

## Planning Checklist

Police Education Officers have been trained and are required to work in partnership with teachers in the planning, presentation and evaluation of lessons. This will be most effective when the police education officer has sufficient information about school organisation and the class concerned. The following checklist can act as a guide to information that will prove helpful.

Checked	Have you discussed the following?	Comments
<input type="checkbox"/>	ability levels of class – language, reading, group work	
<input type="checkbox"/>	number of students	
<input type="checkbox"/>	student interest	
<input type="checkbox"/>	attention span	
<input type="checkbox"/>	presence of English as a second language (ESL) students	
<input type="checkbox"/>	children with special needs	
<input type="checkbox"/>	school routines	
<input type="checkbox"/>	nature of the partnership between teacher and police education officer	
<input type="checkbox"/>	specialist rooms available	
<input type="checkbox"/>	resources available	
<input type="checkbox"/>	audio visual equipment available	
<input type="checkbox"/>	art materials available	
<input type="checkbox"/>	starting time of lesson	
<input type="checkbox"/>	length of lesson or unit	
<input type="checkbox"/>	location of room	
<input type="checkbox"/>	layout of room	
<input type="checkbox"/>	other	