

STEM AMBASSADOR PROGRAMME IN SCOTLAND VOLUNTEER POLICY

The STEM Ambassador Volunteer Policy outlines our commitment and support to volunteers and provides information on what you can expect from volunteering as a STEM Ambassador.

STEM Ambassador Programme

STEM Ambassadors engage and enthuse young people through science, technology, engineering and mathematics (STEM) subjects, and are a vital link between young people and the workplace. Ambassadors encourage young people to consider further study of STEM subjects and progression into related careers, inspiring the next generation of STEM professionals. It also offers the chance to give something back to education and the wider community, whilst providing the opportunity to develop skills and experience.

The STEM Ambassador Programme is delivered by one Hub in Scotland – STEM Ambassadors in Scotland based at [SSERC](#) in Dunfermline. We are part of a [wider network of Hubs](#) across the UK coordinating the volunteering opportunities of over 30,000 STEM Ambassadors. STEM Ambassador Hubs offer a range of support, opportunities and local expertise, and develop links between groups and individuals working to enhance young people's STEM education.

You can find further information on the STEM Ambassador programme [here](#).

What does volunteering as a STEM Ambassador involve?

The role of a STEM Ambassador involves volunteering to be an enthusiastic and engaging role-model to support young people with STEM activities at locations that suit you. The commitment required is to undertake a minimum of 1 activity every 12 months. The full role description can be viewed on our website [here](#).

Benefits of joining the STEM Ambassador Programme

Our current volunteers tell us it is highly beneficial being part of the STEM Ambassador programme. As well as many other benefits, volunteering as a STEM Ambassador can:

- Help inspire young people to choose a STEM career
- Develop your skillset, self-confidence and employability
- Facilitate exciting opportunities to volunteer inside and outside of the classroom
- Provide opportunities to meet and share ideas with other Ambassadors
- Give you access to free training and resources
- Strengthen your links with local partners, schools and communities

Joining the STEM Ambassador programme

If you are aged 17 and over, you can join the STEM Ambassador programme, regardless of how much experience or knowledge you have. All that is required is a passion for STEM and enthusiasm for working with and inspiring young people.

Signing up to the STEM Ambassador programme is easy by following the steps below:

1. [Register as a STEM Ambassador via STEM Learning website](#)
Your local STEM Ambassador Hub will be in touch by email after you have completed registration
2. Complete an online induction
3. Complete a free PVG disclosure check
4. On receipt of successful disclosure, become an approved STEM Ambassador
Your local Hub will support you to find activities and order your STEM Ambassador ID badge

Contact your [local STEM Ambassador Hub](#) for further support, or find more information on the [STEM Learning website](#) and [STEM Ambassador Handbook](#).

Volunteering Expectations

We are committed to supporting all volunteers. By joining the STEM Ambassador programme you can expect us to:

- Treat you with respect in line with our Equality, Diversity and Inclusion statement
- Provide an initial induction and further training opportunities to help you make the most of your volunteering
- Offer ongoing support through your local STEM Ambassador Hub
- Provide adequate insurance cover
- Respect your privacy and ensure that any data about you is protected, in line with GDPR
- Promote a safe volunteering environment and deal with any complaints in a timely manner
- Recognise your contribution and update you on the difference it is making

By joining the STEM Ambassador programme, we expect all volunteers to:

- Complete the steps to becoming an approved STEM Ambassador before you start volunteering
- Undertake at least one volunteering activity per year
- Always treat others with respect to uphold the values and reputation of the STEM Ambassador programme
- Contact your local STEM Ambassador Hub if you need support or guidance
- Do your best to fulfil your volunteering commitments and provide as much notice as possible if you can no longer make an engagement
- Record your activities on the STEM Ambassador website and provide feedback to help us evaluate impact
- Adhere to our policies (including safeguarding and data protection) to ensure a safe volunteering environment and report any issues to your local STEM Ambassador Hub

More information is available in the [STEM Ambassador Handbook](#) and [Volunteering Expectations Guide](#).

Equality, Diversity and Inclusion

The STEM Ambassador Programme welcomes volunteers from a wide range of backgrounds and abilities. We recognise that having a diverse volunteer population that reflects the UK population makes the programme more relevant, engaging and impactful.

We are committed to eliminating discrimination and encouraging diversity. We aim to be truly representative of all sections of society by promoting an inclusive culture that enables everyone to feel respected and give their best.

Health and Safety, and Insurance

We expect all STEM Ambassadors to contribute to a safe volunteering environment and comply with the health and safety requirements for activities. You need to discuss and more importantly agree to any health and safety requirements, and any risk assessment procedures with the activity organiser in advance of your volunteering. It is vital that you follow our guidelines to keep everyone safe and for insurance purposes.

Approved STEM Ambassadors are insured whilst undertaking activities. If there is a health and safety incident related to a STEM Ambassador activity you have participated in, please inform your [local STEM Ambassador Hub](#).

You can find further information in the [STEM Ambassador Handbook](#) and [Safeguarding Guidelines](#).

Safeguarding

We expect all STEM Ambassadors to comply with our guidelines to safeguard young people and uphold the values of the STEM Ambassador Programme. This helps to keep you as a volunteer and any young people participating in an activity safe. Maintaining professional boundaries is crucial when undertaking during your volunteering to avoid situations or behaviour which may constitute poor practice.

You can find further information in the [STEM Ambassador Handbook](#) and [Safeguarding Guidelines](#).

If you have a safeguarding concern during your volunteering activities, please inform the activity organiser or safeguarding lead immediately and contact your [local STEM Ambassador Hub](#) as soon as possible.

Social Media and Photography

STEM Ambassador Hubs are keen to extend our reach on social media to promote the Ambassador programme. We are grateful for the sharing of posts to help promote STEM Ambassador activities to others in your network. We expect volunteers to be supportive and positive when sharing or posting information relating to the programme. However, we reserve the right to remove comments or content on our pages which we deem inappropriate, or conflict with our confidentiality and data protection policies.

Each school, community group or activity organiser should have their own photography, social media and privacy guidelines. Please ask for clarification on these guidelines, and gain permission beforehand if you are considering taking or sharing photos from an activity.

Please refer to the [STEM Ambassador Handbook](#) and [Safeguarding Policy](#) for further guidance.

Confidentiality

We are committed to protecting the privacy and security of your information, adhering to all relevant data protection legislation, including GDPR. We only collect the data we need about our volunteers for several reasons, including to safeguard young people, match volunteers to suitable opportunities and evidence impact of the programme.

The [STEM Learning Privacy Policy](#) provides more information on how we manage your information, your data rights and how we ensure that personal/sensitive information is appropriately safeguarded. If you have any further queries, please contact your [local STEM Ambassador Hub](#).

Problem Solving

STEM Ambassador Hubs in Scotland are committed to ensuring all STEM Ambassadors have a positive volunteering experience. Any issues, problems or complaints raised will be taken seriously and used to help to improve our programme and we commit to reviewing issues, problems or complaints fairly and without unreasonable delay.

Please refer to the [Volunteer Problem Solving Policy](#) for further guidance.

Recognition and Feedback

The STEM Ambassador programme is committed to recognising volunteers for their contribution, through delivery of training, networking sessions, celebration events, volunteer profiles and helping you achieve [STEM Ambassador Certificates](#).

We value feedback from all STEM Ambassadors regarding their volunteering experience. Volunteer feedback surveys are distributed annually, but you can also contact your [local STEM Ambassador Hub](#) if you wish to provide feedback at any time. Further information can also be found in the [STEM Ambassador Handbook](#).

Exiting the STEM Ambassador Programme / Transferring to Another Hub

Volunteers can withdraw at any time and will need to inform their [local STEM Ambassador Hub](#) in writing if they no longer wish to be part of the programme. STEM Ambassadors can also take a break from the programme and/or transfer to another STEM Ambassador Hub if they are relocating.