



699. Sustainability & Climate Action - Education & Engagement - Pupil & Staff Engagement Sessions on Climate Action

Category:	Sustainability & Climate Action
Subcategory:	Education & Engagement
Status:	Best Practice
Type:	Competent Person
Priority:	Recommended
Commonality:	Common

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your facilitation of engagement sessions empowers pupils and staff to become active participants in climate action, fostering ownership and behaviour change that extends beyond the school gates. By sharing progress and gathering feedback, you build a community of environmentally conscious individuals, enhance the organisation's sustainability culture, and build confidence in collective efforts to address climate challenges while recognising the vital role facilities staff play in supporting meaningful engagement that creates lasting environmental awareness and action.

Task Summary

Best Practice: This task involves running engagement sessions every four months with pupils and staff to share progress, gather feedback, and encourage participation in climate action initiatives. The sessions should include presentation of climate action achievements, discussion of current initiatives, feedback collection on proposed activities, and identification of participation opportunities. Staff should ensure inclusive attendance, prepare engaging materials, and facilitate productive discussions. The process should include pre-session planning, clear agendas, attendance recording, and follow-up on feedback. Sessions should be adapted for different audiences (pupils vs staff) and age groups,

using appropriate communication methods. This regular engagement builds momentum for climate initiatives, ensures stakeholder involvement, and supports the development of a sustainability culture across the organisation.

Relevant Legislation & Guidance

- **Climate Change Act 2008:** Supports public engagement in climate action.
- **Environment Act 2021:** Includes provisions for community engagement on environmental matters.
- **DfE guidance on pupil voice and participation:** Supports engagement activities in education.
- **Equality Act 2010:** Ensures inclusive participation in engagement activities.
- **Ofsted inspection framework:** Values pupil and staff engagement in school activities.

Typical Frequency

This task should be completed every 4 months, aligned with term structures and engagement planning cycles. The frequency could vary based on organisational needs, significant climate action developments, or feedback from previous sessions. In education settings, quarterly sessions provide regular engagement without overwhelming participants.

Applicability

This task is recommended and common, applying to all schools and colleges as part of effective stakeholder engagement in climate action. It is particularly valuable for establishments wanting to build a sustainability culture and ensure broad participation in initiatives. The task applies regardless of organisation size, though larger establishments may need multiple sessions for different groups. Schools and colleges should consider this essential for maintaining momentum and ensuring inclusive climate action.

Responsible Persons

- **Task Type:** This is a Competent Person task that should be carried out by staff with skills in facilitation and climate action communication.
- **Contractor Requirements:** Not applicable as this is a Competent Person task.
- **In-House Requirements:** Staff should have training in facilitation and presentation skills. Knowledge of the organisation's climate action activities and ability to communicate complex topics accessibly is essential.

- **Permit to Work:** No permit to work is required for this task.
- **Delivery Model:** This task is normally completed in-house by trained staff, making it cost-effective for regular engagement.

Key Considerations

Important factors include ensuring inclusive participation, adapting content for different audiences, and following up on feedback received. The sessions should be planned to avoid peak academic periods and ensure broad representation. Consider the educational value of sessions and integration with curriculum activities. Risk assessment should focus on ensuring safe, inclusive environments for all participants.

Task Instructions

Prerequisites & Safety

- Access to current climate action data and achievements
- Understanding of engagement facilitation techniques
- Knowledge of audience-appropriate communication methods
- Ability to create inclusive participation opportunities

Tools & Materials

- Session planning templates and agendas
- Presentation materials and visual aids
- Attendance registers and feedback forms
- Climate action progress reports
- Engagement evaluation tools

Method (Step-by-Step)

1. **Planning:** Develop session agenda and prepare materials for target audience.
2. **Promotion:** Communicate session details and encourage participation.
3. **Facilitation:** Conduct session with presentations, discussions, and feedback collection.
4. **Documentation:** Record attendance and key discussion points.

5. **Evaluation:** Assess session effectiveness and gather feedback.

6. **Follow-up:** Act on feedback and communicate outcomes.

Measurements & Acceptance Criteria

Sessions should achieve good participation rates with positive feedback on content and facilitation. Engagement should result in actionable feedback and increased participation in climate initiatives.

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. If engagement is poor, immediate actions should include reviewing communication methods and session formats.

Reinstatement & Housekeeping

No reinstatement required. Ensure all materials are stored appropriately and follow-up actions are tracked.

Completion Checks

Confirm that sessions have been conducted, attendance recorded, and evidence uploaded to Compliance Pod.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** No statutory evidence is required for this task.
- **Supporting/Good Practice Evidence:** Session agendas, attendance registers, and presentation materials.

Common Pitfalls & Best Practice Tips

Common mistakes include poor promotion leading to low attendance, sessions that are too long or one-way, or failing to act on feedback received. Best practices include using varied engagement methods, ensuring diverse representation, and following through on commitments. In educational settings, integrate sessions with curriculum activities and celebrate pupil involvement. Warning signs include declining attendance, lack of feedback implementation, or sessions that don't reflect organisational climate action progress.

Quick Reference Checklist

- [] Plan session agenda and prepare materials
- [] Promote session and encourage participation
- [] Conduct engaging session with presentations and discussion
- [] Record attendance and key points
- [] Collect and review feedback
- [] Implement follow-up actions
- [] Upload evidence to Compliance Pod

Grouped Tasks

This task is not normally grouped with other tasks.

Related Tasks

- Sustainability & Climate Action - Education & Engagement - Curriculum Integration Check for Climate & Sustainability
- Sustainability & Climate Action - Education & Engagement - Community & Parent Engagement on Climate Action
- Sustainability & Climate Action - Policy & Governance - Climate Action Progress Report to Governors & Trust Board

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