

Guide for Event Coordinators

For the staff or volunteer leading a Walk2Water session on the day

This guide is for the volunteer acting as lead coordinator for a Walk2Water session. It covers what to do before, during and after the visit so every session runs safely, smoothly and consistently, whatever school or venue you're in.

1. Your role at a glance

As lead coordinator, you are the main point of contact for the host on the day and the person responsible for making sure the session runs safely and to time. You will typically be supported by 1–2 other volunteers depending on group size.

- Single point of contact for the school/venue on the day.
- Responsible for the paperwork being in place if needed.
- Leads the safety briefing and supervises the jerry can rally and VR rotation.
- First point of contact for any incident, accident or safeguarding concern.
- Confirms timings, room set-up and equipment with the host.

2. Before the day

Weeks before

- Confirm the booking details with the school: date, arrival time, number of students, age groups, and number of sessions if running back-to-back groups.
- Confirm the space available (hall, classroom, or outdoor area) and check it has a screen and can fit jerry can rally and VR activities at the same time.
- Send the school the paperwork as such as parental consent form, VR safety notice or risk assessment for their records (If they have requested anything, most of the time they don't ask for anything but DBS which is ideal to send it in advance and have it with you on the day).
- Ask the school for its own policies on photography so the event can be recorded and shared (without the children's faces being visible, aim for back of the head or with VR glasses type of photos).

1 week before

- Confirm the equipment list against what's needed for the group size (see Section 3).
- Check VR headsets are charged and updated, and jerry cans, chargers, leaflets and cleaning wipes are packed.
- Confirm which volunteers are attending and assign roles (presentation lead, jerry can rally supervisor, VR supervisor).

Day before

- Charge all VR headsets fully.
- Pack the equipment bag using the checklist in Section 3.
- Print spare copies of the risk assessment if you were requested to create one.
- Check travel time and parking, and access at the venue.

3. Equipment checklist

Category	Items
Presentation	Laptop, HDMI cable, backup USB of presentation
Jerry can rally	Jerry cans (age-appropriate weights pre-filled or fillable on site)
VR experience	VR headsets (charged), headset hygiene wipes, spare disposable face covers if used, charging cables/power bank
Paperwork	Spare consent forms, risk assessment copy, DBS
Welfare	Hand sanitiser, water for volunteers

4. What the host venue needs to provide

Confirm these are available before you finalise the booking:

- A screen or projector and a power socket for the presentation.
- A space at least 4–5 metres long, flat and clear of trip hazards, for the jerry can rally.
- Access to a water source (tap/hose) to fill the jerry cans on arrival.
- A member of school/venue staff present for the full session.
- A space clear of trip hazards for the VR.

5. Running order (90 minutes)

Time	Segment	Notes
Arrive 15 minutes early	Arrival & set-up	Sign into school, brief safety walk of space, connect the laptop and check screen and sound. Set up the cans and VR sets visible and safe.
0:00 – 0:05	Welcome & safety briefing	Introduce the session, explain that all activities are optional, quick housekeeping and activity
0:05 – 0:30	Interactive presentation	Multimedia storytelling presentation on water scarcity
0:30 – 1:20	Jerry can rally	Supervised, age-appropriate carrying activity in small groups/rotation
0:30 – 1:20	360° VR experience	Individual headset rotation with supervision
1:20 – 1:30	Wrap-up	Tidy up. Thank. Get feedback and testimonials if possible.

Adjust timings slightly for group size, larger groups may need longer time on activities while small groups need less time.

6. Safeguarding on the day

Every volunteer must be DBS-checked and briefed on Time to Help (UK)'s safeguarding policy before attending. If they are not DBS checked, it should be clarified to the school and receive lanyards accordingly.

- Never be alone with a single student. Always work in view of school staff or other volunteers.
- Only take photos or video if the school's policy allows it, and only using school-approved devices/methods if specified.
- If a student discloses something that concerns you, do not investigate it yourself. Listen and report it immediately to the school's Designated Safeguarding Lead (DSL).
- Respect any student who opts out of an activity. Never pressure a student to take part in the jerry can rally or VR experience.
- Follow the school's own site rules, including fire evacuation procedure.

7. Running the jerry can rally safely

Age group	Suggested jerry can weight	Supervision notes
Ages 5–7 (Key Stage 1)	Approx. 2–3 litres	Very short, flat route; volunteer walks alongside
Ages 8–11 (Key Stage 2)	Approx. 4–5 litres	Short flat route; volunteer at start and end
Ages 12+ (Secondary)	Up to 8–10 litres (max, adjust to ability)	Standard route length

- Demonstrate the activity first so students know what to expect.
- Only 3 students on the route at a time; use a clear queuing system.
- Ensure the caps are tightened and nothing is spilling from the Jerry cans
- Always position a volunteer to each group during activities.
- Stop the activity immediately if the surface becomes wet or unsafe.

8. Running the VR experience safely

- Check the consent form (If there is any) for any student who should not use the headset (epilepsy, migraines, motion sickness, or parental opt-out) before you begin.
- Keep each turn short, 1 to 3 minutes per student is enough to deliver the experience without raising the risk of discomfort.
- Have the student seated, or standing still in a clear space with a volunteer beside them at all times.
- Clean contact surfaces (padding, straps) visibly with antibacterial wipes between users.
- Ask the student how they're feeling before putting and removing the headset; if they report dizziness, nausea or a headache, let them sit.

9. If something goes wrong

Minor incident (small trip, spill, mild VR discomfort):

- Pause that activity and support the student.
- Inform the school staff member present.

Injury, safeguarding concern, or anything you're unsure about:

- Alert the school staff member / DSL immediately and follow the school's own procedure.
- Contact Time to Help (UK) staff as soon as practical afterwards.
- Complete a written incident note the same day while details are fresh, even if the school also completes their own report.

10. Closing the session

- Thank the school and students.
- Collect all equipment, checking VR headsets and jerry cans against the packed list.
- Leave the space as you found it.
- Ask the school contact for quick informal feedback or leave a feedback form/link.

11. After the day

- Return and charge equipment ready for the next session.
- Send a short thank-you note to the school contact.
- Flag anything that didn't go to plan to the TTH team so the guide can be improved.