YOUNG ENGINEERS AWARD
School Code of Good Practice

All schools participating in the STEPS Young Engineers Award competition are urged to adhere to our School Code of Good Practice:

Be respectful

- Help us to portray a positive image of STEPS in the school. Always show respect and consideration for the STEPS Young Engineers Award Volunteers. Remember they are giving up their time for free.

Plan the visit

- Prepare for the school visit by contacting the volunteer to confirm the details such as type of visit (physical or online, the date, time, duration of the visit and to confirm the IT facilities available to them.

- Take the time to provide the volunteer with some important details, e.g.
  1. What class will the volunteer be visiting? 3rd or 4th or a mix of 3rd and 4th.
  2. How much time will the volunteer be able to spend with them? We recommend 1.5 hours.
  3. How many are in the student group? There should be no more than 30 students.
  4. How are the students getting on with their project books? The students should be at STEP 5 and have their 5-minute presentations prepared and ready to go.
  5. Is there any printing or prep work which the school can do in advance to aid the volunteer?

Get involved

- When the day comes to welcome an engineer into your school, get involved in the visit as much as you can. Make sure someone is there to welcome the engineer on arrival and that there is enough time to set up whatever equipment and materials will be used before the class begins. Join in with activities and encourage students to participate.

- NB: Stay present in the classroom at all times. STEPS volunteers are not permitted to be left alone in the classroom with children.

- STEPS expects all schools coordinating Young Engineers Award school visits to comply with the Public Health Guidance and Measures for Covid-19. Please note these guidelines can change rapidly, do not arrange any visits if you are unsure. Please notify the volunteer if your school has any further restrictions or guidelines in place that are required at your school.

Online school visits

- Due to COVID-19, digital school visits will be offered to schools who cannot facilitate an in-person school visit.
• Please ensure that you have the following in place:

1. Access to a video conferencing platform such as Zoom, Skype etc. that you are comfortable using to host a digital visit.
2. An appropriate device including audio and video capacity (a laptop, tablet or computer that has audio and video capacity) Ensure that the sound quality is good enough for students to hear. We recommend testing the video conferencing platform with the volunteer in advance of the visit.
3. A reliable internet connection.

• Reflect and plan for the best classroom setup, consider an arrangement where most or all students are in view of the webcam and ensure everyone has a clear view.

• Facilitate the call as needed, say hello as part of the class greeting, then stand behind the webcam or to the side of the class. This will help you manage and signal to students as needed throughout the call.

• You may want to organise students by the order they will be making their presentations. Designate a spot on the floor for students to stand when it is their turn to present their project. This will help students stay in view of the webcam.

Report back

• Give your feedback on the visit to the volunteer. Our volunteers are always very eager to hear what you and the students thought of this visit.

• Share your photos and videos using the hashtag #STEPSYoungEngineersAward.