIES AND CONDITIONS**

### **INTRODUCTION**

Widening Participation and Outreach (WPO) runs a range of campus events and school projects throughout the academic year. These projects and events are for school students, teachers and parents and inform school communities about higher education.

All events and projects require forward planning and logistical arrangements, including but not limited to the appointment of university staff and volunteers, booking catering, venues, demonstrators and transport, all which need to be secured well in advance. Similarly, school staff require clear and timely provision of information in order to recruit students to participate, make arrangements for transport, secure school and parental permissions for attendance, arrange the delivery of pre-lesson activities (if required), negotiate school timetables and arrange appropriate staff supervision.

### **PURPOSE**

Widening Participation and Outreach staff regularly meet and communicate with schools and community partners to negotiate and plan for projects and events. These procedures aim to provide clarification of roles and responsibilities for Widening Participation and Outreach staff, school staff and participants as they pertain to communication, information sharing, and transport, participation, planning responsibilities, cancellations and evaluation to ensure the best possible experience for all participants.

### **GENERAL RESPONSIBILITIES**

#### **It is the responsibility of Widening Participation and Outreach to provide:**

- an allocated contact Project Officer for each event and program, who will liaise with school staff and communicate information in a timely manner
- clear project and event information to school staff, including school responsibilities, resources required, links to curriculum, guidelines for targeting suitable students.
- final joining instructions to schools to facilitate staff and student participation in events
- the arrangements for the program or events (volunteers, staff, sessions, catering where necessary).

#### **It is the responsibility of the School to:**

- allocate a contact staff member based on their suitability (e.g., the Head of Science for a Science program), and with capacity in their workload to complete the school responsibilities for the program's operations.
- make arrangements for their staff or student participation in activities, including recruiting students or staff and the necessary making arrangements (e.g., permissions)
- communicate to school staff and school leadership team about the outcomes and requirements for the operation of projects and events, including provision of information at staff meetings, in school newsletters, letters home and activity reports as necessary.
- Communicate risks, issues and concerns that may hinder the progress or affect project outcomes.

### **Communication**

#### **It is the responsibility of Widening Participation and Outreach to provide:**

- a calendar of events and project timelines at the beginning of each year to school and community partners
- project outlines and information packs – 8-12 weeks in advance of application dates or commencement dates
- final brochures/invitations, guidelines/schedules for events and requirements of participants - 4 weeks in advance to schools/teachers/event participants via email
- maintain constant contact with school coordinators to ensure timeframes will be met.

#### **It is the responsibility of Widening Participation and Outreach coordinator/s to:**

- distribute event and project information to relevant staff in school and students to secure appropriate permissions for attendance
- register attendance using provided web links and/or confirm attendance directly with Widening Participation and Outreach project staff where requested
- Inform Widening Participation and Outreach of any changes to participant numbers or any issues that may affect participation
- book transport to and from the University if applicable, and make all necessary arrangements (booking rooms, informing staff) for projects taking place in school.



### Transport to Campus Events

**It is the responsibility of Widening Participation and Outreach to provide:**

- a [preferred transport suppliers list](#) to school staff
- maps and instructions for drop off & collection of participants at the University campus – noting disabled access points
- individual parking vouchers for on campus parking where required/applicable

**It is the responsibility of Widening Participation and Outreach coordinator/s to:**

- arrange transport from school to university and back for an event, using the preferred transport suppliers list.
- confirm collection & drop off points with the transport provider in accordance with information provided by project officers
- arrange direct invoice for transport to Widening Participation and Outreach

### Duty of Care – Risk Assessment

Schools have a continuing responsibility and duty of care while participants are on campus for the duration of an event. Widening Participation and Outreach staff and program providers, operators and their staff will also have responsibilities and a duty of care for program participants.

**It is the responsibility of Widening Participation and Outreach to:**

- If an on campus event, provide a risk assessment to the school coordinator 2 weeks prior to the event

**It is the responsibility of Widening Participation and Outreach coordinator/s to:**

- ensure appropriate number of staff accompany students to events in accordance with Education & Communities – Excursion Policy
- ensure a staff member or teacher supervises in school activities at all times. Under no circumstances should staff and volunteers be left alone with students.

### Arrival & Departures Campus Events

**It is the responsibility of Widening Participation and Outreach to:**

- plan and schedule events to allow adequate travel time for participants to and from the event/activity

**It is the responsibility of Widening Participation and Outreach coordinator/s to:**

- ensure transport is arranged to ensure arrival and departure in keeping with event schedules
- notify Widening Participation and Outreach staff on the day of delays / changes to arrival/departure times

### In School Programs

**It is the responsibility of Widening Participation and Outreach to:**

- provide in school staff and volunteers who are appropriately trained and aware of child protection procedures
- provide names of visitors prior to arrival at school, including detailed information of arrival time.
- communicate detailed information well in advance of resource requirements for in school activities (e.g, room, location, AV facilities, physical resources, staff supervision).

**It is the responsibility of School staff to:**

- ensure staff and volunteers have a sufficient induction to the school on their first visit, including introduction to key staff, school facilities, evacuation procedures and WHS
- suitable space and resources are allocated and booked for staff or volunteers to use
- volunteers and staff are supervised by school staff at all times



## Evaluation

Widening Participation and Outreach endeavours to improve its programs and ensure that they are as effective as possible. To that end, we ask schools to assist with this program's evaluation in two key ways:

### 1) Student evaluation

Schools are asked to conduct either/both pre- and post-program testing of a selection of student participants in a Widening Participation and Outreach event or activity. Paper or online evaluation forms will be provided, and should be returned to the coordinating staff member.

### 2) Teacher evaluation

All teachers accompanying students or participating in a Widening Participation and Outreach program will be provided with an online or paper survey through which to provide feedback about the program. School staff may also be asked from time to time to contribute to further evaluation. This includes but is not limited to interviews, focus groups and case studies. These evaluation processes are a requirement of the Widening Participation and Outreach program.

## Cancellation

**It is the responsibility of Widening Participation and Outreach team to:**

- provide 7 days' notice to participants if an event or in school visit is cancelled and/or schedules change

**It is the responsibility of Widening Participation and Outreach coordinators to:**

- notify Widening Participation and Outreach 7 days in advance if unable to participate in an organised event or in school activity.

Where the School (or school representative) withdraws from, or cancels attendance at, an event, activity or program that the school had agreed to and been paid for by the Widening Participation and Outreach Program:

- a. The School will notify *Widening Participation and Outreach* staff as soon as possible by phoning (02) 8627 8515 or emailing [wpo.administration@sydney.edu.au](mailto:wpo.administration@sydney.edu.au)
- b. If it is not possible to secure a refund for the event, activity or program *Widening Participation and Outreach* staff will offer placements to alternative partner schools
- c. If alternative arrangements cannot be made within the available timeframe, the School will be responsible for refunding the *Widening Participation and Outreach* Program any costs (including booking fees, tickets, transfer costs, facilitation fees etc) associated with the event or activity