



WORKING
TOGETHER TO
INSPIRE AND
EMPOWER
PEOPLE



GREEN AMBASSADORS



TEACHER HANDBOOK

The WWF Green Ambassadors scheme is about inspiring, engaging and motivating pupils to take the lead in making their school greener, whilst they develop skills in team working, problem solving and communication. The scheme is aimed to help you set up or reinvigorate an existing Green Team.

A Green Team is a group of pupils (Green Ambassadors) which focus on sustainability issues in their school and look for changes which could help make it more sustainable and environmentally responsible. The Green Team could either be part of the school council or a complementary group.

This handbook should provide you with all the guidance you need to set up and support your Green Team throughout the year, helping them make a real difference to sustainability in your school.

Getting started

Why start a Green Team

The WWF Green Ambassador scheme aims to inspire, educate and encourage a whole new generation of sustainability champions by getting them involved in how their school is run. Successful Green Teams have shown to have positive outcomes for schools, pupils and the wider community.



Benefits to pupils

Our growing demands for natural resources and unsustainable lifestyles are causing a very real and irreversible damage to the natural world. The Green Ambassadors scheme hopes to help pupils understand how wildlife, the environment and human activity are all interlinked. This is the first step to creating a generation which cares for each other and the natural world and understands the ways in which we can help to protect the planet by minimising our impact.

Benefits to your school

Taking part in the Green Ambassadors scheme can help to make your school more sustainable, ensuring that care for oneself, for each other (across cultures, distances and generations) and for the environment (far and near) is taken into consideration throughout the school's day to day practices.

By demonstrating responsible environmental practice, schools can help to reduce their carbon footprint and ultimately, save money.

Running a well-supported, pupil-led Green Team can also help your school to meet one of the requirements necessary to achieve Eco-Schools Green Flag status.

The Green Ambassadors scheme also hopes to encourage schools to incorporate a greater focus on environmental themes into their teaching. We have a range of resources focusing on the work of WWF and sustainability, visit wwf.org.uk/schools.



Benefits to the wider community

The Green Ambassadors scheme will encourage pupils to explore and understand key sustainability issues and furnish them with the confidence to communicate what they have learnt to their friends, families and neighbours. This means that your Green Team can instigate positive change throughout the wider community as well as encouraging sustainability within the school.

School Zone

As a registered school you will have access to the Green Ambassador website School Zone, schoolzone.wwf.org.uk where you can find out what other Green Ambassador schools are doing within their school, keep up to date with WWF Green Ambassador news and access all the downloadable templates to assist you in making your Green Team run successfully. Why not share what you have been doing within your school by uploading your story and photos to School Zone. The password to access the resources is [pandapaws](#).

WWF

Helping people and nature to thrive, that's what WWF is all about. But right now, too much is being taken from the natural world. And some of the world's most venerable wildlife, communities and natural places are at risk. We're at the heart of global efforts to help life on earth recover – safeguarding the natural world, tackling climate change and enabling people to use only their fair share of the natural resources. The situation is urgent. The challenges are huge. Together we can make it happen.

How a green team works

Pupil led

A successful Green Team should give pupils the opportunity to use their enthusiasm and creativity to make some effective changes in their school. The success of the project will hinge on pupils feeling they can really take ownership of any projects the Team devises and its positive outcomes. By developing their own methods of working, pupils will develop invaluable leadership and teamwork skills whilst taking part in the Green Ambassador scheme.

Pupil and teacher tools

Guidance to help pupils run their Green Team effectively is provided in their VIP kit which your school will receive once registered. Further tools and resources can be found under the password protected resource section on School Zone for teachers and pupils. The password to access the resources on school Zone website is pandapaws.

The teacher's role

While you should encourage pupils to work independently wherever possible, you will still have a crucial role to play in helping to create materials and situations for active learning, focussing pupils' enthusiasm and providing support where necessary. Remember through, you are just another member of the team!

Depending on the situation your role might be that of the guide, referee, facilitator or coach to the Green Team. Further information on some of the roles which you may need to adopt is available below.



Introducing effective learning for sustainability throughout the curriculum is an important aspect of the Green Ambassadors scheme. Support the work of your Green Team by encouraging senior management and other staff to incorporate a focus on sustainability and global interdependence into their lessons.

Your Green Team will require ongoing support, guidance and enthusiasm in order to become a successful and long lasting initiative. Some of the younger members of your team may require more support throughout the process; peer mentoring can be an effective way to develop a bond amongst members of the team and support those members who need it. Encourage older members to take on responsibility for inclusion and team work.

Teachers top tips

Here are a few tips showing how you can take on some varied support roles which will help your Team succeed.

- **Mentor** – Remain available to provide guidance without seeming to control the Team. Try not to dictate the way in which the Team should work, instead making suggestions or initiating discussion.
- **Facilitator** – Provide a bridge between the team and senior management or parents. Consider who the Team will need to get on their side for their projects and help them achieve this.
- **Communicator** – Communicate the Team's plans to the rest of the staff and explain how they can support it.
- **Coach** – Help your Green Team to manage themselves smoothly by running some of the teamwork.
- **Referee** – Provide impartial guidance over any disagreement or disputes within the Team.

How to set up a green team

Follow these five steps to get your Green Team started.

1. Make a start

- Talk to the head teacher, governors and other staff about the ideas you might have had for the Green Team; their support will be invaluable to your Team's success and they may wish to play an active role (e.g. a governor could chair one of the Green Team's meeting).
- Show how the work of a Green Team will fit in with the school policies and development plans, Government initiatives, inspection requirements and self-evaluation. Highlighting the following:
 - A Green Team can help the school take steps towards becoming a sustainable school
 - A Green Team is crucial to a school receiving the Eco-Schools Green Flag award
 - Our research has shown sustainable schools raise standards and enhance wellbeing.
 - The scheme can encourage community cohesion and engage young people in their learning.



- Begin to make plans – will the Green Team be linked to the school council or become a separate group

2. Spread the word

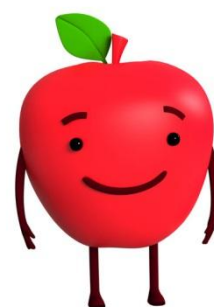
- Introduce the scheme to the pupils using the assembly template provided on School Zone. Why not show the Green Ambassador film www.wwf.org.uk/gafilm.
- Talk to pupils, the scheme is all about them so it is important they have their say from beginning.
- Encourage teachers to investigate sustainability and global citizenship issues during teaching time; this will help to embed a focus on sustainability throughout the school.
- Speak to all classes to explain the importance of sustainability and how they could help achieve this as a Green Ambassadors.
- Find out more about WWF's work, why not request a copy of our free One Planet Future pack. Visit www.wwf.org.uk/opfpack to find out more.

3. Get people involved

- Let parents know about the Green Team and the work they will be doing; you could arrange a stall at the school fair or send out a letter to explain.
- Speak to local companies to find out if they can provide your Green Team with any support.
- Contact other local schools and consider whether there are any areas which you could work together on, through the Green Ambassadors scheme.

4. Develop a green team

- Once everyone knows about the scheme you can start to assemble your Green Team.
- Ask for 1 or 2 volunteers to represent each year group in the school. These volunteers should change on a yearly basis. Pupils could vote to decide on their representatives if competition is fierce!
- Once the team is assembled discuss your expectations as a group to make sure you are all approaching the scheme in the same way.
- Issue the team with their Green Ambassador VIP kits to each member.
- Resources to help you encourage the Team develop their teamwork can be found on under the resource section on schoolzone.wwf.org.uk.
- The characters from the WWF Green Ambassadors Team all have differing skills and specialities. Use these characters to help your team members explore their skills and how they can contribute to the Team. You could even give each member a named role (after the characters) to help motivate them.



5. Keep it up!

- Get your Green Team to take the reins; show confidence in them and encourage them to take ownership of the scheme. Provide the support and guidance wherever needed but encourage pupils to set the agenda for their Green Team.
- Coach and support pupils, encouraging peer mentoring for new or younger Green Team members.
- Share your success stories with the rest of the school; tell everyone about the changes which the Green Team have achieved and explain how to help make a difference around the school.
- Encourage staff to maintain a focus on sustainability both through the content delivered in lessons and other extra-curricular activities.
- Find out about other local sustainability projects the school can get involved in.
- Help your Green Ambassadors to maintain their enthusiasm by inviting some inspiring speakers involved in sustainability to come and give talks to them or the whole school. Perhaps you could approach local environmental experts, charities or politicians.

Case studies

Here are four examples of different ways which schools could engage with Green Ambassadors scheme:

School 1

We achieved our fourth Eco-Schools Green Flag. Our pupil council include, as one of their remits, the role of the Eco-Schools Committee. At the beginning of each school year we conduct an audit with the whole school, including pupils, staff, parents and carers to identify our Eco Targets for the session.

Our progress throughout the year is monitored and evaluated by the Pupil Council who also help with publicising our work; feedback is given to pupils and staff at assemblies and to parents and carers through the newsletter. We also promote our efforts with the support of local newspapers and our Local Authority. We welcome visitors who want to find out about our grounds development. We display our Eco Code on the notice board.

School 2

We joined the Green Ambassadors scheme and decided to set up a dedicated Green Team which would concentrate specifically on helping to make the school more sustainable.

The pupils, who make up the Green Team, responded really positively to the responsibility which comes with running the Green Team themselves and have made really good use of the guidance materials in the Team Kit. Their meetings have been well organised with each member taking a different role in the team. My role has mostly been to support the Green Team by arranging meetings with the Head Teacher or arranging assembly time for them to promote their work.

The Green Team's main project has been to develop an eco-friendly vegetable garden in the school grounds. This helps provide some sustainably grown and also promotes bio-diversity.

The team found a local business to sponsor the tools and plants we needed to set it up and they have set up a rota for parents, teachers and other pupils to help out with the maintenance. It's been a real success!

School 3

Our school has run an eco-council over the past years; however the pupils taking part have never really been that enthusiastic and as a consequence its achievements have been limited. We decided to try and reinvigorate it to help the school reduce its environmental impact.

The clear steps to setting up the Green Team in the Teacher Handbook provided a great framework for organising the Team and focusing them on how to make a difference. The pupils made good use of the School Zone website by uploading and sharing their school project stories. They were also really keen to help publicise their projects on our school's website and came up with some great ideas about what we could include!

As a result of the Team's enthusiasm we have managed to cut down the energy and water wasted throughout the school which has helped reduce the school's bills. Next year's Team have got a lot to live up to!



School 4

Joining the Green Ambassadors scheme has encouraged us to set up a Green Team in the school for the first time. The Team is made up of 12 pupils (one from each class in the school).

During the initial audit we asked every class to contribute by examining one area. The Green Team gathered the information and decided that there was the most room for improvement on Traffic & Travel.

We had an absolutely brilliant volunteer who worked with our Green Team throughout the year and she really helped to motivate and direct the pupils. With her help our Team managed to reduce traffic around the school significantly and help improve the health of pupils by raising the number cycling or walking to work. We will be applying for Eco-Schools Green Flag status next year so hopefully we can keep up the good work!

Taking action

There are lots of ways your Green Team can help to make your school more sustainable. Completing a full school Environmental Audit may be useful in helping them to choose which issue to focus on.



We have provided some pupil-focused surveys on our schoolzone website.

Five steps to making a difference

Whatever issue your pupils decide to concentrate on, encourage them to follow these five steps to help focus their efforts:

1. Find out what's happening

Firstly pupils should complete a survey to find out how the school is performing.

- A different audit is available to support each of the suggested themes.
- The Team should examine where it could make the most difference by using one or more of the surveys. It will also be important to talk to people in the school, finding out where they think changes can be made and what these changes could be.
- Pupils may need help in gathering and reviewing the information (for example asking permission for pupils to complete a survey in class time.)
- Pupils could present their findings to the whole school in an assembly.

2. Make a plan

- The Team should look at the results of their surveys and conversations with other members of the school and decide which area they think could be improved the most.
- Pupils should identify the areas for improvement which the survey has highlighted and start to think about how they can be addressed. Pupils should come up with as many ideas as possible, discuss them as a group and consider how feasible each one is. They could vote to choose which ideas they should move ahead with.
- Encourage pupils to consider whether their ideas might be a quick win or a longer term project. Perhaps they could choose a few short and immediate actions and one or two longer term projects which would require input over the course of a year.
- Encourage pupils to be ambitious, but realistic about what they can achieve in the timeframes.

- Once pupils have chosen which ideas to progress they should make a well thought out plan. They can use the POPSTAR method to help them decide how they are going to achieve their aims. Information is provided in the Team Kit.
- Will it be helpful for the Team to assign Ambassadors specific roles? Introduce pupils to the Project Cycle template available for download from the Making a plan section of the website. Use this as a guide for their work on the project and a way of checking their progress. Remember they may not need to start at the beginning.

3. Put the plan into action

- Get started!
- Suggest to your Green Ambassadors that they should keep records of any projects, taking photos and video of events and interviewing people affected. A template to help pupils record their work is available to download in the School Zone website.
- Encourage the Green Team to schedule regular meetings to discuss their progress, identify what they could be doing better and what they should be doing next.
- Ask the Team how they can involve other people in their projects.

4. Tell people about it

- Help the Green Team find opportunities to explain to the school what they are doing and why.
- Some ideas on how the Green Team could communicate their work are available in this document.

5. Evaluate and improve

- Encourage the team to examine the progress they have made and consider what they could improve to get better results. Some ideas for examining progress can be found in the Team Kit. Plan for the future – what can the Green Team do to make sure that any changes they have made or projects they have started are continued once they finish their work as Green Ambassadors?
- Where next? Are there any other areas linking to their aims which they could also start to explore?

What issue to investigate next?

It's up to your Green Team to decide how they can make a difference in your school. Here are some ideas for the different sustainability issues which your Team might choose to explore.

Information to introduce pupils to each issue is included in the Team Kit. Pupils can also find further information on each issue on School Zone website.

Each issue is supported by a fun character to help bring the ideas to life for pupils.

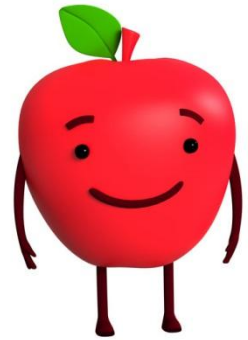
Food

Pupils find out more about the seasonal food which is available around them and think about how they can help to ensure their community's diet is as sustainable as possible.

They could consider:

- Eating local; does the school provide food which is in season and comes from local sources where possible?
- Does the school grow any of their own fruit or vegetables?
- Does the school use fair-trade products where possible?
- How can we encourage people in our community to change their habits?

Information about healthy eating can be found at www.nhs.uk/Change4Life
Pupils can use the Food Survey to find areas for improvement. This can be downloaded from the School Zone website.



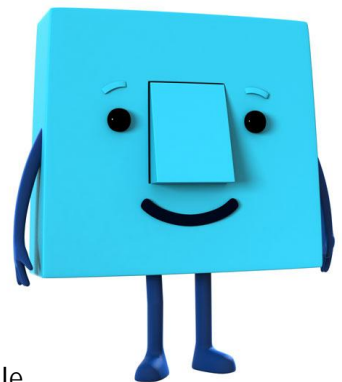
Energy

Pupils investigate the way in which their school uses energy and consider what they can do to make the school more efficient and ultimately more sustainable.

They could consider:

- Whether there are any areas where electricity could be saved.
- Whether heat could be conserved in any areas.
- Whether the school makes use of renewable energy where possible.

Pupils can use the Energy Survey to find areas for improvement. This can be downloaded from the School Zone website.



Water

Pupils examine their school's water usage and identify changes which could be made to minimise water consumption and wastage.

They should consider:

- Where the most water is used.
- What can staff and pupils do to help stop water wastage?
- Could changes to the fabric of the school improve water consumption?
- Can any waste water be reused?

Pupils can use the Water Survey audit to find areas for improvement. This can be downloaded from School Zone website.



Download Yorkshire Water's Green Classroom Work Booklet for useful information and fun activities to try with your pupils:

www.yorkshirewater.com/education-and-learning/the-green-classroom.aspx

Pupils can play the games available at www.thewaterfamily.co.uk to help improve their understanding of the issues surrounding water.

Travel and traffic

Pupils look at the way in which their community travels to school and identify ways to help people avoid using the car wherever possible, reducing traffic around the school.

They could consider:

- Whether people walk or cycle to school where possible.
- What impact the traffic generated by the school has on the local environment.
- How they could encourage fewer people to drive.



Pupils can use the Travel Survey audit to find areas for improvement. This can be downloaded from School Zone website.

Resources to help schools reduce traffic are available from www.sustrans.org.uk

Waste

Pupils could examine the way in which the school deals with its waste to make sure that items are being reused or recycled wherever possible.

They could consider whether:

- Usage could be reduced to stop waste.
- Whether any items currently being thrown away can be reused or repurposed.
- Whether the school is recycling everything it can.
- Consider whether the school is making use of local and sustainable services wherever possible.



Pupils can use the Waste Survey to find areas for improvement. This can be downloaded from School Zone website.

Lesson plans are available at www.recyclenow.com/schools to help explore the importance of the three Rs in your lessons. Further information and ideas for how to reduce wastage can also be found at www.surreywastepartnership.org.uk/

Animals and plants

Pupils investigate the schools buildings and grounds to find out whether they provide a suitable environment for plants and wildlife and think about how they could help to encourage biodiversity.

They should consider:

- How well the school's buildings and grounds accommodate wildlife.
- Whether the school could encourage a broader diversity of wildlife.
- Whether the school grounds contain well managed and diverse plants.



Pupils can use the Animals and Plants audit to find areas for improvement. This can be downloaded from School Zone website.

Some great tips on how to encourage biodiversity in your school are available at:

www.naturedetectives.org.uk/
<http://earthrestorationservice.org/>

Review and communications

Reviewing your team's progress

It is crucial that your Green Team reviews their work and plans ways that they could improve what they are doing or build on their success. Guidance is provided in the team kit to help pupils complete this process; however as part of the team you may also be able to provide valuable feedback.

Here are some top tips:

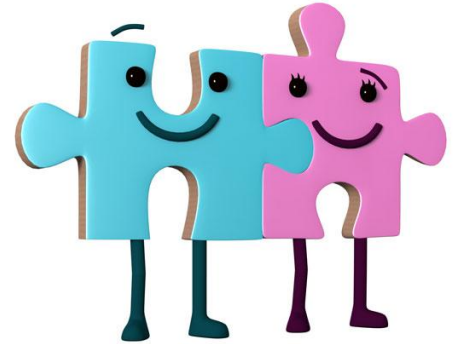
- Look at any photos, video or written accounts which pupil have taken to remind them of their work.
- Focus on concrete achievements; what can the Team show that they have changed?
- What effect have their changes had on the school? Has this helped them to achieve the aims they set out at the beginning of the process? Is the school now more sustainable?
Perhaps pupils could approach the school bursar and ask if the changes have helped to save the school money.
- Pupils could carry out a survey to find out what the rest of the school thinks about any changes which they have made. Ask for opinions about what else people would like to change.
- Is there anything the Team would do differently? How can they take that into account in the future?

Spreading the word

Communicating with the rest of the school and the local community can be a great opportunity to get other people involved in Green Team projects and help your Green team to feel proud of the work they have done.

Here are some ways in which the Green Team could spread the word:

- Give the Green Team some assembly time to explain to other pupils what they are trying to achieve and how they are going about it.
- The Green Team could create posters to tell people how they are making the school more sustainable.
- Invite the Green Team to write a letter which can be sent to parents and governors explaining what they want to change, how people can help them to make that change and how it will make the school more sustainable.
- Perhaps your green team could invite the local media to the school to show the work that they are doing and give a showcase of how sustainable the school is.
- Update your Schools page on the Green Ambassadors website so everyone can see what they have been up to.



Getting involved in local projects

To build a more sustainable future it is crucial that pupils understand that their actions can have an impact around the world. To start to foster this understanding it will be useful for pupils to recognise that they can play an active role in the local and global community.

Encourage your Green Team to get involved in local sustainability projects such as encouraging recycling projects or offering their support to local nature reserves. When talking to parents highlights that the Team are keen to connect with other groups encouraging sustainability and ask parents to highlight any which they think could be suitable.



Perhaps you could also forge links with schools in other countries or take part in international sustainability projects to help develop this understanding.

Celebrating your pupils achievements


Help pupils to feel proud of their achievements as Green Ambassadors by celebrating the work they have done around the school.

Encourage each Green Ambassador Team to create a Year Book as they progress in order to keep a record of what they have achieved. Copies of the Year Books could be displayed in the school reception at the end of the year in order to broadcast the Team's success. Download our template from the Celebrate section of School Zone website.

Make sure you upload your stories to School Zone so other Green Ambassador schools can see what you have achieved.

Arrange a celebration assembly at the end of the year to highlight the changes made by that year's Green Team. This will help reward members for their efforts and raise the Green Team's profile ahead of selection for next year's Ambassadors.



	<p>Why we are here</p> <p>To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. wwf.org.uk</p>
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