

# Ri face-to-face Masterclasses: Supervisor handbook

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## 1. Introduction

Ri Masterclasses are series of interactive, extra-curricular workshops which are led by STEM professionals from industry, academia and education. They bring students from multiple schools together over the course of several weeks for in-depth investigations of STEM topics, combining theory with interactive exploration. This allows them to make new friendships with like-minded students and take inspiration from the new venue they visit. It allows us to interact with and engage them fully to get the most out of the Masterclass explorations and create a lasting impression.

Each session is overseen by one or more supervisor who is in charge of the pastoral and safeguarding care of the students. They additionally oversee the general running of the session. Each workshop is led by one or more speaker, who will be sharing their own favourite topic with the students. Sessions are also supported by helpers and are usually organised by an organising committee who may be based at the host venue.

### *What this guide covers*

This guide is for supervisors of Masterclasses taking place at a physical venue, with students from multiple schools coming together in person for the workshops. It covers the safeguarding and health and safety elements of running a face-to-face Masterclass series.

Dedicated [webpage for contributors](#) - supporting materials for Masterclass supervisors, helpers and speakers.

<https://www.rigb.org/education/masterclasses/contributor-resources/>

The safeguarding procedures for different Masterclass formats are different and it is essential that you are following the correct guidance for the series which you are running.

### *What this guide does not cover*

Supervision of students joining Masterclasses which are livestreamed (where students streamed sessions in groups at their own school with a supervising teacher) or online (where students join online sessions on individual devices). Please access the handbooks and documentation for those Masterclass formats via the Masterclass Contributor Resource webpage.

## 2. Masterclass series overview

### 2.1. Key stakeholders

**Attending students** will be in the relevant year-group for the series and will have been put forward by their teachers to attend the whole series of typically six sessions.

Adult contributors to a Masterclass series will take on one or more of the following roles:

- **Masterclass organisers** are those who plan and run the series, ensuring everything is in place for the workshops to run safely and effectively and undertaking recruitment of students and adult contributors. Organisers have over-arching responsibility for all

governance aspects such as data protection, ensuring adequate supervision and safeguarding, provision of risk assessments relevant to the venue, etc.

- **Masterclass supervisors** oversee the pastoral care of the students as well as the on-the-day running of the workshop and overseeing speakers and helpers. A series may have one or more principal supervisors and several supporting supervisors who oversee different elements of a session, such as a breakout room or a particular group of students. Supervisors have a particular responsibility for safeguarding and **MUST** have a valid DBS, PVG or Access NI check. The Ri undertakes a verification procedure for checks on all supervisors (teachers supervising Masterclasses in their own school are exempt from Ri verification)
- **Masterclass speakers** lead the workshop, either alone or in a small group, and are usually responsible for developing the content of the session
- **Masterclass helpers** support the students, speakers and supervisors, assisting with running activities and supporting the students' learning. They may be teachers, university students, trainee teachers, STEM Ambassadors or other volunteers with an interest in STEM education
- **The Royal Institution Masterclass team** coordinates all Ri Masterclass series across the UK and gives support and guidance to all contributors. This includes guidance on child safeguarding, data protection, health and safety and supporting individuals with areas such as session content. Please contact the Ri team with any questions or concerns you have regarding Masterclasses
- **Nominating teachers** from schools in the series catchment area put forward their students to attend the Masterclass series. Some may also attend as helpers or supervisors, or be involved as speakers and organisers

Supervisors may need to liaise with staff at the Masterclass venue such as security officer/porters responsible for opening the venue and/or first aid. They also need to know how to contact the Ri Designated Safeguarding Officers or Data Protection Officers with any concerns or questions (see below).

## 2.2. Organiser responsibilities

Masterclass organisers are responsible for:

- Undertaking student recruitment, including collection of medical and accessibility details and photo permissions as appropriate
- Sharing the supervisors' details with the Ri to ensure DBS (or equivalent) verifications can be carried out, as required
- Providing the supervisor with all the information needed in the supervisor pack (see Section 3.2), including:
  - Ensuring the supervisor has the required data for the pastoral care of the students throughout the Masterclass series, such as the registers and information on any medical or accessibility needs

- Completing a series-specific risk assessment for the venue and Masterclass activities and communicating this with the supervisor
- Informing the supervisors of anything additional they need to know, such as an extra student who will be bringing their consent form to their first session

### 2.3. Working with the Ri

Ri Masterclass Supervisors will need to be familiar with and abide by the following guidelines:

- The guidance covered in this supervisor handbook
- The Ri's Safeguarding Policies and Procedures
- The Ri's Data Protection policy
- The Ri Masterclasses Photography, video and social media guide

The Ri Masterclass team provides support, advice and training to Masterclass supervisors as required, including on areas such as safeguarding and data protection.

- Supervisors should receive an email from the Ri Masterclass team in advance of the series, reminding you of the links to the webpage for Masterclass contributors and putting you in touch with the team
- If supervisors have not had recent child safeguarding training and this is not offered through their own work, they can request access to online NSPCC training through the Ri Masterclass team

The Ri Masterclass contributors' webpage includes links to all of the key documentation and supporting materials for Masterclass Supervisors, Speakers and Helpers:

<https://www.rigb.org/education/masterclasses/contributor-resources>

The Ri's Safeguarding Policies and Procedures, including key contacts, are available here:

<https://www.rigb.org/policies/safeguarding-policies>

Masterclass Code of Conduct for all attendees:

<https://www.rigb.org/ri-masterclasses-code-conduct>

### 3. Role of the Supervisor

As the supervisor, you are responsible for the welfare of the students and adults when at the Masterclasses. This involves the following **duties**, which are expanded on in the remainder of this document:

#### ***Health and safety***

You must be familiar with routine and emergency procedures at the venue, including risk assessments for Masterclasses, that will keep attendees safe

#### ***Safeguarding***

Be familiar with and adhere to the Ri's Child Safeguarding policy and procedure and data protection policy. You must also follow the health and safety guidelines laid out in this handbook and the risk assessment(s) for each Masterclass.

You must take seriously any safeguarding concerns or queries and report them to the Masterclass organisers, Ri Designated Safeguarding Officers and, if appropriate, host venue safeguarding teams without delay, and act to mitigate any immediate concerns.

#### ***Data handling***

You may well be responsible for holding personal and sensitive data securely during the Masterclasses. You need to know how to handle it, in accordance with data protection legislation

#### 3.1. Supervisor responsibilities

The Supervisor role is crucial to the safe running of the Masterclass sessions.

Prior to the Masterclasses, you are responsible for:

- Giving your details to the Ri (via the series organiser) and cooperating with any required DBS/PVG/Access NI check verifications in a timely manner
- Reading the necessary policies and guidelines, including the documents listed in Section 2.3 and the risk assessments for the series – you **MUST** ask if there is anything you are unsure of, and may also need to confirm that you have read some of these documents
- Working with the organiser to ensure you have received all the expected information that you will need to oversee the sessions
- Letting your Masterclass organiser know ASAP if you are unable to attend any sessions so an alternative supervisor can be found

During Masterclasses, you are responsible for (expanded on in the remainder of this document):

- Pastoral care of the students (i.e. ensuring safety and providing a good experience), including any student helpers
- Ensuring the risk assessments, health and safety guidance and safeguarding guidelines are communicated effectively to those present and followed throughout the sessions

- Hosting adult attendees: briefing, supporting and overseeing speakers and helpers
- Handling all personal data appropriately

### 3.2. Pastoral duties

Your role also includes:

- *Hosting adult contributors*: supporting all adult attendees – speakers, helpers, others - to make sure their needs are met and they have refreshment etc.
- *Supporting student helpers*, for example sixth form students. These students also require pastoral care and should not be treated as adults for the purposes of safeguarding – see Section 6 for more information
- *Managing behaviour* (rarely a problem). Share or remind all attendees of the Ri Code of conduct
- Taking an attendance register at the beginning of the session (student and adult) and coping if extra students turn up
- Knowing the whereabouts of all students for the duration of the Masterclass
- Not leaving the venue until all students have been collected or made their own way home
- Liaising with all supervisors present (there must be a supervisor for every room where the Masterclasses take place at your location)
- Overseeing refreshments at break time, or taking groups of younger students to the toilets – check these aspects with your series organiser

### 3.3. Supervisor pack and important documents

All supervisors should be given the following documentation in a supervisor pack (table below). This should be issued by the Masterclass organiser in advance of the series. Supervisors will need to have the pack with them for each Masterclass and return it securely to the organiser at end of series.

Supervisor pack
<p><i>Risk assessments:</i></p> <ul style="list-style-type: none"> <li>• Risk Assessment for venue and supporting venue procedures</li> <li>• Activity risk assessment, if a specific session has anything other than normal classroom activities. (Note – this is generally only needed for engineering Masterclasses and often a verbal RA is sufficient)</li> <li>• If you are not familiar with the Masterclass venue: <ul style="list-style-type: none"> <li>○ Details of evacuation procedures/routes for that venue/room</li> </ul> </li> </ul>

- Contact details of on-site security and the Masterclass organiser in case of emergency (not applicable to all venues)
- Details of where to access first aid, if needed

*Registers:*

- Student register – a list of expected students from the organiser, which you check in upon arrival each week
- Adult register form – a table where ALL attending adults (helpers, speakers, supervisors) sign in upon arrival each week – this does not apply to adults dropping off children who will not be staying in any of the Masterclass rooms

*Safeguarding – see Section 5 for more details:*

- List of students’ emergency contact details (this may not be needed for series where students are accompanied by an adult from their school who is responsible for their pastoral care, as long as they have the necessary details)
- Ri safeguarding concerns report form and link to the Ri Safeguarding Policies and Procedures (on the adult register)
- “Face-to-face Masterclass information for speakers/helpers” flyers
- Spare copies of the parent/carer consent form (particularly for first session in case a student turns up who is not listed, and you are able to enrol them on the day)

*Masterclass groups using 16-18 year old as helpers/speakers:*

- Sixth form helper register template
- Sixth form emergency details form – if students are not accompanied by their own teachers/in their own school

*Final session:*

- Evaluation forms – these could be paper forms or a link to share to an online form
- Ri Certificates of attendance for each student

Please check in with your organiser prior to the start of your series to ensure they get the pack to you in good time for you to review the contents and discuss any queries you may have. Ensure all personal data is handled appropriately (section 6).

We include additional tools in appendices which may be useful to you:

- ***Supervisor notes table, appendix 1*** for recording some important details (such as venue contact details and emergency procedures)
- ***Supervisor check list, appendix 2*** Some organisers may use this to help supervisors perform their duties.

## 4. Health and safety duties

Masterclasses should be held in a safe working environment and every attending adult should be undertaking best practices for health and safety. All activities within the Ri Masterclass programme are covered by the Royal Institution’s Public Liability Insurance. The venue of the Masterclasses should have their own insurance to cover aspects relating to the health and

safety in that venue. The validity of the Ri insurance may be prejudiced by failure of groups to follow the guidelines laid out in this handbook.

You must be aware of the venue's health and safety policy, first aid procedure and emergency procedure. This is particularly important if you are not familiar with the venue e.g. if you are not a member of staff. You can use the Supervisor note table (appendix I) as a tool to gather all the venue-specific health & safety details that you need.

- You will need to give 'house-keeping' information at start including informing everyone of the fire evacuation route and the location of fire alarms
- In the case of an emergency, you will oversee all attendees in your Masterclass and need to give them the correct instructions
- You must act accordingly if anyone is contravening the measures laid out in the risk assessments or safeguarding guidelines, and must do so as soon as it is brought to your attention

#### 4.1.1. Risk Assessments

- You should familiarise yourself with the general risk assessment for the Masterclass series and any additional risk assessments for individual sessions
- You or the speaker should brief all helpers before the start of a Masterclass on any specific risks for that session
- The speakers may have seen the general risk assessment in advance, but if there are any particularly important points to note please remind them
- Remember that health and safety is everyone's responsibility and you should challenge any unsafe situations or behaviour – for example, if students are misbehaving with sharp implements or if you see a trip hazard

#### 4.1.2. Health and Safety Incidents

In case of accident/emergency:

- Follow the procedures in the Risk Assessments and Child Safeguarding documents
- Report to parents as appropriate
- Report to the host venue as appropriate – for example, if an accident or near-miss occurs they may need the supervisor to complete an accident report. Most venues would have an accident logbook where incidents should be recorded
- Report to the Ri Masterclass team as quickly as possible, giving as much detail as possible

## 5. Safeguarding

As stated in the Ri Safeguarding Policies, the Ri is committed to ensuring that safeguarding is paramount throughout all that we do.



Access the policies and procedures via the link on page 2 or contact us for a digital/paper copy

We require all individuals associated with the Ri to:

- Share this commitment
- Understand that safeguarding is everyone's responsibility
- Safeguard the welfare of children and promote their wellbeing
- Work together with other Ri representatives, children and their families and relevant external organisations to help achieve the best possible outcomes for children and to protect them from harm
- Know what to do and who to speak to if they have any safeguarding concerns relating to a child or an Ri representative
- Be aware of and follow the guidance in the Ri's Child Safeguarding Policy and Procedure to recognise, respond to and report any concerns proactively and swiftly, no matter how minor or who is involved.

Everyone has a role to play in identifying concerns, sharing information appropriately and taking prompt action.

A child is anyone under the age of 18, regardless of any other status. If you have any concerns about the welfare of an adult, please refer to the Ri's Adult Safeguarding Policy and Procedure via the link on page 2.

### 5.1. Preparation

- Check with your Masterclass organiser if the host venue has any child protection procedures that the group should be following in conjunction with the Ri policy
- Speakers and helpers for the Masterclasses should have been sent the relevant "Masterclass Information for helpers/speakers" documents in advance of the session they will be attending, which contains some basic safeguarding guidelines. They will need to confirm that they have read this on the adult register and supervisors may wish to familiarise themselves with the contents so that they can better support them during the sessions
- All adults attending Masterclasses should also be given access to the Safeguarding Policy – there is a link and QR code on the adult register template

### 5.2. During Masterclasses

While everyone is responsible for safeguarding, the Masterclass Supervisor has overall responsibility for pastoral care during the sessions.

Here are the basic safeguarding principles that all adult and older student contributors (see Section 7.2) must be made aware of:

- **No adult without a valid DBS, PVG or Access NI check should be left on their own with the students.** Checks must have been verified in advance by the Ri – see Section 5.5. The Ri does not DBS check speakers that we use in the network. DO NOT assume any adults are DBS checked.
- Whether a contributor has a valid DBS check or not, they should always avoid situations where they are alone with an individual or small group of students (e.g. fewer than four) and should always work in an open environment (avoiding private/unobserved situations).
  - If a child asks for a private discussion away from the main Masterclass room, or requires first aid, ensure that another adult is present and check the child is comfortable with the choice of accompanying adult
  - If this is not possible, ensure that you can be seen at all times by other adults
- All contributors should avoid any form of physical contact with students
- No contributor should be in direct private communication with students via email, social media or otherwise, and should not share personal contact details. If students get in touch (for example, with questions about a session), a parent/carer or other responsible person should be included in any replies
- No contributor should take photographs and video that include student attendees without permission from the supervisor or organiser, and with consent from parent/carer
- No actions should put any child at risk
- Contributors should act professionally and responsibly with a high standard of behaviour.

### 5.3. What to keep as safeguarding records

It is important to keep records from the Masterclasses for safeguarding reasons. This would include:

- Copies of student and adult registers
- Any messages with parents/carers (outside of usual attendance information and enquiries) or any correspondence at all with students– in particular, anything where a concern has been raised

Anything relating to a safeguarding concern **MUST** be shared with the Ri when making a safeguarding concern report.

Organisers may appoint a dedicated person to be the safeguarding lead for a particular Masterclass series – check who you should share the series records with.

## 5.4. Ri Child Safeguarding Procedure – explained for Masterclasses

### *Procedure overview*

Our safeguarding policies and procedures are here to support and protect you as well as the children that we work with, and to help create a safe and secure environment for all, where safeguarding is paramount and inaction or silence around concerns of abuse or poor practice is not acceptable.

The Ri safeguarding policies cover the Ri's approach to safeguarding, while the procedures outline what you should do to maintain a high level of safeguarding throughout all Ri activities. This includes who you should talk to about any safeguarding questions or concerns (also available on the safeguarding webpage), how you should behave to create a safe environment, and the key steps in dealing with any concerns raised. These are referred to as the 4 Rs:

<b>RECOGNISE</b>	<b>RESPOND</b>	<b>REPORT</b>	<b>RECORD</b>
a concern, disclosure or accusation	appropriately	all concerns to the DSOs or appropriate responsible person ASAP	all the relevant information
Take these seriously and do not dismiss them	Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up	Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe	This will be required so the DSOs can assess what to do, and in case concerns need to be passed on to external organisations
Listen to everything being shared	Do not promise confidentiality		
Do not ask leading questions or investigate			

If you have any concerns, or something is reported to you, you CANNOT assume someone else is dealing with it – you must report it to the appropriate people.

### *Following the Ri safeguarding procedure in a Masterclass*

Initially, any safeguarding concerns or queries should be directed to the main supervisor during the Masterclass session, and then to the Masterclass organiser (unless this would be inappropriate, for example if they were somehow involved in the situation) and one of the Ri's Designated Safeguarding Officers (DSOs). If you are ever unsure, contact an Ri Safeguarding Officer or the NSPCC for advice.

A report form should also be completed as soon as possible and emailed to the relevant contact. This is available on the Ri child safeguarding policy webpage and all supervisors should be aware of how to access it.

Ri DSO contact details and phone numbers are on the main Ri safeguarding webpage, along with a link to the NSPCC help service, and in the safeguarding procedures. The DSOs have the general email address [safeguarding@ri.ac.uk](mailto:safeguarding@ri.ac.uk).

If your concern involves one of the DSOs in some way (either directly or if you do not feel your concern was acted upon properly), please contact one of the other responsible people – details

for who to contact are listed on the main safeguarding webpage and in the safeguarding procedures.

## 5.5. Disclosure check verification for supervisors

Masterclass supervisors for all series that are **not** supervised by teachers at their own school must have their DBS (or equivalent) check verified by designated Ri staff. Renewal of this verification will be every four years.

### *Ri DBS verification - Teacher exemption*

Supervisors who are teachers at the school hosting the Masterclasses are classed as exempt from the DBS verification process, The Ri still requires that their names and dates of supervision be shared with the Ri in advance (on the Organiser Agreement form). This exemption does not apply if supervisors are teachers but the host venue is not the school which currently employs them, but teachers do have additional verification routes open to them.

Verification is undertaken once the Organiser Agreement has been submitted to the Ri for the series in question. An Ri staff member will contact each supervisor via email to initiate the verification process. Verification must take place BEFORE the supervisor supervises any Masterclasses.

There are several options for DBS verification, the most common being:

- DBS Updates service
- A designated Ri staff member seeing an existing check certificate
- For current teachers, verification via their school

Any sensitive details recorded on the check will be kept in confidence and details of any convictions etc. revealed by the check will not be stored.

Should anyone refuse the verification, the Ri will expect the group in question to replace them with a new supervisor whose DBS can be verified. If a supervisor cannot find their DBS documentation a new check can be carried out by the Ri.

Organisers/supervisors with PVG checks may need to follow a slightly different process, so should get in touch with the Masterclass team to discuss.

## 5.6. Use of Photographs, Video and Social Media Involving Children

The Ri welcomes Masterclass groups taking pictures and short video clips to share and promote their Masterclass activities. However, safeguarding is of the utmost priority which is why we require you to obtain consent from parents/carers (or students themselves, if they are aged 16+).

Anyone acting on behalf of the Royal Institution Masterclasses in a role that may involve photography, filming or interview of young people is expected to follow the guidance in our

**Photography, Video and Social Media Guidance for Ri Masterclasses.** This is available in a separate document on the contributor webpage.

## 6. Data handling duties

You need access to student emergency contact details to ensure you can safeguard in event of an emergency. This data is provided by your organiser in the supervisor pack, and must be accessible throughout the Masterclasses but always held SECURELY and OUT OF SIGHT (never on show or unattended), in accordance with the Data Protection Act.

When not overseeing a Masterclass, store all data in a secure place (e.g. locked cupboard), return securely to organiser at end of series. Do NOT retain a copy

- *Masterclasses for unaccompanied students (students are dropped off into your supervision and you hold emergency contact details):* it is the organiser's responsibility to collect this information for the supervisor in advance of the classes
- *Masterclasses for accompanied students (staff from visiting schools stay to supervise their student cohort all the time):* Often primary Masterclass students are accompanied by a responsible adult from their own school, who remains with them for the duration of the session. In this situation, the accompanying adult is responsible for accessing emergency contact details for their cohort and you may not have a copy of the contacts.

### 6.1. Definitions

**Personal data:** means any information relating to a natural person who can be directly or indirectly identified in particular by reference to an identifier.

**Sensitive data:** special categories of personal data. These include racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health or sex life, sexual orientation.

### 6.2. Data processing

- All documents containing personal and sensitive data should be held securely. This includes keeping all electronic copies of the data password protected and storing any paper copies in a locked cupboard/drawer. No-one who is not involved directly in organising or supervising the Masterclass series and who has a legitimate need to see the data should be able to access these documents
- All breaches of security and any actual or suspected data breaches MUST be reported ASAP (in line with GDPR requirements). This should be initially reported to your Masterclass organiser who will pass it on to the Ri Masterclass team. This includes situations like a loss of data, accidental sharing of personal data, or leaving documents unattended and visible or accessible to others

- Common errors to avoid include student list left on the back seat of a car, or student medical details left on the registration desk and visible to parents/carers or other students
- Documents must be sent securely (recorded delivery, password protected or encrypted email attachments, or physical handover)
- You should update the organiser as soon as possible on any student or parent/carers details which need to be changed or added
- At the end of the series you should transfer all documentation to the organiser and should dispose of any additional copies
- Documents must be disposed of securely – paper copies should be shredded (preferably with a cross-cut or micro-shredder) or disposed of in secure document disposal. If you do not have access to these disposal methods you should securely post/give all hard copies of documents back to the organiser for them to dispose of.

You can contact the Ri Masterclass team with any data protection queries – they will be able to pass on any questions or concerns to the Ri’s Data Protection Officer as required.

## 7. Pastoral duties

In addition to the following pastoral duties, you are taking on responsibility of hosting attending adults, supporting older student attendees and coping with any behavioural issues. This section provides advice on each one.

Pastoral Duties:

- Taking an attendance register at the beginning of the session (student and adult)
- Knowing the whereabouts of all students for the duration of the Masterclass
- Not leaving the venue until all students have been collected or made their own way home
- Liaising with other supervisors present (there must be a supervisor for every room where the Masterclasses take place at your location)
- Oversee refreshments at break time, or take groups of younger students to the toilets – check these aspects with your series organiser

### 7.1. Hosting adult contributors

It is also the supervisor’s responsibility to ensure that adult attendees helping and speaking at the Masterclasses are comfortable, have what they need to undertake their role, and feel that their contribution is valued.

Upon adults’ arrival,

- All adults sign the adult register for every session they attend
- Please welcome and thank them, offering refreshments if possible (water at the very least, and preferably tea/coffee if available at the venue), especially to the speakers

- Ensure the speaker has everything they need and help them to access IT system and get audio-visuals working (if you are not a member of staff at the host venue, check how to do this with your organiser in advance). You should introduce the speaker to the students at the start of the session, and thank them at the end
  - Speakers may need to communicate additional risk assessment steps to supervisors and helpers before the session starts – for example, if their session requires any additional measures. Check this with them upon arrival and arrange for them to brief the helpers and all supervisors as required
  - Ask the organiser to provide the contact details of the speaker so that you can get in touch if there are any issues such as a late arrival
- We recommend that supervisors take speakers and helpers through a brief safeguarding induction at the start of the Masterclass (especially those who have little or no experience working with young people). Please ensure you have discussed the steps of this induction process with your organiser.
  - This could simply involve a quick run through of the “Face-to-face Masterclass information for helpers” to ensure they have picked up on all relevant points and that they have an opportunity to ask any questions, and check they know how to access the Ri Child Safeguarding Policy, should they require it
  - You can ask the Ri Masterclass team for advice if you’re unsure of what to include
- Ensure elements of the risk assessments that need to be verbally explained to attendees are communicated to all in a ‘house-keeping’ briefing, and ask speakers to share any additional safety measures needed for their workshop at relevant moments
- You may need to liaise with the speakers and/or helpers regarding any students with accessibility requirements (different educational needs or physical accessibility needs) to ensure that they are aware of this, and that the students receive adequate support
  - Typically the organiser will have made you aware of this in advance, but in some cases the student’s parent/carer will speak to you upon arrival – if this is the case, check what the student needs in order to take part in the workshop, and discuss how to accommodate this. It may be that the parent/carer needs to stay on-site (in which case ask them to sign the adult register)
- Remember that no adults should be left alone with students unless their DBS/PVG/Access NI check has been verified by the Ri

## 7.2. Older student helpers

Many Masterclass groups, particularly those running at school venues, use older students as helpers or speakers (such as 16-18 year old school students or apprentices). This adds value to the Masterclass attendees and is an extremely valuable experience for the older students. These students will require pastoral care, and it is the supervisor’s responsibility to oversee this.

- Helpers under the age of 18 SHOULD NOT be considered to be adults for safeguarding purposes and the sixth form helpers are unlikely to have a DBS check

- A separate sixth form register should be used – this will either be provided in advance or students will sign in on the day using the Ri’s sixth form register template (see contributors’ webpage/your Supervisor pack)
  - Students aged 16+ can give their own photo/video permissions on the sixth form register; younger students will need parent/carer consent
  - If the students are attending with one of their teachers, and that teacher holds their emergency details (likely for series taking place in their own school), you do not need to collect separate emergency contact details

If older students are not accompanied by a teacher:

- If the Masterclass Organiser knows who to expect in advance, you should be provided with emergency contact details and photo permissions in the same way as for the Masterclass students
- Otherwise, the Ri’s sixth form emergency details form should be used (also on the contributors’ webpage) – students aged 16+ can complete this themselves, younger students should bring a parent/carer signed form
- You should handle all sixth form registers and emergency details in the same way as student registers – keep accessible but securely, out of sight and never unattended, and return to the organiser in line with data protection guidance.
- You may need to give these students a briefing on the expectations of being a Masterclass helper, including basic safeguarding principles outlined above and the Ri Masterclass code of conduct
- Remember that the older students may be unused to supporting younger students, and some may not be aware of the expectations for them in such a role – for example, actively engaging and not talking among themselves/using their phones

### 7.3. Managing behaviour

It is extremely unlikely that you will have any behavioural issues during Masterclasses, but you should remember that managing behaviour is the overall responsibility of the supervisor, not the speaker.

Briefly remind students of the Ri code of conduct at start of the series – you could have it on the screen. Students might feel more comfortable at the start if you let them know what is expected of them. Remember that speakers may not be familiar with classroom management, and that you may need to step-in to support them if the students are not behaving appropriately.

- Have a clear procedure in case the guidelines aren’t followed; this could range from having a quiet word with the students to calling their parents to collect them.
- If a student is ignoring instructions, the chances are they are feeling out of their depth and may appreciate additional support from an adult in the room but be too shy to ask, so offer to go through the activity together.
- If students are being noisy/disruptive, have a quiet word and if that’s not enough, split up any groups which are being rowdy.
- In particular, you will need to ensure that no student is made to feel uncomfortable or bullied in the Masterclasses.



The speaker should let the students know how they want them to contribute and answer any questions – e.g. hands up, shouting out, discussing with people next to them (you may need to remind the speakers to do this).

There are some useful ideas of what to include in your first session introduction in the Supervisor Checklist – please see Appendix 2.

## 7.4. Extra students

All students due to attend the Masterclasses should be signed up in advance and listed on the register. There may be an occasion where additional students who are not on the register unexpectedly attend, for example if they were granted a place initially but did not confirm in time – the organiser should tell you if this may be likely.

As the supervisor, you are expected to deal with this situation appropriately, including making the decision of whether the student can remain at the series.

- If a student is not expected you may decide to allow them to join the series, preferably in consultation with the organiser (for example, if you know there is spare capacity and the student is not taking the place of someone on a waiting list)
- If a student was granted a place but you do not have their emergency details and permissions from the organiser, you will need to obtain a completed consent form. This must be completed and signed by a student's parent/carer (or the student themselves if they are aged 16+). You should have some blank forms for them to complete upon arrival
  - For series where students are accompanied by a teacher or other adult from their school who retains pastoral responsibility for them, you need to check that they have the necessary emergency details and permissions
  - Secondary school students are sometimes not accompanied by their parent/carers but require consent to remain at the Masterclass. In this situation, the student must complete all details on the consent template and then you must call their parents to obtain their verbal consent - please make repeated attempts if the parent/carer cannot be reached
  - Note: a student's friend's parent cannot give consent, but a relative such as a grandparent can
- If the series is at capacity, an unexpected student would not be able to stay:
  - In this situation, you should explain to the student and their parents/carers that they do not have a place on the series and cannot attend. Please be sensitive as they may have been mistakenly told by someone that they had a place
  - Remember that if your venue has social distancing/reduced capacity rules, you may have reached capacity even if there are seats available in the venue
  - If the student arrived without a parent/carer, you should contact the parent/carer by phone and ensure that they can get home safely. If you cannot ensure this satisfactorily, it might be safer to let the student remain at that one session, collecting the student's contact details on a consent form to retain for that single session

## Appendix 1: Supervisor notes table

Once completed, please keep the personal information (names and phone numbers) safely and destroy at the completion of the Masterclass activity.

Supervisor Notes (1 of 2)	
<b>Venue-specific:-</b>	
Contact details of venue staff or on-site security, for all emergencies:	
Who is first aid trained (if not the supervisor):	
Venue procedures for an emergency e.g. evacuation for fire alarm (evacuation procedure must be related to the students at start of series), calling an ambulance:	
Location of nearest toilets:	
<b>Masterclass-specific:-</b>	
Contact number for Ri Masterclass organiser in case of emergency:	
Access time to venue (in case speaker needs longer to set-up):	
Location of Masterclasses at venue, including building/room number:	
Signage (what signs are needed? Who is printing them/putting them up? Where should they go?):	
AV requirements (where to find instructions, passwords to access, internet access, etc):	

Supervisor Notes (2 of 2)	

<p>Programme of speakers, timetable for the morning sessions, contact details for speakers:</p>	
<p>Availability of refreshments, how to prepare them (check with each speaker at start when they want the break to occur) :</p>	
<p>Contingency plans in case speaker is late/ doesn't turn up (e.g. access to back-up material):</p>	
<p><b>Students:-</b></p>	
<p>Check if any students require additional support; or if any have refused photographic consent (see emergency contact details for these).</p> <p>You may need to liaise with the speakers regarding any students needing additional learning support during the sessions to ensure that they are aware of this, and that the student receives adequate support.</p>	
<p><b>Additional notes:-</b></p>	

## Appendix 2: Supervisor checklist

The following is an example of a Masterclass supervisor checklist. Your series organiser may provide something similar, and you can ask them to go through the below list with you for your series and venue setup.

This checklist was produced for a Primary Masterclass series at the Ri building. Sessions start at 10:00 in this example. Some aspects may be different for your series – for example, whether refreshments are provided, and if you use starter activities, name badges or collect brief feedback at the end of each session or only at the final session.

*Include a copy of the table in appendix 1 with contact details of staff member/on-site staff (such as security, if not based in the same building)/series organiser/first aider*

### First session specific *(additional steps to add to the every-session checklist):*

- Review register in advance for any accessibility/medical needs of the students
- Check if students have photo permissions, and be aware of any who cannot be photographed
- Arrive at gam for in-building briefing
- Give a slightly extended welcome and introduction and ‘house-keeping’ briefing
  - Introduce yourself and any other regular contributors
  - Welcome to the venue (e.g. for the Ri building: Welcome to the building, long history of science and maths happening here, pleased they have come to be part of it. Hope they will enjoy themselves and Masterclasses are the start of a lifelong journey with the Ri)
  - They have been chosen by their schools as those who will most enjoy and benefit from this opportunity, so should be proud. We hope they will indeed enjoy and be inspired!
  - Review the Ri code of conduct briefly (make sure they have their name plates/stickers to help you get to know them)
  - House-keeping:
    - Fire procedures
    - Toilets (what to do if you need to go as well as where they are)
  - Break will be halfway through, say if there will be drinks/snack for them, or they can eat their own snack
  - You are their supervisor and will help them if they need any help or support, or have any general questions. The supporting supervisors/helpers can also help them
  - Introduce how the Masterclasses usually work:
    - Different topics each session, different to things they will have seen before so please do ask if anything is unclear
    - Encourage them to work together – STEM subjects are collaborative, it’s not school & not a competition
    - They don’t need to know all the ‘right’ answers, ‘wrong’ answers are just as useful, so even if they’re unsure please still have a go – everyone’s ideas are valid

### Every session

### *Supervisor session prep:*

- Arrive by 9.30 (*assuming a 10am start*)
- Collect materials for session
- Take resources/refreshments to room and set out materials needed at start (*e.g. name badges, starter activities – provide instruction on use of starter activities*)
- Set up refreshments (can be done later if necessary)
- Check IT system is on and presentation mode/sound are working, if needed

### *Other contributors arrive:*

- Welcome speakers, get them to sign in on the adult register and help them set up as needed – offer refreshments
- Check with speaker
  - that you have all the copies and equipment they requested
  - if they have anything to add to the risk assessment or if they need to brief you/the helpers on anything
  - how they would like you to introduce them, what name the children should use
- Ask the speaker(s) if they can leave time for feedback (5 minute) at end (*if applicable*)
- Welcome any helpers, get them to sign in on the adult register and explain their role (encourage children, set good example of listening – may include a short safeguarding briefing) – offer refreshments if available
- Introduce helpers & speaker(s) to each other, as speakers to relay specific instructions to helpers, if they have any, and give any info on accessibility needs of students

### *Students arrive:*

- Welcome students, register them and give them name badge (and sometimes need to answer questions from parents!)
- Make a note of any mistakes with student names on the register, and if possible, tell series organiser ASAP so this can be corrected and wrong name doesn't end up on certificate at end
- ASK PARENTS TO RETURN PROMPTLY AT [series finish time]
- Explain the starter activity and get the children settled as they arrive plus house-keeping briefing (venue info such as fire procedures, toilets)

### *The Masterclass:*

- Around 10am (when speaker is ready!) introduce the speaker and hand over to them
- Remain attentive and responsive to the speaker's needs, and any child needing support
- Please take photos (where there are permissions) and share with the organiser; can also tweet etc. in-line with Ri guidance (tag: @Ri\_Science #RiMasterclasses). No-one should be taking photos which include identifiable children without your permission.

- When the speaker says it is time for the break, provide the students with refreshments or let them have their own. They can go to the toilet accompanied/unaccompanied (*venue/age dependant*)
- When the speaker finishes (hopefully 5 mins prior to session end), PLEASE THANK THE SPEAKER. Initiate a round of applause from the students. Gather feedback from students: e.g. hand out post it notes for comments type feedback; you could also use a 'smiley face' system for them to rate the session quickly

*End of session:*

- The students should not leave the room until:
  - They have given you back their badge/name plate
  - They have done their feedback
  - They have tidied up their workspace and returned equipment
  - You have seen that their parent is there to collect them (*varies depending on age of students*)
- If a student is not collected on time wait with them and call the emergency contact number on the register. Reassure them that all will be well!
- Gather up the feedback comments (*give instructions on where to leave feedback*)
- Make sure room is reasonably tidy and returned back to original order
- Return the materials to [location]
- Clean-up refreshment remains (*provide details*)

### Additional - Penultimate session specific

- Please check the students' names are correct ready for their certificates (*may come earlier*)
- If applicable, give out the letter about end of series certificate presentation (*e.g. if parents/carers are invited to attend – some organisers arrange to send this info earlier or via email*)

### Additional - Last session specific

- The speaker may have to run their session in a shorter time
  - *If the certificate presentation is during the normal session time, ensure the speaker knows when they need to finish – the organiser should have discussed this with them. Many series have organised for the final session to run later for certificate presenting*
  - Students to complete feedback form covering the whole series – ask the speaker to leave time to include this at end
- There may be a letter about the celebration event to hand out (*or this is emailed to them from the Ri, the celebration event is organised by the Ri for all students who attended Masterclasses that year and is usually in July*)
- If parents are invited to end of series certificate presentation, remind them what time/room location to attend
- (*If the certificates are presented in a different room*) Bring the students along to [room] at [TIME], for certificate presentation