

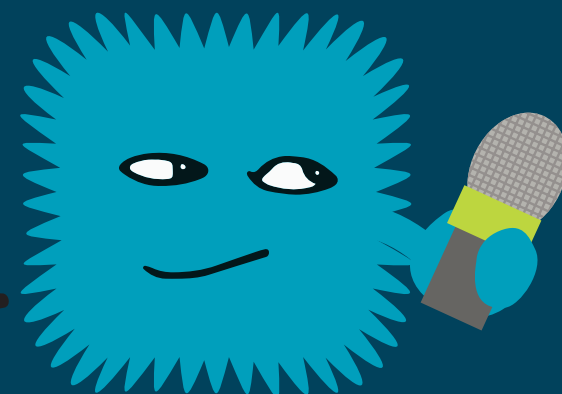
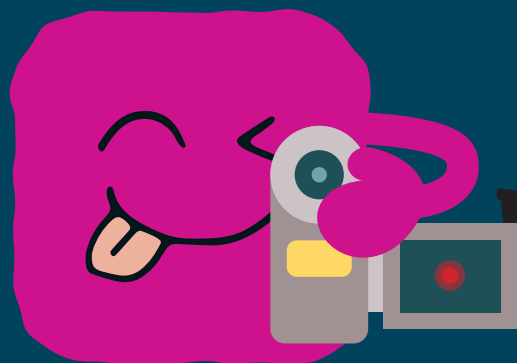


HeadStart

• COMMUNITY •

Reporters

Your Training Guide



**Everything you need to know to become
a HeadStart Community Reporter**

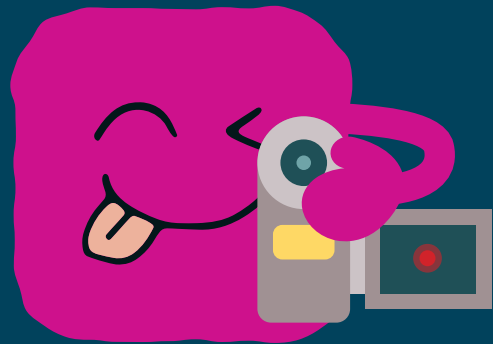


The HeadStart Community Reporters programme was developed by HeadStart
in partnership with Safe in Tees Valley. For more information visit:

 /HeadstartMiddlesbrough

 @HeadStart_Boro

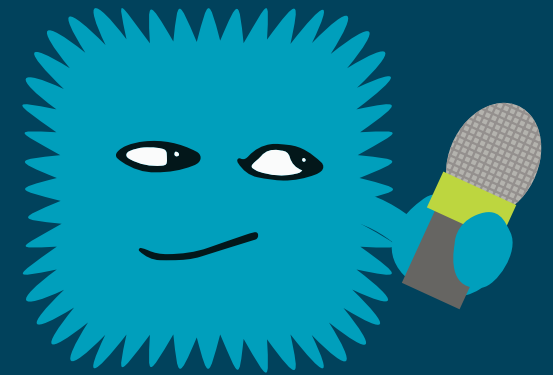
www.headstartmiddlesbrough.com



Welcome to

HeadStart

· COMMUNITY · Reporters



This training guide tells you everything you need to know to deliver Community Reporters to your peer group.

Follow these 3 simple steps to help you get the most out of this programme -

- 1 Check every stage before you deliver it**
- 2 Make sure you have got all the resources you need**
- 3 If unsure make sure you ask a member of staff to help**

GOOD LUCK AND WE HOPE YOU ENJOY THE PROGRAMME!

Actions

Throughout this guide, you will see **3 ACTIONS ICONS**.

They are a prompt to help you when you are delivering your own sessions.

AcTiONs



Speak



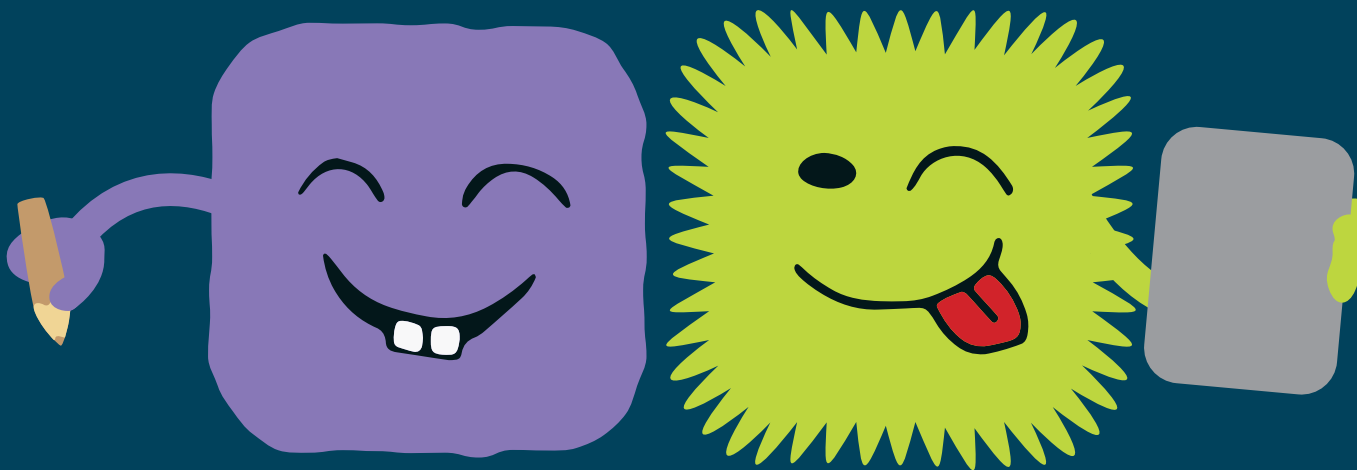
THINK



DO

Resources

These are additional material, tools or activities to help you carry out the tasks for each section.



Look out for the blue Resources box on each activity page to see what you will need....

RESOURCES

Tablets / iPads

Some resources such as pens and paper or tablets / iPads will be provided by your school.

We have also provided some HeadStart tools and resources that will be useful during the sessions.

Sessions Slides

When you're ready to deliver your own sessions, use this Training Guide to help you every step of the way.



Additionally we have provided a separate Sessions Slides document, which contains all the activities on separate pages for you to display in class.

They include simple instructions to the class and will help everyone follow the task in hand!

#14

Look out for the slide number icons throughout this guide which tells you the corresponding Session Slide to show in class.

At a glance

This is **WHAT YOU WILL BE DOING**, how long you should spend on each part, and what you will need to do it.

ACTIVITY	Actions	Description	Time Slot	RESOURCES
Introduction #1	Speak THINK DO	Overview of training. Trainers to outline the format of the training and learning aims.	Up to 15 mins	HeadStart Evaluation sheet
What is a HeadStart Community Reporter #2	Speak THINK DO	Words associated with 'HeadStart,' 'Community' and 'Reporter.' Form a sentence around what you think a HeadStart Community Reporter is.	Up to 15 mins	You choose - Tablets / iPads Flipchart / pens Post-it notes etc
Definition #3	Speak	Definition of a HeadStart Community Reporter.	Up to 5 mins	None
Roles within reporting #4 #5	Speak THINK	What roles within reporting can you think of? How many can you think of as a group?	Up to 20 mins	You choose - Tablets / iPads Flipchart / pens Post-it notes etc
Identify your group roles #6	Speak THINK DO	Assign your individual strengths and roles within your groups. Do the Newsreel Activity.	Up to 45 mins	You choose - Tablets / iPads Flipchart / pens Post-it notes etc

continued over...

ACTIVITY	Actions	Description	Time Slot	RESOURCES
Digital story-telling #7	Speak THINK	Discuss the methods of telling a story online with images and video. Do the Compare a Post task.	Up to 20 mins	Tablets / iPads Flipchart / pens
Social media #8 #9 #10 #11 #12	Speak THINK DO	Look at and discuss the statistics on social media. How valuable can social media be when reporting a story? Make your own social media post to promote emotional wellbeing.	Up to 90 mins	Tablets / iPads
Traditional media #13	Speak THINK	Explore the skills and techniques used in traditional media to tell a story.	Up to 10 mins	None
Internet safety #14 #15	Speak THINK DO	Discuss internet safety with the group and complete the What App? Quiz. Look at the Thinkyouknow website tasks.	Up to 1 hour	Tablets / iPads What App? Quiz
Peer education #16 #17 #18	Speak THINK DO	Research peer education and form a sentence to help explain peer education. Do the 'Is & Isn't' cards and 'Different People, Different Needs Quiz.' Research and discuss what are the positives and negatives of peer education.	Up to 90 mins	Tablets / iPads Pens & paper 'Is & Isn't' cards Different People, Different Needs Quiz sheet

ACTIVITY	Actions	Description	Time Slot	RESOURCES
Pre-project planning #19 #20	Speak THINK DO	Reflect on what you have learnt about mental health issues for children and young people. Do the '5 Ways of Wellbeing' and 'Interview Top Tips' tasks.	Up to 1 hour	5 Ways of Wellbeing resource Interview Top Tips sheet
Storyboards #21	Speak THINK DO	Explore storyboards and how to use them effectively.	Up to 1 hour	You choose - Tablets / iPads Flipchart / pens • Storyboard template
Deliver your project! #22	DO	Now it's time for each group to plan and deliver their project around the theme of emotional wellbeing. Support your peers in the recording, editing and development of their project.	Up to 8 hours	You choose - Tablets / iPads Flipchart / pens Storyboard template Recording and editing equipment
Evaluation	DO	Complete an evaluation sheet at the beginning and end of your HeadStart journey	Up to 10 mins	HeadStart Evaluation sheet

Introduction

What we are going to cover

#1 Up to 5 mins

**During HeadStart Community Reporters
you are going to learn about:**

**What a HeadStart
Community Reporter is**

**Roles within HeadStart
Community Reporters**

**INTERNET
SAFETY**

PEER EDUCATION

METHODS OF REPORTING

Pre Project

PROJECT DELIVERY

RESOURCES

Complete a HeadStart Evaluation sheet here

Speak

THINK

DO

What is a HeadStart Community Reporter?

#2 Up to 15 mins

What words do you associate with the following words?
Write your ideas on a flipchart or share with the group.

What words do you associate with the word

What words do you associate with the word

What words do you associate with the word

HeadStart
· COMMUNITY ·
Reporters

Now as a group form a sentence around...

What do you think a HEADSTART COMMUNITY REPORTER is?

RESOURCES

You choose - Tablets / iPads
Flipchart / pens
Post-it notes etc

Speak

THINK

Definition

#3 Up to 5 mins

Headstart Community Reporters is...

Playing an active role in the process of

**COLLECTING, REPORTING, ANALYSING & SHARING INFORMATION
TO PROMOTE EMOTIONAL WELLBEING AND RESILIENCE.**

**It will give you the techniques and tools
to lead your own community reporter projects.**

Speak

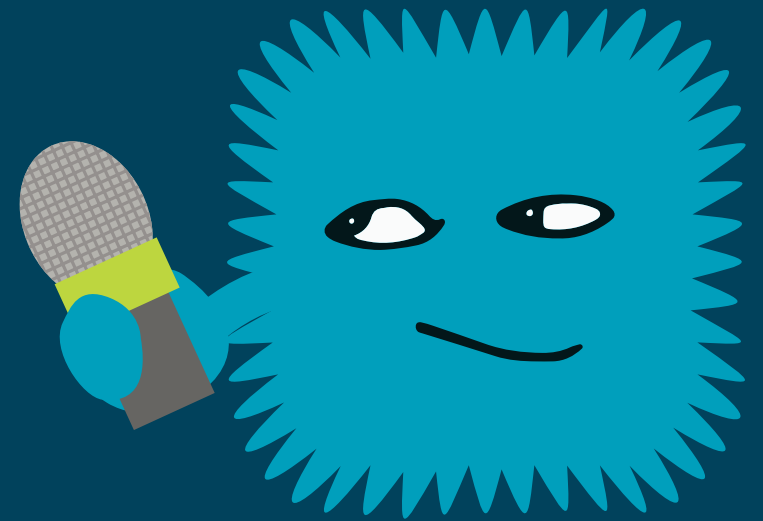
Roles within reporting 1

#4 Up to 20 mins (total)

**There's lots of roles within reporting.
Before we go through them...**

**WHAT ROLES WITHIN REPORTING
CAN YOU THINK OF?
HOW MANY CAN YOU
THINK OF AS A GROUP?**

**Discuss in small groups what you think this might be.
Use a resource of your choice, then feed back to
the group.**



RESOURCES

You choose - Tablets / iPads
Flipchart / pens
Post-it notes etc

Speak

THINK

Roles within reporting 2

#5 Up to 20 mins (total)

The roles within reporting can be split into the following categories.

COLLECTiNG

REPORTING

**Sharing
information**

ANALYSING

Discuss what these roles are and think about which ones may suit you and your peers best

Speak

THINK

Identify your group roles

#6 Up to 45 mins



How do you as a group decide who takes what role?

**Identify your strengths in the group.
Assign the roles within your groups.**

NEWSREEL ACTIVITY

- As a group, produce a short news presentation on your chosen topic.
- Assign different roles to each person in the group, so think about what roles you need and who best suits each role.

RESOURCES

You choose -
Tablets / iPads
Flipchart / pens
Post-it notes etc

Speak

THINK

DO

Digital story-telling

#7 Up to 20 mins

What are the methods to telling a story online with images or video?

SOCIAL MEDIA - #HASHTAGS - BLOGGING - YOUTUBE

Discuss and expand on each method with the group.
What other methods can you think of?

Task - compare the post...

In pairs, research each of the methods above, and discuss the differences between them.

E.g. this could be the length of a social media post, the use of hashtags etc.

Use tablets or iPads to research the methods and write answers in pairs. Discuss the findings with the whole group, and using a flipchart note the group's findings.



RESOURCES

Tablets / iPads
Flipchart / pens

Speak

THINK

Talk about...



Look at the social media statistics on the following pages and discuss with the group...

How valuable can social media be when reporting a story?

Speak

THINK



Facebook statistics (2018)

- 2.23 billion monthly active users
- 1.47 billion daily active users
- Five new profiles are created every second
- Average time spent per Facebook visit is 20 minutes
- Appprox £50billion advertising revenue in last 12 months

Speak

THINK



Instagram statistics (2018)

- 1 billion monthly active users
- 500 million daily active users
- 73% of young people who are internet users have used Instagram
- Over 40 billion photos shared



Twitter statistics (2018)

- 330 million monthly active users
- 100 million daily active users
- 500 million tweets are sent every day!
- Appprox \$545 million advertising revenue in last 12 months

Speak

THINK

Social media

#12 Up to 90 mins (total)

NOW IT'S YOUR TURN!

Make your own Facebook, Twitter or Instagram post relating to promoting emotional wellbeing.



RESOURCES

Tablets / iPads

Speak

THINK

DO

Traditional media

#13 Up to 10 mins

Before social media and smart-phones, traditional media would include video (and TV), radio and the internet.

Skills required to tell a story using traditional media include:

- **Making / editing / uploading images**
(this could be photography or graphics / drawings / illustrations)
- **Recording / editing / uploading audio**
- **Recording / editing / uploading video**
- **'Copywriting'** (writing text / a script)

Speak

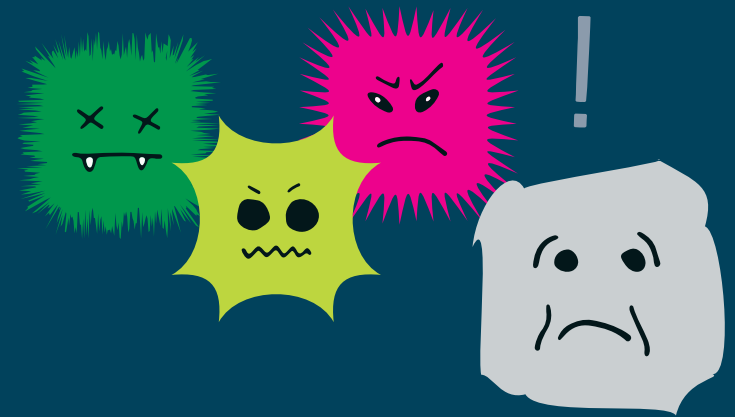
THINK

Internet safety

#14 Up to 1 hour (total)

Why is internet safety important when you're being a HeadStart Community Reporter?

- Discuss internet safety with the group.
- Complete the What App? Quiz and Thinkuknow website tasks with the group.



WHAT APP? QUIZ

Show the group the What App? Quiz resource and work through the questions as a group, discussing what each app is used for and the potential risks.

RESOURCES

Tablets / iPads
What App? Quiz

Speak

THINK

DO



Thinkuknow is an education programme that helps protect children both online and offline.

- Go to www.thinkuknow.co.uk and explore one of the 6 age-specific websites for advice about staying safe when you're on a phone, tablet or computer.
- Create an Internet Safety Top 5 list using the My Top 5 resource.
- Discuss your findings with the group

RESOURCES

Tablets / iPads
My Top 5 sheet

Speak

THINK

DO

Peer education

#16 Up to 90 mins (total)

What is peer education?

Ask your peers to do some research about peer education.

Once they have done this, as a group form a sentence which would help explain peer education to somebody else.

“Peer education is...”

For help with this, check the peer education statement at the beginning of the ‘Is & Isn’t’ cards resource.

IS & ISN’T CARD GAME

In small groups, divide the cards into sets of what you think is peer education and what isn’t.

Compare each groups’ results - are they the same or different?

Discuss the reasons why you have chosen ‘Is’ or ‘Isn’t’ for each card.

RESOURCES

Tablets / iPads
Pens & paper
‘Is & Isn’t’ cards

Speak

THINK

DO

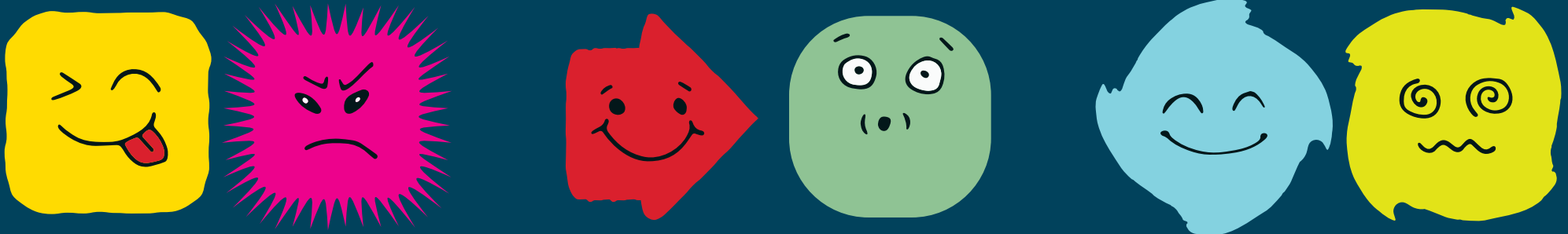
Peer education

Understanding different learning styles

#17 Up to
90 mins
(total)

Get your peers to complete the Different People, Different Needs Quiz. Once they have acknowledged their own learning style, get them to understand

THE IMPORTANCE OF EVERYONE BEING DIFFERENT



- so when delivering anything to an individual or group you take into account that everyone learns and takes information in different ways, so

DELIVER YOUR SESSIONS IN DIFFERENT WAYS ASWELL.

RESOURCES

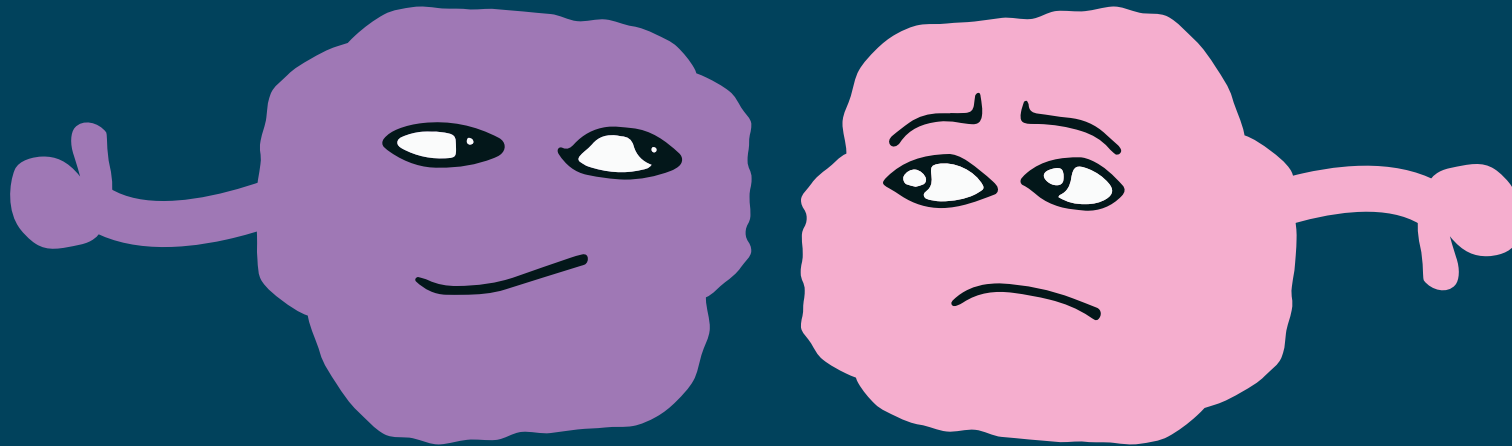
Different People,
Different Needs
Quiz sheet

Speak

THINK

DO

What are the positives and negatives of peer education?



Work together in small groups to research your answers.

Make sure you give reasons for your answers.

Discuss everyone's answers with the whole group and write all the positives and negatives on a large sheet of paper.

RESOURCES

You choose - Tablets / iPads
Flipchart / pens etc

Speak**THINK****DO**

Pre-project planning 1

#19 Up to 1 hour



Before you start your project, reflect on what you have learnt about mental health issues for children and young people. Think about the following questions:

What difficult circumstances do children and young people face on a day to day basis?

What are the common mental health problems for children and young people?

What knowledge and skills do children and young people need to help them cope with periods of poor emotional mental health?

Speak

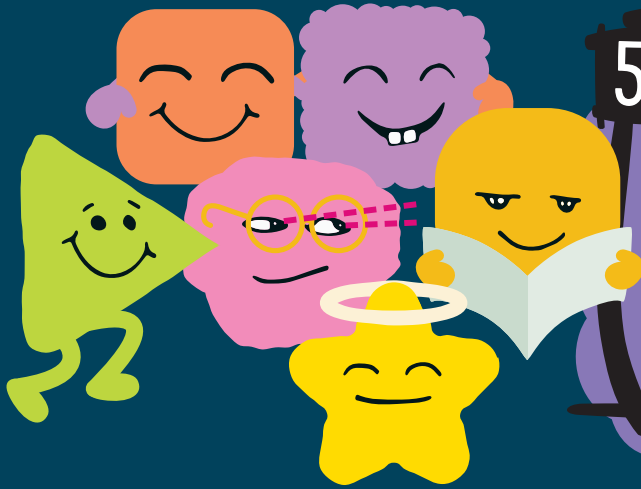
THINK

Pre-project planning 2

#20 Up to 1 hour

5 WAYS OF WELLBEING

Remember to include the 5 Ways of Wellbeing into your project. Display or print the 5 Ways of Wellbeing resource to discuss with your peers.



INTERVIEW TOP TIPS

How can you interview like a reporter?
Discuss this as a group and then go through the Interview Top Tips resource.
Remember to embed these tips when reporting for your project.

RESOURCES

5 Ways of Wellbeing resource
Interview Top Tips sheet

Speak

THINK

DO

Storyboards

#21 Up to 1 hour

As a group discuss the use of a storyboard and talk about...

What is the use of a storyboard?

What should you include?

How should it look?

Storyboard essentials

Use a resource of your choice to collect everyone's ideas.

Print out the Storyboard template resource.

Now you're ready to split into your project-working groups of choice – it's time to plan and storyboard your projects!

STORYBOARD ESSENTIALS

- Timeline
- Length
- Characters
- Locations
- Method of storytelling
- Describe what is happening in the scene
- Script alongside each image

RESOURCES

You choose - Tablets / iPads • Flipchart / pens
Storyboard template

Speak

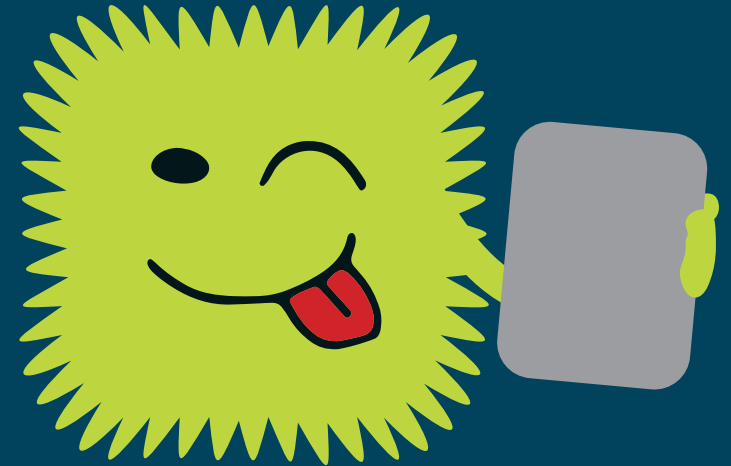
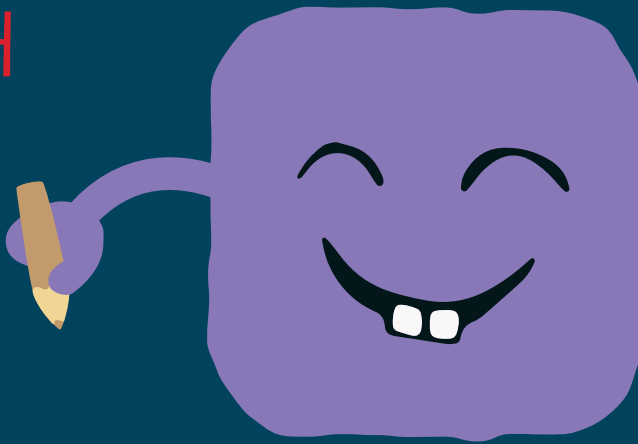
THINK

DO

Deliver your project!

#22 Up to 8 hours

NOW IT'S TIME FOR EACH GROUP TO PLAN AND DELIVER THEIR PROJECT AROUND THE THEME OF EMOTIONAL WELLBEING.



Each group needs to:

- **create storyboards**
- **write interview questions / scripts**
- **cast / produce / edit your project**

Support your peers in the recording, editing and development of their project.

RESOURCES

You choose -
Tablets / iPads
Flipchart / pens
Storyboard template
Recording and editing equipment

DO

Evaluation

Up to 10 mins

Complete a HeadStart Evaluation Sheet.

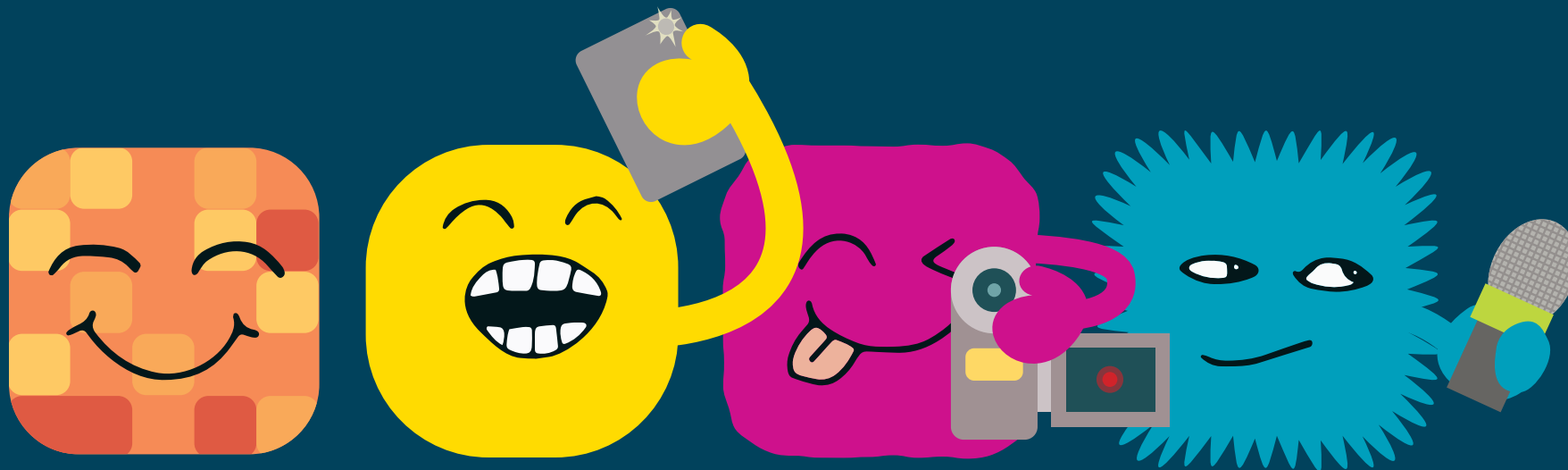
Compare the results to the ones on the evaluation you did at the beginning of your project and see if it shows a difference in your skills or mental wellbeing.

RESOURCES

HeadStart Evaluation sheet



DO



CONGRATULATIONS ON DELIVERING YOUR HEADSTART COMMUNITY REPORTERS PROJECT!

**You have gained all the skills you need to be a
HeadStart Community Reporter and deliver session to your peers.**

**Use this toolkit to help you plan further sessions
and continue your HeadStart Community Reporters journey.**

Glossary

Analysing

Examine something in detail, typically in order to explain and interpret it

Assign

Allocate a job or duty

Circumstances

A fact or condition connected with or relevant to an event or action. Someone's state of financial, material or personal welfare

Expand

Become or make larger or more extensive

Reflect

Think deeply or carefully about

Reporting

Give a spoken or written account of something that one has observed, heard, done, or investigated

Research

The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions

Resilience

The capacity to recover quickly from difficulties; toughness

Techniques

A skilful or efficient way of doing or achieving something

Storyboard

A sequence of drawings, typically with some directions and dialogue, representing the shots planned for a film or television production