CSF at Trumpington Street Volunteer Briefing

What: Various events open to the public
Where: Department of Engineering, Trumpington Street
When: Saturday 16th March 2019 1000 to 1600
Who: General Public

Presentation
Today, you are the face of Engineering – smile! And say hello.

General safety matters
Fire exits: Out by the route that the public enter the building. Do not use the lifts.

First aider Maria Kettle, 0794 133 0607
Small first aid kits – plasters and antiseptic wipes are available in all rooms, together with spill mopping up kits and baby wipes.

Child safety
Problems are very unlikely at this event but if they occur please escalate the matter to me, Maria Kettle, Dr Geoff Parks or Dr Peter Long as soon as possible.

Do not touch anyone. If you have to hand out stickers (see photography), peel the sticker from the backing and offer it to the child to stick onto themselves.
Do not accompany any child to the loo. If they are not confident enough to take themselves, this is the job of their responsible adult.
Use respectful language.
See the notes on lost children at the end of this document.

Personal comfort and safety
Room temperatures will vary but can get hot. Wear layers.
There is no safe place for purses wallets and phones. Keep them on your person or leave them at home. All bags, coats etc are placed behind the kit issue canteen-style table and members of the public are asked not to go there.

Photography
Notices will be posted up telling people that we will be taking photos. If they don’t want their photo taken, they are told to tell a volunteer. Please refer them to the activity leader who will give them a circular sticker in dayglo yellow. If you are using the Outreach camera, please don’t snap sticker wearers.

Lost children
We are too far from the central rendezvous point for it to be useful. Refer to activity leaders instead. Ask the child’s name and use it. Ask where they last saw their responsible adult (RA) and what they were doing. There is a high probability that the RA will appear during this conversation.
Ask for phone numbers of family members and call them. They might give you Grannie’s land line, grandparents will do a great job of relaying a message to the RA. If the child appears distressed, get down to their level and reassure them that they are safe and their team will be back for them soon. If all else fails, feed them with food from the stash behind the kit issue canteen.

**Under -16s**
Central Science Festival rules say all under 16s must be accompanied by a responsible adult. Use your discretion for people who might be 16. This is an important chance to influence A level choices!

**Unhappy visitors**
Direct them to me, Maria Kettle. Summon me by mobile,