

# School Visit Guide

## Teacher Briefing

The school visit is the first opportunity for the Little Buddy and Big Buddy to meet!

The school visit is the first opportunity for your students to meet the volunteer Big Buddies! At this visit, the Big Buddies will come to visit the school for approximately 90 minutes to do some activities and games in order to get to know their Little Buddies. The visits are a key part of the Buddies programs and are often a highlight for Little and Big Buddies alike.



### Preparing for the visit

We will ask you for three potential school visit dates and times which will be offered to the workplace. When we have confirmed the date, we will send you a calendar invite. We will also arrange some snacks which will be delivered to the school (no refrigeration required) a few days before the visit. Please check that you receive this.



### Preparing the agenda

We will send you an agenda template and ask you to complete it with the following information:

- Dietary requirements (Ardoch will provide some light snacks to be delivered to the school)
- Arrival process for Big Buddies
  - Where should the Big Buddies assemble?
  - What are the sign in/registration requirements?
  - Do the Big Buddies need to bring their Working with Children Checks or other documentation?
- Planned activities for the day
  - Coming up to the visit, we will send you some ideas for ice-breaker type activities that you might like to run on the day! If you have your own ideas though please feel free to use them
- Child safety and risk management
  - When planning the day and the agenda, please also consider any risks associated with the games or activities, to ensure that students and volunteers are kept safe
  - Ensure that students and volunteers are kept supervised by Ardoch or teaching staff at all time, and that volunteers should never be left alone with a child
  - Ardoch aims to keep student and volunteer surnames out of the program to reduce any opportunities for contact outside the program. If using names for nametags or activities, aim to avoid using surnames as well
  - Avoid any games or activities that would result in students sharing overly personal information

### Reminder for the day

Any correspondence (e.g. letters or cards) MUST be screened by Ardoch, so please check that your students do not give the Big Buddies these directly on the day! If you would like to give the Big Buddies something in person, please make sure it is screened by Ardoch in advance.



REALISING CHILDREN'S POTENTIAL  
THROUGH EDUCATION

If you have any questions before the visit please speak to your workplace coordinator

# Example Agenda: School Name & Workplace

**Date** 03/07/2023  
**Time** 9:30 – 11am  
**Location** ABC Primary School  
10 School Road, Melbourne  
VIC 300

**Check in process:** Buddies will need to bring their WWCCs, sign in with their name at reception and will be provided a visitor sticker.

## Duties

- A school representative will need to escort the Big Buddies from reception to the classroom
- Ardoch will provide a morning/afternoon tea for the event. Please let us know any dietary requirements
  - Student dietary req- Halal food and nut free
- Please do not take photos unless it has been cleared with Ardoch previously. It is against Ardoch's Child Protection and Safety policy for Big Buddies and Workplace Coordinators to take photographs at the event.

## Agenda

Time	Details
9:30am	Arrival: Head to reception (block beside car park) – sign in the visitor's book, receive sticker, and provide Working with Children Checks *Year 5/6 Children to escort Big Buddies to the Library from reception*
9:45am	Welcome by Year 6 School Captains
(5 mins)	Pairing up of Little Buddies with Big Buddies
(10 mins)	Activity #1 – Human bingo (paper and pens provided and to do together)
(10 mins)	Activity #2 – Two truths and a lie
(20 mins)	Activity #3 – Little Buddies to take Big Buddies on tour around school and classroom
10:30-10:50am	Morning tea (Library)
	Student Leaders - Little Buddy(s) to thank Big Buddies for attending
11:00am	Closing address, thank school for hosting, Big Buddies for attending

## Key Contacts

**Teacher:** Jane Smith, 03 1234 5678  
**Workplace Coordinator:** John Doe, 03 5678 1234  
**Ardoch Representative:** Claire Lawson, 0412 345 678  
**Ardoch:** 03 9537 2414