



## Restart a Heart Day 2017 - School Lead Role Description

Lead volunteers are being allocated to all secondary schools participating in **Restart a Heart Day** on Monday 16 October. You do not have to be clinically-trained to carry out this role.

### Roles and Responsibilities

**1. Carry out a pre-event site visit to your allocated school before Friday 22 September 2017.** The primary purpose of this visit is to make contact and introduce yourself to the school but also to ensure that any potential issues are identified before the day.

At the site visit you should:

- Confirm timings on the day and student group numbers.
- Discuss parking arrangements and school security requirements for volunteers, eg are names required in advance?
- Check that the room allocated for training delivery is an adequate size for the number of students.
- Ensure that there will be a DVD player, projector and speakers in the training room which must be cleared of tables and chairs.
- Confirm that the British Heart Foundation's Call, Push Rescue kit is on site and all manikins are available, with sufficient numbers for students to be taught.
- Ensure the school understands that additional hygiene wipes will be required if large numbers of students are to be taught (it is the school's responsibility to provide additional wipes).
- Ensure the school understands that the manikins **MUST** be inflated prior to our arrival.
- Ensure the school understands that their teaching staff will be involved in the day and will be supervising a small group of students performing the practical skills.
- Discuss arrangements for refreshments and lunch for volunteers on the day.

Please confirm when a pre-event site visit has been carried out by emailing [restartaheart@yas.nhs.uk](mailto:restartaheart@yas.nhs.uk) with the name of the school, name of person/s carrying out the site visit, date of the visit, the name of teacher/s met and any issues raised.

**2. Be the first point of contact for the team of volunteers which have been allocated to your school.** Liaise with the volunteers and ensure they are fully briefed prior to the event and know what is expected of them.

**3. Ensure you and your team of volunteers have watched the online briefing video.** A briefing video will be available online, together with a supplementary Volunteering Briefing and Resource Pack, providing details of the event and expectations of the volunteers.

**4. Manage the event on Restart a Heart Day.** You will have overall responsibility for the event at your allocated school on 16 October 2017. You should provide a brief introduction to each training session which will be delivered via an interactive DVD (our volunteers are there primarily to coach the practical elements of the training).