

# Welcome to Primary Futures!

Our charity Education and Employers launched in 2009, with the aim to provide young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential. Primary Futures (for primary schools) and Inspiring the Future (for secondary schools and colleges) are our two main programmes, where volunteers sign up to engage with local state schools through different activities. When volunteers sign up to our programmes, they register to Primary Futures and Inspiring the Future collectively.

Primary Futures aims to broaden primary school children's horizons and raise aspirations. As a registered primary school teacher/ staff member, you are joining over 3,500 teachers that have already registered to Primary Futures since the programme launched in 2014. You now have a Primary Futures account on behalf of the school that you work at. By joining the Primary Futures programme, you have access to:

1. A range of volunteers from different jobs, sectors and career routes that can be invited via the self-service platform to visit your school and speak to the children at your school
2. A range of free resources designed to help you plan how to use the volunteers and run different activities
3. Different campaigns and projects focused on particular sectors or areas of need that you can take part in
4. Special employer led projects that take place throughout the year – including employer hosted events and in school workshops
5. Bespoke support from the Primary Futures team to help you to use the system and plan your activities or events

This pack has been designed to help you understand what is available now that you are registered and how to take up the different offers. The pack contains:

- Next steps: How to use Primary Futures
- What you can use Primary Futures for
- Campaigns and projects
- Key contacts and how we support you
- FAQs
- Safeguarding

Full contact details are listed later in the pack but if you have any questions or need any support, please call 020 7566 4880 or email [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org).

We look forward to working with you and your school.

## Next steps: How to use Primary Futures

The core of Primary Futures involves volunteers going into schools to support career insight activities and events. However, you can also search for volunteers for other employer engagement activities and even to become governors, so collectively we've called these 'opportunities'.

Once registered and logged in you can do a range of things through the Primary Futures platform including searching for volunteers, accessing the resources and guides and setting up events to invite volunteers to.

### Getting Started:

- Once logged in (using the 'map' view), you will see a map of the area around your school and local volunteers who have registered to engage with schools. On this page, you will be able to filter your volunteer search in order to find suitable volunteers.
- You can also view volunteers as a 'list' view, where you will additionally be able to search volunteers who are able to speak remotely (i.e. via skype), previous school attendees and by volunteer name.
- Once you have reviewed volunteer profiles, you will be able to add them to your shortlist of potential volunteers and then proceed to inviting them in (they will be email notified).
- After you've sent invitations you can then go back to search for more volunteers for your opportunity, invite those left in your shortlist or make your opportunity 'public' so that volunteers can search for opportunities at your school and register their interest.
- Do remember to respond to volunteers promptly to ensure that they remain engaged. Even if your activity or event isn't for a while, do let them know that you have received their response. If volunteers express interest in your 'public' opportunity, do let them know if you need them by accepting or declining their message.
- Initial correspondence between you and the volunteer will come through to the email address you signed up with, in an automated format; however there is an option of sharing email addresses and phone numbers once the initial correspondence had been made.

### After the Activity/ Event:

If accepted, once it has taken place, schools complete automated feedback forms where they are asked a few questions about how their activity or event went. We strongly recommend that this is completed, as it allows us to quality check our volunteers and see whether the service is working for both parties. We also use your feedback to report to funders, which will help to keep this service completely free to schools and volunteers.

### Here are some useful resources and guides to help you use Primary Futures:

- A practical [step by step user guide](#) on using the Primary Futures platform
- [Top Tips and Guidance](#) on using the Primary Futures platform
- [Watch our short video to see how easy it is to use the Primary Futures platform](#)

Remember you can also contact us to arrange a planning call to discuss how you can work with Primary Futures in your school and the free support and resources available to you. Give the Schools

Engagement team a call on 020 7566 4880 or email [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) to book in a call at a time and date to suit you.

# What you can use Primary Futures for

When both schools and volunteers register, they are asked to select what activities they would like to engage in. These include a range of 'In School' and 'Outside School' activities. It is up to schools how they use the volunteers within these categories but the following will give you some inspiration and ideas.

## In School Activities

1. **Career Insights**
2. **Careers Fairs**

'Career Insights' is the most popular activity for primary schools and volunteers. This could range from a 15-minute assembly talk to a full day event which could include multiple activities. Please see below for some 'Career Insights' activity suggestions. Remember to communicate with the volunteers directly, as they may be keen to get involved with different activities not listed on here but just remember the core of Primary Futures is volunteers talking about their career/ job – they are not qualified teachers!

Enriching the Curriculum: Most of our volunteers have indicated on their volunteering profiles which subjects they feel their job relates to, from a drop-down list. An easy and sustainable way of bringing the world of work in to your school is by linking the volunteers to the curriculum. For instance, to highlight the importance of learning maths at school, you could invite an accountant, entrepreneur or shop worker to talk about how they use maths in their everyday life. This brings learning to life for the children as they can make the link between learning at school and their future.

- Here are some [useful ideas](#) on how to bring volunteers from the world of work in to your everyday subject curriculum
- [Here is an example of how one primary school brought volunteers in to support their PE syllabus](#)

Themed days/ weeks: When our volunteers fill out their profile, they are asked to select which sectors their job relates to, from a drop-down list. It's easy to invite volunteers to enhance any themed day or event, based on the sector(s) they have selected. For instance, to celebrate Children in Need, you could invite a charity worker (using the 'not for profit' sector filter) in to talk about the varied roles within the charity sector. Additionally, for a British Science Week in March, you could invite an engineer (using the 'engineering' sector filter) or a doctor (using the 'healthcare' sector filter) to speak about how they use scientific methods in their jobs and display any equipment they might use.

- Here are some new ways of bringing [themed days and events](#) to life in the classroom
- [Here is an example of how one primary school brought volunteers in to support International Women's Day](#)

What's My Line: What's My Line is a fun, interactive activity to play, that gets children thinking about what it is like to do different kinds of jobs and brings their learning to life. This is an enjoyable activity with a serious underlying message, to tackle gender stereotypes. The activity involves children asking questions to a panel of four to six volunteers who each have a different job/ occupation in order to try and find out what their job is. After asking a series of questions, the panel

will leave the room to collect any props or change into their uniform/ work clothes, before revealing what they do to the children.

- [Here is a step by step guide on running a What's My Line activity in your school](#)
- [Here is an example of how one primary school incorporated What's My Line in to their careers morning](#)
- [Watch our short video of a school's previous What's My Line activity](#)

Assembly talks or presentations: Volunteers could speak to larger groups in an assembly setting and present their career journey through a PowerPoint presentation, run through a typical day for them or openly talk for 5 minutes about their current role, with a Q&A at the end. This type of activity is particularly easy for school staff to organise as it does not require much preparation and the volunteers can be slotted in throughout the whole academic year.

- [Here is an example of how one primary school ran a series of aspiration assemblies](#)

Carousel talks: A great way of broadening your pupils' horizons is by arranging 5-15 volunteers from different backgrounds and jobs to come in to your school and speak to the children informally, on a rotation/ carousel basis. This could be held in the school hall in a 'speed networking' format or in different classrooms. Children will be sat in small groups and spend around 7-10 minutes with each volunteer, hearing about their jobs and having the opportunity to ask any questions. Carousel talks are often more suitable for key stage two as it can last between 1-2 hours.

- [Here is an example of how impactful a series of classroom chats can be](#)

## Outside School Activities

Volunteers can also support with a range of out of school activities. The most popular activity for primary schools is workplace visits.

### 1. Workplace Visits

Using Primary Futures, you can reach out to volunteers who have said they or their organisation are happy to host workplace visits. Workplace visits involve groups of pupils and students, anywhere from 5 to 30, of any age, coming into a workplace for a half or full day to learn more about that industry. The format of the day will be up to the employer and can be done in lots of different ways, but it normally follows this general structure:

- A tour of the workplace
- Speakers from various departments and levels talking about their job and career path
- Some form of interactive activity. Depending on the age of the children and the nature of the workplace this could be a hands-on demonstration, an ice breaker activity, or an employability skills workshop.

# Campaigns and Projects

Primary Futures runs a number of campaign and projects. Through these, we can provide bespoke support to schools to run activities and events, as well as have more exciting volunteers available on the system. To find out more about any of the campaigns, please email [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org).

## 1. Women in Science with L’Oreal

Fostering female scientists of the future starts much earlier in life, which is why, to mark the tenth anniversary of L’Oréal’s For Women in Science, we linked with L’Oréal to inspire women in science. Working with the L’Oréal team, we are pairing inspirational women in science with primary schools, to help instil a love of the sciences at a young age, and to excite them about the possibilities of a science-based job. By introducing young girls to female role models working in science, we can help make scientific jobs feel both exciting and attainable. Hundreds of women have signed up to volunteer on Inspiring the Future and Primary Futures nationally.

## 2. NHS Health Ambassadors

As part of the NHS 70th birthday celebrations, NHS England, NHS Improvement and Health Education England have teamed up with us to get more NHS staff into schools on a regular basis talking about the breadth of interesting roles available. NHS staff Health Ambassadors will help illustrate the connection between learning in the classroom and the potential job opportunities available in the NHS. It is also an opportunity to highlight the role science, technology, engineering and maths (STEM) subjects have for some professional careers in the NHS. Because of this campaign, we now have hundreds more NHS volunteers registered to volunteer all around the UK.

## 3. Inspiring a Future in Theatre

We have recently launched our nationwide Inspiring the Future Theatre campaign, in partnership with UK Theatre and Society of London Theatre (SOLT). Inspiring the Future of Theatre aims to showcase the range of careers available in the theatre to children and young people and encourage and strengthen connections between schools and theatres. Theatre and the performing arts are part of the creative industries, which are worth £92bn and are growing at twice the rate of the economy. Through this exciting campaign, lots of passionate theatre volunteers have already taken part in activities or events across different schools.

## 4. Inspiring Women

Inspiring Women connects schools with inspirational, diverse female volunteers from a range of interesting careers, who come into schools to talk about their jobs and show how what they are learning at school can lead to an interesting, exciting future. Our in-school activities feed children’s curiosity, break down gender stereotypes and open their eyes to future possibilities. We challenge girls to think about what they want to be and why and show them that they can achieve anything they set their minds to. Through the campaign, we have lots of inspiring women signed up to volunteer and in the past we have supported a series of showcase and smaller events with schools.

## 5. Employer campaigns

As well as working with over 5,000 employers with staff registered on Inspiring the Future and Primary Futures, we also partner with different employers to provide schools with focused workshops or employer hosted activities. Our key strategic partner and lead corporate supporter is Bank of America Merrill Lynch and we work with them to host events for children and young people at their offices as well as to bring their volunteers into schools. Recently, we have also worked with employers including the Foreign Office, UBS and Penguin Random House to offer schools the opportunity to take part in different activities. Now that you are registered, we will let you know about new employer opportunities in your area but do get in touch if you have any special interests in anything that you read about in our newsletters or on our website.

## **6. Area Campaigns**

We have run several area focused campaigns, working with clusters of schools to host a series of activities with volunteers across a week, term or longer. Recently we have worked with schools in [Wakefield](#), [Bradford](#) and [Blackpool](#). Furthermore, we have also worked with 4 of Greenwood Academies Trust's [Corby](#) primary schools on a week-long worth of activities. Do get in touch at [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) if you are part of a cluster of schools and would like to work with us on an area campaign.

## **7. Redraw the Balance**

One of the greatest demands from primary schools is to help broaden the aspirations and interests of children about jobs and careers. As research shows, gender stereotypes are developed at a very young age. With the support of Mullen Low, in 2016 we released a [short film](#) exploring this. In only three months, Redraw the Balance achieved 25 million views.

## **8. Drawing the Future**

In January 2018, we published the results of our [Drawing the Future](#) survey, which asked over 20,000 children aged 7 to 11 to draw a picture of the job they want to do when they grow up. The research had lots of interesting findings showing the influences on children's choices and aspirations and the need for greater access to career role models from a young age, highlighting the need for Primary Futures.

## Key contacts and how we support you

### Newsletters

We have a monthly newsletter for schools, which shares with you the latest updates on campaigns and employers that are working with Primary Futures, as well as best practice examples. To ensure that you receive this, please 'opt in' to the newsletter on your profile.

### The Primary Futures platform

Login and look at your homepage to be kept up to date on the latest news and campaigns. From here, you can access our free resources as well as see case studies of other schools that have used Primary Futures volunteers.

### Website

On our Primary Futures website, we regularly publish news stories sharing what we have been doing with employers and schools around the country. Keep an eye on the latest news here

<https://primaryfutures.org/news/>

### Social media

We have a twitter account (@PrimaryFutures) and we welcome contact from schools. If you have any photos or feedback from your Primary Futures activities, please tag us and we can share it with our networks.

We also have a Facebook page where we provide updates and the latest news for schools and volunteers. You can follow the page here <https://www.facebook.com/inspiringthefuture/>

### Our team

Our team are here to help you to use Primary Futures and provide support for any queries. To get in touch, please contact via email or phone.

Department	Name	Job Title	Email Address	Telephone Number
Schools Engagement Primary school enquiries & support using the platform	Jessica Wallis	Primary School Engagement Coordinator	<a href="mailto:jessica.wallis@educationandemployers.org">jessica.wallis@educationandemployers.org</a>	0207 566 4886
General Enquiries			<a href="mailto:enquiries@inspiringthefuture.org">enquiries@inspiringthefuture.org</a>	0207 566 4880

## FAQs

### Do you DBS (Disclosure & Barring Service) or security check your volunteers?

We do not DBS check our volunteers because no volunteer should be left unattended with students or children. We take safeguarding very seriously and are committed to providing safe and supportive environments for everyone involved in the work we do.

### What information will I see about the volunteers?

You will see a short profile, written by the volunteer with details of their experience and skills. This will include information such as their name, job title, qualifications, educational route and job description.

### Does anyone vet what the volunteers say in their profile?

We take it on trust our volunteers have been honest about their skills and experience, with many of our volunteers signing up through their employers. There are also legal terms and conditions that they must agree to upon registration.

### Do the volunteers sign up individually or through their employer?

About half of our volunteers have signed up as individuals, while the other half have signed up through an employer or professional body scheme. Each volunteer has their own reasons for registering and engaging with local schools and colleges.

### Who are your volunteers?

We have over 40,000 volunteers registered throughout the UK. A broad range of roles are represented from apprentices to CEOs, Archaeologists to Zoologists, from all different ages. Anyone with experience of the world of work can volunteer with Primary Futures. Schools can choose what volunteers they would like to invite in.

### Will volunteers try to sell me goods, services or ask to pay for their expenses?

This is not allowed under the Terms and Conditions that volunteers must agree to upon registration. Please call us on 020 7566 4880 or email us at [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) if you do experience this.

### I'm from a trust or network of schools. How can we get involved as a group?

We are always interested to hear from groups of schools looking to run Primary Futures activities or events. In the past, we have supported school groups to run focused weeks of activities or to run activities across the academic year in different schools. Please get in touch at [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) to discuss the bespoke support we can offer. If you would like someone from the Primary Futures team to come to speak at a network meeting about what we do, please let us know.

### I work across a number of schools. How can I register on behalf of multiple sites?

We will need to set up accounts for you on behalf of the schools that you work at. Please email [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) with details of which schools you would like to register at and we can support. Please note that the platform is only free for people who are employed by schools or colleges, not third parties as per our Terms and Conditions.

### Will I be able to connect with local volunteers?

Yes, Primary Futures works by connecting you to volunteers and employers available in your school's

local area. Volunteers who have selected local postcodes to your school or college (they can enter up to two postcodes), will be visible when you login. However, if you wanted to have a look at volunteers slightly further afield, you can easily increase the radius of your search or look for 'remote volunteers'. You can also search for volunteers who used to attend your school.

What if a volunteer(s) doesn't get back to me for a while?

We encourage volunteers to respond to all invites, even if they can't attend. Invited volunteers will be sent reminders following their initial invite but if you have invited some volunteers and they haven't replied back to your initial invitation after a few weeks, let us know on [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) and we will try and send them out an email prompt. This is the same for any volunteer who isn't replying despite accepting your initial event invitation. However it's important to be patient and not expect immediate replies, as most of our volunteers work full time and have busy lives.

Can I register/ use Primary Futures on a tablet or mobile device?

You can use Primary Futures on mobiles and tablets to register, message, invite and reply to volunteers. However, the platform's mapping system is optimised on computers and laptops, using Google Chrome and Firefox internet browsers where possible.

Where can I find extra support and guidance using Primary Futures?

If you have a general enquiry, problem or would just like some guidance on using the Primary Futures platform, please call the team on 020 7566 4880 or email [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) and someone will be happy to help. There are also lots of free resources that will be able to help you, on the Primary Futures platform.

Am I expected to organise my Primary Futures activities or events?

Yes – Primary Futures is a self service platform; its secure, online platform easily enables this however the team will be there to support you if needed on 020 7566 4880 or [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org).

How do I communicate with the volunteers?

Initial communication between you and the volunteers, will be made through the Primary Futures online platform. It's then up to you and the volunteer whether you want subsequent correspondence to go through the 'chat' facility on Primary Futures, which comes through to both parties' email inboxes, or directly by email/ phone.

Is there a limit to how many times you can use Primary Futures?

No, you can use Primary Futures as many times as you like. In fact, we always encourage schools to embed volunteer engagement in to the curriculum; we encourage regular and repetitive use. Just remember to complete our feedback forms, so that we can send the information to funders and partners, to ensure Primary Futures stays free for schools.

Does using Primary Futures cost anything?

No, Primary Futures is completely free for state schools.

# Safeguarding

Education and Employers is a charity that works with schools, colleges and employers to provide young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential. We are committed to providing safe and supportive environments for everyone involved in our organisation and the work we do. We believe that everyone, and specifically those who are in vulnerable circumstances and less able to protect themselves, has the right to be kept safe from harm, exploitation, abuse and neglect.

You can access our Safeguarding Policy Statement [here](#).

## **If you have a safeguarding concern**

If you are concerned that Education and Employers or one of its representatives, is endangering the safety or wellbeing of others please contact: [safeguarding@educationandemployers.org](mailto:safeguarding@educationandemployers.org) or 020 7566 4880.

If you are worried about the safety or welfare of a child you should call the NSPCC adult helpline for confidential advice on 0808 800 5000.

If you are worried about the safety or welfare of an adult you should call the police (if they are in immediate need of help) or your local adult social care team.

For Further Information please see our [Identifying and Reporting Safeguarding Concerns](#).

Schools and colleges will have their own policies and procedures related to Safeguarding. We would expect volunteers to be provided access to relevant information ahead of any activity or event so that they can abide by these, including details of the Designated Safeguarding Officer/ Lead and how to report a concern.

The core of Inspiring the Future/ Primary Futures activities involves volunteers going into schools where they will be supervised at all times by school staff. For all volunteering activities, including those that take place outside of schools, it is the responsibility of the school and volunteer/ volunteers' employer to ensure compliance with all relevant legal and regulatory requirements (including, for example, relating to pupil/student well-being, safeguarding and health & safety etc.). Our volunteering programmes do not screen volunteers nor organise [Enhanced Disclosure and Barring \(DBS\) checks](#).