



UNIVERSITY OF
OXFORD

Department of Physics

Physics Undergraduate Ambassador Scheme 2020-21

**Develop new
ideas and
demos**

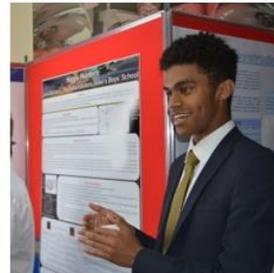


**Go into
schools with
physics kits**



**What
can you
do?**

**Support
school visits
in the
department**



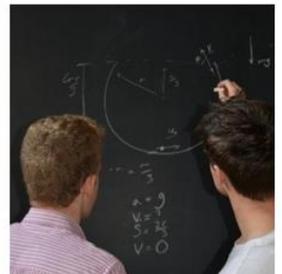
**Deliver
physics
workshops
and shows**



**Help with
Open Days,
PAT courses &
other access
events**



**Work at
science
festivals**



Greetings Ambassador!

Thank you for applying to become a Department of Physics Ambassador. You are now part of a team of students and staff who promote Physics and support prospective applicants as they make important decisions about their future.

As a Student Ambassador you will have the opportunity to support our outreach work in the Department, at external events, and in schools. You will act as a positive role model, helping to give potential candidates, teachers and parents a realistic experience of life as a Physicist at Oxford.

What does an Ambassador do?

- Work with young people to encourage, motivate and inspire them to continue and complete their studies successfully.
- Assist in giving information and advice with regards to progression to Higher Education and application to the University of Oxford.
- Help run a wide variety of events and schemes for primary, secondary and college students, such as school visits, summer schools, study days and taster days.
- Help run a wide variety of events for members of the local community, such as festival stalls and showcase days.
- Work with others to develop new outreach resources in physics.

Background

Oxford Physics has a series of highly active outreach programmes, reaching over 220,000 people in the last five years. Activities are delivered by staff and students across the Department and include research talks, workshops, shows, festival stalls, tours and competitions.

There are three main programmes:

- Increasing Access to Oxford: We are committed to attracting applications from all students with the potential to benefit from study in the Department.
- Increasing diversity in STEM: We work with local children from backgrounds that are underrepresented within STEM to help raise aspirations to study and work in physics.
- Engaging local communities: We aim to enhance the life of the region by engaging local communities with our physics research. The programme targets communities under-served by STEM engagement.

Getting started

The Department provides many opportunities to get involved with established outreach activities throughout the year:

Workshop or event	Details of activity
Open Days	Giving information and advice to prospective physics students at the Open Day.
Primary school project	Delivering workshops for children in Year 5/6 (9-11 yrs.) on physics topics such as sound, light and forces.
Telescope evenings	Delivering space-related workshops and telescope tours.
Atomic Fingerprints and Age of the Universe	Delivering tried and tested workshop about atomic spectra (years 10-12). There is opportunity to adapt these sessions to suit your specific interests.
Physics Toys	Facilitating workshops for Year 12 students (16-17 yrs.) on problem solving with physics toys e.g., the famous drinking bird.
Accelerate! and Magnets Fantastic	Delivering interactive shows about research at Oxford.
Problem solving classes	Facilitating physics problem solving classes with students in Years 10 – 13 (14-18 yrs.).
Public engagement	Assisting with research-related activities and events for the public such as the particle physics stall, the quantum materials stall or Stargazing Oxford.
Lectures & talks	Helping to run department public lectures, talks and seminars

Training

Additional training may be required for some of the activities while other activities can be learned through observing and assisting with the workshops and events before taking on a leading role.

You are expected to undertake the following training:

- Core Ambassador training, either through Canvas or in-person
- Physics Ambassador training
- Safeguarding training: <https://training.oscb.org.uk/elearning-detail/%3D%3DAO3cDO/Level-1-Introduction-to-Safeguarding-2020-recommended-course-for-Volunteers>

For some projects or programmes, we may ask you to complete a DBS check, but this will be by arrangement and at no cost to you.

Developing your own activity

In addition there may be opportunities to develop your own activities, such as:

- Giving a 10-minute Flash Talk on a physics topic of your choice for a school group
- Developing a workshop activity for a school visit
- Developing a hands-on activity for a departmental showcase event.

The outreach team is available to give advice on new activities.

Payment

Ambassadors will be paid at the Oxford Living Wage for the delivery of school activities. There is no payment for public engagement activities such as Stargazing Oxford, showcase events or festival stalls as these activities are typically organised/delivered by researchers. All opportunities will be advertised with their pay rate. We will endeavour to pay you promptly for all your work, and you should generally receive payment at the end of the month following the activity (e.g. for work done in March, you should be paid at the end of April).

Activity Log

A target for an Ambassador is to complete the compulsory training and participate in three hours of activity per year. You are responsible for keeping your own records of the activities that you have participated in. We have provided an activity log which you may wish to use to record the activities. There will a certificate available for Ambassadors who have completed their activity log at the end of the year.

The Physics Outreach Team

Please contact the outreach team if you have any questions.



Lena Shams Sian Tedaldi



Kathryn Boast



Chris Lintott

Dr Sian Tedaldi, Outreach Programmes Manager, designated safeguarding lead (sian.tedaldi@physics.ox.ac.uk)

Lena Shams, Outreach Project Officer (lena.shams@physics.ox.ac.uk)

Dr Kathryn Boast, Access Officer (kathryn.boast@physics.ox.ac.uk)

Prof Chris Lintott, Chair of the Access and Engagement Committee

Student Ambassador Volunteer Agreement 2020-2021

This Volunteer Agreement is a description of the arrangement between us, the Department of Physics, and you (*the Ambassador*) in relation to your voluntary and paid outreach work. The intention of this agreement is to assure you that we appreciate you volunteering with us and to indicate our commitment to make your volunteer experience a positive and rewarding one.

Physics Outreach Office

Everyone studying Physics at Oxford at undergraduate level has the opportunity to become an Ambassador regardless of age, disability, race, religion or belief, gender and sexual orientation.

The Physics Outreach Office is committed to:

- Providing adequate induction, training and support throughout your volunteering
- Ensuring you work in a safe environment
- Providing the Ambassador with guidance in choosing a suitable role and providing adequate information about the role before you begin your outreach work
- Reviewing work undertaken by Ambassadors to allow two-way feedback so that you can progress and develop new skills
- Processing agreed reimbursements and any agreed payments in a timely manner
- Keeping your personal details confidential
- Giving Ambassadors references if and when required
- Giving equal opportunities to all Ambassadors
- Ensuring any cause for complaint is addressed fairly in accordance with the University's guidelines.

Your responsibilities as an Ambassador

As an Ambassador, we ask that you:

- Represent the Department in a professional manner
- Adhere to Department policies and procedures
- Undertake essential training and attend supervisory sessions in respect to the scheme
- Look after your own safety
- Be respectful and courteous to all young people, other student helpers and members of staff and act in a non-discriminatory manner
- Be punctual for all activities which you are expected to attend
- Inform the Outreach team in good time if you wish to withdraw from a project or if you are unable to attend an event at which you are expected, giving at least 48 hours' notice wherever possible
- Provide correct information when answering queries, or refer queries to the Outreach team when appropriate
- Dress in a suitable manner
- Do your utmost to ensure that all visiting students are included and valued, regardless of their age, disability, race, religion or belief, gender and sexual orientation
- Understand that the Outreach team are the first point of contact if you have any problems
- Follow the safeguarding children and behaviour guidelines of the University of Oxford, as provided in this document, and report any concerns regarding the welfare of a young person/vulnerable adult to the Outreach team (see section on Child Protection).

And we expect that you will not:

- Attend an event whilst under the influence of alcohol or illegal substances
- Provide cigarettes, alcohol or illegal substances to young people (under 18s)
- Smoke whilst in the presence of young people (under 18s)
- Exchange personal contact details with young people, including on social networking sites
- Initiate, or respond to, inappropriate physical contact with young people
- Use inappropriate language when communicating with young people or other members of staff.

Thank you to Computer Science at Oxford for allowing us to reproduce this resource.

General guidance for those carrying out activities involving adults at risk or children

Designated safeguard lead: Sian Tedaldi

General considerations

If you are acting in a position of trust with children or adults at risk, you are expected to be mindful that you are acting as a role model and therefore should demonstrate exemplary behaviour. Care should be taken to ensure conduct is appropriate to each circumstance and environment since well-intentioned actions can be misinterpreted.

All activities should have undergone a risk assessment, and you should have a copy of the risk assessment which will identify a key contact to whom any concerns should be addressed promptly.

In your role:

- you may become aware of, or suspect another person of abusing an at risk person, or an at risk person may disclose an allegation of abuse to you, and you will need to take action in such circumstances;
- allegations of inappropriate behaviour may be made against you, and such allegations will need to be investigated, and may result in referral to external agencies.

Types of abuse

The Government publication [Keeping children safe in education](#) defines abuse as: "a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children"

The same principles apply for at risk adults: abuse may be physical, emotional, sexual or neglect.

Expectations of those working with adults at risk or children

You should:

- Ensure you know what you should do if an at risk person makes a disclosure to you. There are guidelines on the back of this sheet and an online course to find out more: [An Introduction to Safeguarding](#).
- Ensure you are familiar with the risk assessment and understand who the key contact is for the activity you are engaged in.
- Give due regard to cultural difference.
- Be alert to and tackle inappropriate behaviour in others, including peer-to-peer behaviours. Abusive behaviour such as bullying (including cyber-bullying), ridiculing or aggression must not be allowed to go unchallenged.
- If you have to give feedback, take care that it is not unnecessarily negative.
- Take care that language is not open to sexual connotation.
- Report any suspicions promptly and confidentially to the designated safeguarding lead for the activity, or in the event that the suspicions/allegations involve that person, to the appropriate Safeguarding Officer for the University.
- Deal with information sensitively.

You should not:

- Give your personal contact details (such as personal phone number, home address, email, Skype address or other communication routes) to a child or an adult at risk, or use any such route to communicate with a child or adult at risk other than regarding the activity (for example through the official website for the activity).
- Interact in a personal capacity with children or adults at risk outside of the activity, including through any form of social media, for example, by becoming 'friends' on Facebook.
- Use inappropriate language, or allow others to use it without challenging it.

- Take photographs, or make other recordings of at risk people without specific written consent of the individual, or someone with parental responsibility for the individual.
- Engage in, or allow, any form of inappropriate touching. This would include doing personal things for a child or an adult at risk that they can do for themselves. Where the person is disabled tasks should only be carried out with the full consent of the individual, or their parent.
- Engage in any physical 'adult' relationship with a person to whom you are in a position of trust, even if they give their consent.
- Allow allegations of inappropriate behaviour to go unchallenged, recorded or acted on.

You should seek advice from the designated safeguarding lead for the activity if:

- You are worried that a child or adult at risk is becoming attracted to you or a colleague who works with them.
- You think a child or adult at risk has misinterpreted something you have done or said.
- You suspect a relationship is developing which may be an abuse of trust.
- You have had to physically restrain a child or adult at risk to prevent them from harming themselves, another person or causing significant damage to property.
- A child or adult at risk tells you that they are being abused, or describes experiences that you consider may be abuse.
- You see suspicious or unexplained marks on a child or adult at risk or witness behaviours which are unusual or inappropriate.

Dealing with allegations, or suspicions, of inappropriate behaviour

- Consider the urgency of the situation: in the event there is a risk of immediate serious harm to a child or an adult at risk the emergency services should be contacted via 999 or the police via the 101 service. Anybody can make a referral in these circumstances. The relevant Safeguarding Officer should then be notified of the case and will need to determine whether to refer serious cases to the relevant authorities within one working day.
- Remain calm, and ensure that the person knows you are taking them seriously. Reassure them that they are right to have told someone, but do not touch them (for example by putting an arm round them).
- DO NOT try to investigate or act on the matter yourself: doing so may seriously compromise investigation by the relevant authorities. You need only clarify what is being said to you (in order to establish that there is a suspicion of harm), and then refer the matter to the appropriate individual as set out in the Code of Practice.
- Be supportive but DO NOT promise confidentiality. Explain that, in order that the allegation can be addressed you will have to talk to other people about it. Explain who you will talk to.
- Avoid 'leading' questions, or expressing a view about what you have been told.
- Use clear language, appropriate to the person you are dealing with.
- Do not talk to anyone else about the matter. If you need to seek support for yourself you should speak to the designated safeguarding lead for the activity or one of the University's Safeguarding Officer.
- Write down what you have been told as soon as possible. In all events this must be done on the same day but this should not delay prompt action. Write down exactly what was said *in the person's own words* as far as possible, include the time, place, and as much detail as you can remember, but ensure that the note is as factual as possible and avoid assumption, speculation or opinion. Sign and date the note. Bear in mind that the note will be disclosable to both internal and external agencies.

