



# Delivering a large-scale outreach event

This guidance is designed for all those considering planning and delivering a large-scale event to promote general practice to school pupils. This style of activity usually includes a carousel of workshops and/or talks and is likely to require a half or a full day.

## Considering your options...

How and when the event is delivered depends heavily on the age and year group of the pupils invited.

### Scenario #1

Pupils aged 16 or under

### Scenario #2

Pupils aged 16-18

## Things to consider...

The most sensible option for this age group is to host an event during term time. Here you would approach and invite teachers directly, asking them to sign-up and register their pupils to attend the event.

### Contact

[schools@rcgp.org.uk](mailto:schools@rcgp.org.uk)

for a template parental/guardian consent form, which can be attached to the version the school is likely to send out. This will allow you to gain permission to do several things including creating name badges and taking photos on the day.



## Things to consider...

Events for pupils in this age bracket can be held outside of school hours. Some schools have time set aside for activity outside of the formal curriculum, Wednesday afternoons are a common example. Weekends and during half term can also work – if there is sufficient communication with pupils to ‘keep them warm’ and to ensure they are willing and able to attend during these times. Note that pupils who are interested and motivated to study medicine are more likely to attend at these times opposed to those who aren’t, it is therefore important to ensure you have considered the purpose of your activity.

Most teachers will be keen to get involved and many will advertise the event on your behalf, but it is preferable that pupils register to attend individually and make their own travel arrangements to and from the event because this demonstrates motivation.

### Contact

[schools@rcgp.org.uk](mailto:schools@rcgp.org.uk)

for a template registration form. The form also includes an opportunity to gain parental/guardian consent to make sure they are aware of the event taking place.





## What resources are available to assist you?

Visit [rcgp.org.uk/discovergp](http://rcgp.org.uk/discovergp) to explore a variety of dedicated resources, designed especially for members to use when promoting general practice to young people.



### Resources include:

- 'Life as a GP' presentation, with the content already aligned to school curriculum
- '5 Fantastic Reasons to become a GP' flyer and PowerPoint slides
- 'Who wants to be a general practitioner?' quiz/icebreaker activity
- 'FAQs for school pupils' handout
- 'Delivering a workshop' handout

A template task list is also available, to help with the organisation and development of any large-scale events you wish to deliver for school pupils. The task list outlines all major considerations including budgetary requirements; venue and logistics; teamwork and volunteers; GDPR and learning objectives.

## All-important follow up activity!

Larger events allow for increased numbers of pupils to get involved and to receive information and guidance at the same time, all whilst allowing for a wide variety of content to be covered. However, one-off events have been shown to not have the same level of impact as prolonged or regular activity.

Where possible, best practice suggests that a large-scale event should be complemented with a suite of other activities.

A follow-up event or activity to reiterate key messages or further communications is therefore recommended.



### Top tip



Maintaining regular and informative communication may also allow for you to find out in the future how many of the attendees go on to study medicine.