

In²STEM

Host Guide 2024

Welcome to the In²STEM programme!

Welcome to the In2STEM 2024 programme (previously In2science summer programme), we're so pleased to have you onboard! This guide will provide you with the key information you need to know to support a successful and meaningful experience, both for you and your students.

We strongly recommend fully reading this guide before your placement starts and please don't hesitate to **get in touch** if you have any questions or concerns.

A Message from our CEO Colby Benari

“Thank you so much for volunteering for In2scienceUK. Without your support it would not be possible to achieve our mission to empower young people from disadvantaged backgrounds to achieve a career in STEM. Year on year our participants tell us that the placement was their favourite part of the In2STEM programme. That's down to the time, energy and passion that you and other STEM professionals put into the experiences. From the trustees, me and our entire team, thank you.”



C O N T E N T S

4 Programme Overview

5 What will I be doing?

5 Getting in touch

6 Working with your students

6 Communicating with students

8 Your Placement

8 Planning your placement

10 Other considerations

10 Lunch

10 On the day

11 Safeguarding and Emergencies

12 Emergencies

13 Resources and contacts

14 Data protection

15 FAQs

16 Thank you!

17 Checklist

18 Appendix

Programme Overview

Programme Overview

Placements are just one part of a very exciting summer that your students have ahead of them on the In2STEM programme. **The students have access to three things:**



Online Workshops

In addition to your advice, we provide online webinars to guide students on their education and career.



Placements

That's you! Students gain an insight into their host's career, meeting you and your colleagues. Placements are often the highlight of the entire programme for the students.



Competitions

Students communicate what they learn through a range of creative competitions, and might need your help!

What will I be doing?

Please take a look at the **checklist** and **Communicating with Students** sections of this guide which we recommend all hosts refer to. **Below are a few key events and tasks:**

6 June - 26 June	Online Host Inductions ↗ <i>(recordings will be available)</i>
26 June	Deadline to sign Code of Conduct, Safeguarding and Risk Assessment form <i>(unique link has been emailed to you)</i>
W/C 8 July	Students' emails shared with hosts
8 July onwards	Hosts discuss placement plans with students via email
19 July	Deadline to make initial contact with students via email
22 July - 23 August	Placements take place

Getting in touch:

There are lots of ways of getting in contact and we're always happy to hear from you.

Drop us an Email:
hosts@in2scienceUK.org ↗

Phone & text:
07830 300 759

Freephone:
+44 808 175 6766

View recent posts and highlights on LinkedIn  and 

Working with your students

Our young people come from underrepresented backgrounds, many won't have interacted with professionals before and this may be a chance for them to meet a STEM role model for the first time. Please keep in mind that some won't have ever experienced a STEM environment or workplace so this is an invaluable experience. We support the students that need it most regardless of their background or academic ability. Our aim is to show them that there is a place for them in STEM.



Be Yourself

Share stories of success and challenges you have overcome in your career.



Be Inspiring

STEM is amazing. You know it; it's time to let your students know it too!



Be Patient

Students may feel nervous. Take time to explain and reassure if they're unsure.



Be Interested

Ask questions about students' interests and what motivates them.

On rare occasions, students may not engage with the placement fully. In these cases, please let us know so we can follow up with them to ensure everything is okay and to prompt their engagement. To be on the programme, all students have signed a Code of Conduct agreement which involves being engaged, on time (unless there is a valid reason) and polite.

Communicating with Students:

Direct communication with students should be done via your professional/university email. BCC students to begin with, as they have consented to share data with you but not with each other. You may start a joint email chain with their permission.

26 June	Deadline for hosts to sign the Code of Conduct and Safeguarding Policy.
W/C 8 July	Hosts receive student emails, make introductions and give info about the placement. Final deadline to make initial contact is 19 July.
22 July - 23 August	In-person placements take place.
23 August onwards	Stay in contact and offer mentoring if you wish.



Send an introductory email as soon as possible after receiving students' email addresses to help students prepare and feel at ease.

We recommend that this includes things like:

- Your name and place of work
- A quick overview of your background
- Why you volunteered
- A fun or interesting fact
- Personal interests and hobbies
- An unusual skill that you have



Once final arrangements are made on your side, provide students with information about the placement. The key information is arrival/departure times, where to meet (we recommend a landmark), dress code and lunch plans. If students need to bring anything specific, let them know. Our best tip for good communication is to give a concrete reason to reply, such as asking specific questions. There are a few example emails in the appendix.

Please get in touch with us if a student does not reply after two emails so we can follow this up. If anything raises safeguarding concerns, please inform your In2STEM staff contact immediately.



Your Placement

Planning your placement

Activities will vary as much as individuals and workplaces across STEM vary. However, the main purposes of all placements are for your students to:

1. Understand your job, career journey and day-to-day work
2. Get to know more about the field you work in
3. Understand the different roles of your colleagues

Choose timings to suit you, however we recommend placements run slightly shorter than a working day, e.g. 10:00-16:00. This makes student travel easier and helps you fit the placement around your working day. Start the first day with a welcome tour to point out fire escapes, toilets, places for coats/bags and refreshments. See our example timetables to help planning.

Much of your placement will involve hands-on activities. These take the most time to plan, so spread them evenly. Here are some ideas:



Experiments

Students conduct or observe experiments. Keep safety and confidentiality in mind!

Data Analysis

Students complete tasks with real or dummy data. This may require demonstrating how to use new software.

Scenario

Talk students through a common issue in your role. Elicit solutions from students.

Mock Interviews

Give time to prepare before conducting mock uni, job or PhD interviews. Give feedback.

Challenges

Discuss the challenges you've had during your career, the value of mistakes and how they're part of one's journey.

Past, Present and Future

Discuss the advice you would give yourself at 12, the students' age (16-19), and your age. Ask students to do the same.

Key Qualities

Students write qualities (e.g. patience or empathy) for relevant jobs. Reflect on how to improve skills with a specific job in mind.

SMART Targets

Introduce the concept of **SMART targets** [↗](#) giving an example from your life. Ask students to set a SMART target for a goal.



Additionally, hands-off activities help balance your workload. These don't require your direct supervision, but you should be nearby to assist. **Hands-off activities could include:**

Research Paper

Give students a paper to read. You might ask students to write a summary or prepare a short presentation.

Meetings

Where appropriate, bring students along to internal or external meetings. Ensure you ask colleagues/clients in advance.

Competitions

Give students time to work on an In2scienceUK competition entry.

Meet Colleagues

This could take the form of set activities with an individual, or quick-fire interviews. See later in this guide for **safeguarding** considerations.

Tour

Students take a site tour. Contact your university's outreach team or office manager to arrange this.

Report, CV, Personal Statement

Ask students to attempt to write a CV, university personal statement, or lab report. Provide feedback and support where possible.

Other activities:

It may be possible for students to visit a local scientific attraction. You can accompany them by public transport or they may travel alone. Try to integrate this into the placement, for example by setting a task or short report. We allow and encourage you to involve your colleagues. This is both a more varied experience for students and gives you a break! Please do not travel alone in a car with your students, see later in this guide for further **safeguarding** implications.

Other Considerations

As you and your institution have a duty of care, you must confirm that a risk assessment and appropriate insurance is in place and meets UK health and safety law. This is confirmed as part of the Code of Conduct and Safeguarding form.

Your department/institution may have existing policies and requirements, most commonly requirements are:

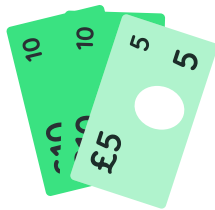


- Visitor passes
- Workplace insurance
- Health and safety procedures such as PPE
- Computer log-ins
- An up-to-date DBS check
- Data protection considerations and confidentiality agreements

Some students may have accessibility requirements. We will contact you with information and advice on their needs in late June/early July and we are always here to answer any questions. If you speak to students about their needs, avoid doing so in front of other students.

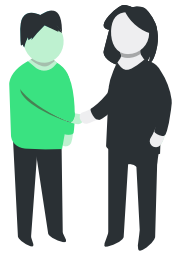
Lunch

Students receive a bursary to cover travel and food costs. If required to pay for lunch, e.g. because a student has no money, please keep this receipt and we will reimburse you. We recommend you choose somewhere where cheap food can be purchased and packed lunches eaten, such as a canteen. You may also choose to go out for a team lunch, but please be aware students are unlikely to be able to pay for this themselves.



On the day

Before students arrive, have PPE, desks, fobs, forms etc. prepared. Meet students at a landmark such as a fountain on the first day. If you have a reception, let receptionists know in advance. If you are the Lead Host for a group, you will need to greet students every morning even if they are spending the day with other staff. If a student is more than 15 minutes late without notice, call us on **07830 300 759**. We will contact the missing student so the placement can continue.



This is our second year with In2STEM, it is still a joy to see young people from disadvantaged backgrounds being mentored. It is an honour to play this important role in facilitating these young people's interests and passions. I have found the experience truly rewarding, working with these young people, and seeing their confidence and passion ignite has been an incredible sight to witness.”

Dr Raymond Oppong, 2022 & 2023 Host



If you are the lead host who will be running placement, it is your responsibility to:

- ✓ Meet students every morning and contact us if a student doesn't show up on placement.
- ✓ Remain present on site during the week and be aware of where students are. If anything changes, please let us know and provide the email and phone number of the appropriate staff member leading the placement.
- ✓ Contact your In2STEM staff contact about any safeguarding concerns.
- ✓ Inform colleagues of their safeguarding responsibilities and ensure they sign the Safeguarding Policy and Code of Conduct (please let us know if you can't find the link).

Tip: It might be a nice idea for all co-hosts to email the student in advance to break down any barriers.

Emergencies

Not all emergencies are related to safeguarding. Should you need to respond to a non-safeguarding emergency, such as an accident or medical incident, follow these steps:

Step 1 Follow workplace guidance. Call security/emergency services (999) as needed.

Step 2 Once everyone is safe, ring us on 07830 300 759. We will get in touch with parents/guardians.

Step 3 Email a description to us at hosts@in2scienceUK.org ✓ Include timings and actions you/others took. Your department is also likely to have its own procedures.



Spotting Safeguarding Concerns

Safeguarding can be an incident or concern related to the workplace, school, home or any other environment. Here are some examples of concerns that would need to be raised with us:



- Direct disclosure by anyone
- Third party disclosures (abuse happening to someone else)
- Marks, bruises, burns or other injuries including those due to self-harm
- Disordered eating, anxiety or serious depression or omitting themselves from certain activities
- Sudden change in behaviour, e.g. very withdrawn when previously confident and happy, or suddenly aggressive
- Serious aggression or inappropriate behaviour
- Concerning language including sexualised and inappropriate comments
- Sharing inappropriate or sexualised content of themselves or others with anyone
- Unexplained absences

If you are concerned or something has been disclosed to you regardless of if it is outside the workplace it is your duty to report it to us, no matter how small it may seem.



The NSPCC provides a list of additional things to watch out for [↗](#)

Safeguarding Resources & Support

Here are some resources and contacts should you need further information:

- [Our Safeguarding policy](#) [↗](#)
- **Impartial and confidential advice:**
 - [Thirty-one Eight](#) [↗](#) - 0303 003 1111
 - [NSPCC help](#) [↗](#) - 0808 8005000
- **In2scienceUK Safeguarding contact: safeguarding@in2scienceUK.org** [↗](#)
 - Designated Safeguarding Lead - Stephen Hancock
 - Deputy Designated Safeguarding Lead - Anishta Shegobin

If a safeguarding concern relates to a member of In2scienceUK staff, email tsl@in2scienceuk.org [↗](#)

Data protection

Social Media and Photos

During the programme it is your responsibility to handle all information in a secure, GDPR compliant manner. Student contact details should not be added to databases or servers, or shared without the permission of the student. Similarly, be conscious of the data your students encounter in your workplace.

We encourage you to take pictures during the placement and you may post them onto professional social media (e.g. your LinkedIn or departmental Twitter). Please always ask the students' permission before taking and posting any photos. Use a professional device where possible. If you take a photo on a personal device for the purpose of social media please delete them once they have been uploaded. If you are happy for In2scienceUK to use your photos on our social media or future promotional materials, please send us your photos and videos to hosts@in2scienceUK.org ✉

Please use our hashtag **#in2STEM24** when creating posts. This way we are able to interact with your content and share posts on the In2scienceUK official social channels. [Click here](#) ➔ to download our volunteer resource pack that includes pre-made assets and graphics.



“

[The placement] is one of the best things I've ever done in my life! It is the most productive, yet fun experience I've had...Here it is really different every day, and we get to do experiments and gain practical experience. Many students at universities may have really good theory and knowledge, but I will have great practical experience that is already proving to be very useful.


Making career choices is scary...This programme has helped me challenge the idea that I have to make one choice now and stick to it forever. It has helped me think beyond those boundaries and the world feels more accessible now.”

Ben, 2023 In2STEM participant



FAQs:

Q: What if a student has a question I can't answer?

A: Don't worry, you aren't expected to know everything! If you don't know, you can always ask students to contact us at students@in2scienceuk.org 

Q: What do I do if a student doesn't arrive at placement?

A: If a student is more than 15 minutes late without notice, call us on **07830 300 759**. We will contact the missing student so you can continue with the placement.

Q: Can I stay in touch with students after the programme?

A: Yes! Many volunteers choose to stay in touch. For safeguarding reasons, you should continue to use a professional email address. If you want to arrange another placement, you are welcome to use our resources although we can't help directly.

Q: What should I do if a student hasn't received their bursary?

A: Email hosts@in2scienceUK.org  and we can address this. Find somewhere cheap to get food; if you need to buy a student lunch, keep the receipt and email us so we can arrange a reimbursement.

Q: Can my colleagues attend inductions?

A: Yes! If they would like to, they can attend to learn more.

Q: I can't attend any inductions, can I still participate?

A: We strongly recommend you attend a live session to get the most out of the induction. However, if this is not possible you can access the recording of the session.

Thank you!



Finally, we just want to say a huge thank you for volunteering as part of the In2STEM programme! Without hosts like you, these placements would not be possible. By offering your time and knowledge, you are providing young people with an invaluable opportunity that will potentially shape their future. Good luck, and we're here to support you throughout the process.



Checklist

Tasks with Set Deadlines for Everyone

Task	Deadline	Done?
Attend live Host Induction (recommended) or watch recording	6 June - 26 June	
Sign Code of Conduct, Safeguarding and Risk Assessment form	26 June	
Introduce yourself to students via email & discuss placement details	8 July onwards	

Other Tasks (if applicable)

Task	Done?
Obtain permission to have young people on site from manager/supervisor	
Ensure colleagues have signed Code of Conduct and Safeguarding agreement	
Plan placement activities	
Save emergency and non-emergency In2scienceUK contacts in phone	
Ensure any specific accessibility needs are met	
Inform reception of placement	
Prepare any necessary equipment, such as computers, PPE, or swipe cards	

Remember to save this PDF after marking off the checklist

Appendix

Introduction email

Hi Mariam!

It's great to finally have the chance to e-meet you! My name is Charlie and I will be your host this summer (placement 1st-5th Aug). I work at UCL and that's where your placement will be, I'll give you more info closer to the time. I'm originally from Tralee in Ireland although I moved to Manchester for my undergraduate degree. After graduating, I worked at a firm in Birmingham before moving to UCL for my PhD. I'm really looking forward to working with you and was so glad my application to In2STEM was successful!

A bit more about me. My first language is actually Irish, which I think makes me unique in my department! I'm really into drawing, and actually wanted to be an artist when I was younger. I currently live in London with my partner and our two cats.

It'd be great to know more about you. What are you hoping to get from the placement? What are you most looking forward to? Lastly, there'll be three students in total on this placement with me. Are you happy for me to start a group email with the other two students? It would make it easier for everyone!

All the best,
Charlie

Appendix

Placement Information email

Hi Everyone!

Really looking forward to seeing you all for our placement starting Monday 1st August and ending on Friday 5th August. Please meet me at University Station on the University of Birmingham campus at 10:00 am. There are regular trains there from New Street and regular buses from across the city. Here is a campus map in case you get lost. We'll be in the Biosciences Building (R27) most of the time.

We'll be on our feet and working with chemicals, so please wear clothes that cover your arms and flat, closed shoes. If you have long hair, please tie it up. Aside from that, it's a casual office so jeans/ tops are perfect. We'll have lunch in Go Central, where you can buy cheap food or eat a packed lunch. You don't need to bring anything specific, but a pen and paper is always a good idea! We should be finished by 4:00 pm.

Looking forward to seeing you!
Laurie

The logo for In2STEM, featuring the text 'In²STEM' in a bold, black, sans-serif font. The 'In' is enclosed in a green square outline, and the '2' is a superscript. The background of the entire page is a photograph of two women in a laboratory setting. The woman on the left is wearing a white lab coat and has her hair tied back. The woman on the right is wearing a blue lab coat. They are both smiling at the camera. The laboratory background includes shelves with various bottles and equipment.

In²STEM

Promoting **Social Mobility** and **Diversity in STEM.**

www.in2scienceuk.org/in2stem

In2scienceUK is a registered charity (1164821) and company (07706662) in England and Wales.
Our registered address is: 10 Queen Street Place, London EC4R 1BE.