

Ri Masterclass Organisers Handbook 2:

Masterclasses Guidance – face-to-face

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Ri Masterclass resources – access via Ri webpages

organiser resources webpage - view and download the documents for running Masterclasses https://www.rigb.org/masterclass-organiser-resources
Dedicated webpage for contributors - supporting materials for Masterclass supervisors, helpers and speakers. https://www.rigb.org/masterclass-contributor-resources
Off the shelf resources: https://www.rigb.org/learning/activities-and-resources?type=30 (mainly primary maths, but aiming for secondary resources soon)
For newcomers, you can point them to our main webpage for more information. The Ri Masterclass team will work with new volunteers (organisers/supervisors/speakers), providing support to get them up and running https://www.rigb.org/learning/ri-masterclasses
You can access the Ri Child Safeguarding Policy and supporting Child Safeguarding Procedure on our website, via QR code on adult register or in the Supervisor Pack sent by the Ri https://www.rigb.org/policies/safeguarding-policies
Masterclass Code of Conduct for Face-face and online activities: https://www.rigb.org/ri-masterclasses-code-conduct

1. Introduction

The Royal Institution works with a variety of organisations such as schools, universities, and industry organisations to run Masterclasses in their community. Face to face Masterclasses bring students from multiple schools together over the course of several weeks to explore and celebrate STEM subjects. This coming together 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.

What this guide covers

This guide covers safeguarding and health & safety for face-face Masterclasses taking place at a venue, with students from multiple schools coming together in person for the workshops.

This handbook covers safeguarding and health & safety for face-to-face only, not online or livestream Masterclasses

If you are planning online or livestreamed Masterclasses please access the handbook for those via the Organiser Webpage. Livestreamed Masterclasses have groups of students watching a livestream screen together in their own school – students interact with the other online participants in a different way.

Safeguarding and Health and safety procedures

Masterclasses should be held in a safe working environment and every attending adult should be undertaking best practices for safeguarding and health & safety. The guidelines in this handbook form a key part of the agreement between the Ri and Masterclass organisers and must be followed for face-to-face activity. A risk assessment is required for all Masterclass series, and organisers need to check whether their existing risk assessments cover Masterclasses or whether they need to create a Masterclass specific one.

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 of that venue. The validity of the Ri insurance may be prejudiced by failure of Masterclass groups to follow risk assessments specific to their venue that are in keeping with venue procedures or in line with the guidelines in this document.

Schools will have local procedures for safeguarding and we fully expect teachers running Masterclasses in their school to also operate within those.

Child Safeguarding and health & safety are the Royal Institution's top priorities

Does your existing risk assessment cover Masterclass activities at your venue?

2. Working with the Ri

The documentation and administrative tools required for running Ri Masterclasses are accessed via the Organiser Resources webpage.

You will start with:

1. Organiser agreement – complete and return to Ri before your Masterclasses start
2. Risk Assessment guide – create an RA if activities not covered by your existing one
3. Series report form - please provide data to help us evaluate and maintain the programme

2.1. Royal Institution's Responsibilities - H&S and Safeguarding

It is the Ri's responsibility to send the Organiser Agreement (OA) to your principal organiser. We expect them to return the completed agreement prior to the start of their Masterclass series start with contact details of everyone in the organising committee and the supervisors.

The Ri will then contact all organisers and supervisors listed on the returned OA form to:

- Provide everyone with a way to report any incidents or concerns regarding safeguarding, or contact us to discuss anything which they might want to discuss confidentially with Ri staff
- Disseminate the Ri Safeguarding Policy and provide access to the organiser webpage for all organisers

- Arrange to verify disclosure checks status (DBS, PVG or Access NI checks) of all supervisors prior to their first supervision duties and every 4 years subsequently. This is not required for school staff supervising Masterclasses in their own school, but the Ri do need to verify that all supervisors fit this criterion for school-hosted series.

2.2. Ri Training, inductions and refreshers

We provide support and training in safeguarding and running Masterclasses. Contact us if you or any of your adult contributors need to book a session with us. Handbook 1 is also a useful source of general information.

Training in safeguarding and pastoral care best practise should be provided to supervisors by the organiser, or the Ri Masterclass team. The supervisor handbook and Ri safeguarding policy/procedure are very useful tools to help organisers train supervisors. We can also book supervisors into safeguarding courses run by the NSPCC if their own organisation cannot provide this.

2.3. Organiser's Responsibilities - H&S and Safeguarding

The specific responsibilities for the principal organiser are laid out in the Organiser Agreement. The organising committee as a whole is responsible for ensuring that all Masterclass activities take place in a safe working environment and are covered by the appropriate risk assessments (section 6).

- The principal organiser shares the details of the relevant child safeguarding documents listed in the organiser agreement with all organisers, supervisors, helpers and speakers. The Ri also makes a commitment to circulate these documents
- The organisers and principal supervisor ensure that all Masterclasses are adequately supervised, with a DBS/PVG/Access NI checked supervisor for every room of students and must support the Ri to carry out check verifications in advance of series start date.
- All adults attending each class sign an attendance register upon arrival (template on Ri organiser resources webpage). The principal organiser ensures that this register is stored securely and sent to the Ri at the end of the series.
- Organisers use the standard Ri Masterclass parent/carer consent statements and Ri privacy notice when recruiting the students. These are updated by the Ri annually. Please see the letter templates on the organiser webpage for the most up-to-date versions.
- It is important for organisers and supervisors to review Ri safeguarding policy and refresh their memory prior to series start, even if they are experienced organisers and supervisors.

3. Coordinating volunteers in Masterclasses: helpers, speakers and supervisors

Send all adults a link to access the online contributor webpage (see link on page 2)

Log adult attendees by keeping an adult attendance register throughout your series

3.1. Masterclass Speakers and helpers

Send your Masterclass speakers and helpers A link to access the Adult Contributor Webpage in advance of the Masterclass that they are attending. Here they will find a link to our safeguarding policy and the Masterclass ‘Information for speakers and helpers’ document which outlines the expectations for speakers and helpers.

Speakers

The organiser will discuss the planned activity with each speaker as they are arranging the programme of speakers. This ensures that the activities across the series have a nice balance with no overlaps. Arrange for the provision of any materials, equipment and printing for the speakers in advance so it’s all ready for them on the day. Organisers can mention to speakers that they need to keep in touch about any changes to their planned activity – just in case their new plan is a repeat of someone else’s.

Assess whether a risk assessment for specific activities (either written or verbal) is needed. Generally the risk assessment created by the organiser should cover standard classroom activities but you can review this with the speakers (Health & Safety section below).

Helpers

Helpers attend to support the learning of the students’ and are expected to circulate and interact. They are also there to help the supervisor and speaker with any classroom task that is useful such as handing out kit.

Masterclass helpers will typically be teachers from nominating schools, trainee teachers, STEM Ambassadors or undergraduate/postgraduate students from involved universities. We recommend that a reference check is carried out on any helpers who have volunteered through other routes so that their identities can be verified.

We recommend that supervisors take new helpers through a brief safeguarding induction at the start of the Masterclass (especially those who have little or no experience working with young people). This could simply involve a quick run through of the “Face-to-face Masterclass information for helpers” document with the helpers to ensure they have picked up on all relevant points and that they have an opportunity to ask any questions. Checking they know how to access the Ri Child Safeguarding Policy.

3.2. Supervisors

The Masterclass supervisor has the important role of overseeing pastoral and safeguarding care of the students, as well as overseeing the overall running of the session. The organiser must provide them with all tools needed to ensure they can fully carry out this duty of care.

The Ri has a responsibility to verify the DBS/equivalent status of all Masterclass supervisors
The must have safeguarding expertise and have instant access to student emergency contact details during Masterclasses

The Supervisor Handbook is a comprehensive guide to supervisor duties – safeguarding and pastoral care – during Masterclasses

Access: Adult Contributor Webpage

It is nice if the supervisor is the same person throughout a Masterclass series, but it's fine if this role is shared by multiple supervisors.

- If a Masterclass session takes place with students in more than one room, it is important to have at least one supervisor per room
- Some series has just one experienced supervisor in the room, others need more than one. If the series has more, we ask that the organiser identify a 'principal supervisor' on the Organiser Agreement – someone who is the organiser's main contact and/or has responsibility for ensuring all sessions are adequately supervised.

3.2.1. Supervisor Pack documentation

Documents needed in the Supervisor Pack:

Supervisors will need access to the following documents, all of which should be prepared by the organisers in advance of series start. Templates available on the organiser webpage.

Risk assessments

- Risk Assessment for venue and supporting venue procedures
- Activity risk assessment (if a specific session has anything other than normal classroom activities. Note – generally only needed for engineering Masterclasses and often a verbal RA is sufficient)

Registers

- Student register
- Adult register form

Safeguarding

- List of student emergency contact details
- Ri safeguarding concerns report form and link to the Safeguarding Policy for Children
- Face-to-face Masterclass information for speakers/helpers documents
- 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 helpers/speakers (e.g. sixth formers)

- Sixth form helper register template
- Sixth form emergency details form

Final session:

- Evaluation forms - where possible, feedback should be gathered from students and shared with the Ri Masterclass team.
- Ri Certificates of attendance for each student

The ‘Supervisor Pack’ documentation listed below is assembled by the organiser and handed to the supervisor to be taken to each Masterclass.

To help assemble the ‘Supervisor Pack’, The Ri Masterclass team endeavour to provide each Masterclass group with an ‘Organiser Starter Pack’ containing copies of much of this documentation well in advance of the start date – the organiser can build the Supervisor pack from this, adding series-specific documentation such as student emergency contact details.

Organisers must include risk assessment and venue procedures, reviewing them with supervisors prior to series start, particularly if the supervisor is not a staff member at the host venue and/or speakers have submitted written RAs.

All elements listed in table below that are concerned with health and safety and child safeguarding are expanded on in full within the above sections of this handbook.

3.2.1. Data handling requirements

The series-specific documentation will contain some personal/sensitive data and is held securely by the supervisor but kept accessible throughout the session. All documents of this nature are returned to the organiser at end of series in accordance with Ri Handbook 3 – Data Protection Requirements.

For routine circumstances, confidentiality must be maintained for both students and adults, in keeping with the Ri Data Protection Policy; supervisors should ensure that speakers and helpers have the appropriate information to support the students e.g. to provide students with accessibility support, on a need-to-know basis.

If there is a safeguarding incident or concern, the safety of the child supersedes data protection; please see the Ri’s Safeguarding Policy for Children for more details.

There is a template for student emergency details on the organiser webpage. Store and manage personal and sensitive data in line with:

Ri Handbook 3 – Data Protection Requirements

4. Working with 16 – 18 year old students

Some Masterclass groups chose to run Masterclasses for older students. The consent system is a little different for this age-group, however the system for managing emergency contact details is the same for all ages:

- Students aged 16+ can give their own consent to attend Ri Masterclasses (unless this contradicts the host organisation’s policies) so groups working with this age-group can use modified consent forms to suit this (ask Ri for templates) and arrange for the students to complete and return themselves
- As for all ages, organisers gather and store emergency contact data as for all students up to and including the age of 18. This is not required for students who are contributing to Masterclasses

(e.g. as helpers or speakers – see below) either at their own school, or at a venue outside their own school if they are accompanied by an adult who has access to the emergency data.

4.1.1. 16-18 year olds as Masterclass contributors

Many Masterclass groups, particularly those running at school venues, use 16-18 year old students as helper or speaker contributors (upper-level school students, apprentices or FE students etc. studying STEM subjects). This can really add value - the Masterclass students meet these role models, and it is a valuable experience for the older students.

It's great to bringing older students in as contributors
However they are not adults, and are still under care of the supervisor

There is a separate attendance register for 16-18 year old contributors ('Sixth form attendance register' template on Ri webpage)

Students under the age of 18 SHOULD NOT be considered adults for safeguarding purposes and are unlikely to have a DBS check. Any group choosing to include 16-18 year olds must remember that these students will also need pastoral care, and the supervisor must be aware that this is their responsibility.

Make the supervisor aware that they may need to give these students a briefing on the expectations of being a Masterclass helper including basic safeguarding principles and the Ri Masterclass code of conduct.

Most 16-18 year olds will contribute to series run at their own school/college. If however they are contributing to a series at another organisation, and are not accompanied by a teacher overseeing their pastoral care, organisers will need to obtain emergency contact details and consent – see template on the face-face Masterclass organiser resources page.

Groups using 16-18 year olds as contributors should use the 'sixth form attendance register' to log all attendees of this age - students aged 16+ will be able to give their own photo/video permissions on this register if organisers want to include them in photographs. Return all registers to the Ri at the end of the series.

Schools where 16-18 year olds study STEM subjects can run 'Sixth Form – to – Primary Masterclasses', supported with Ri training sessions – ask the Ri team for further details

5. Child 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. Sharing Ri safeguarding policy with adult attendees

The principal organiser is responsible for disseminating the Ri's Child Safeguarding Policy to all attending adults – share the Ri link (page 2) in advance and use the QR code on the adult register for anyone to access on the day; you may also wish to provide a printed copy at the sessions.

- Supervisors and the organisers managing them are required to have a working familiarity with the Ri Child Safeguarding Policy and Procedure, specifically the incident reporting process and how to access Ri contacts quickly
- Attending adults confirm that they have had access to the Ri safeguarding policy when they sign the adult register
- Host venue child safeguarding procedures must be followed by the Masterclass group in conjunction with the Ri policy and shared with the supervisors/adult attendees as appropriate.

5.2. During Masterclasses

The Masterclass Supervisor has overall responsibility for pastoral care during the sessions.

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.

Here are the basic safeguarding principles that all adult and older student contributors must be made aware of:

- 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, ensure that another adult is present and check the child is comfortable with the choice of accompanying adult
- 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

Organising committees often designate one person as their main safeguarding lead, and this person should be responsible for overseeing the records from online meetings liaising with the supervisors to ensure this is undertaken. 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, as outlined in the Ri Child Safeguarding Procedure.

5.4. Ri Child Safeguarding Procedure – explained for Masterclasses

Procedure overview

Our safeguarding procedure is 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 procedure covers who you should talk to about any safeguarding questions or concerns, 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:

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

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.

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. This process was incorporated by the Ri in 2018 as a result of the Charity Commission's updated guidelines on Safeguarding. Renewal of this verification will be every four years.

Teacher exemption

While 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 does not apply if supervisors are teachers but the host venue is not the school which currently employs 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 interviewing 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 organiser and supervisor webpages.

6. Health and Safety

6.1. Health and Safety Incidents

In case of accident/emergency concerns:

- Follow the Ri Child Safeguarding Procedure and relevant risk assessments
- Report to parents as appropriate
- Report to the host venue as appropriate – for example, if an accident 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

6.2. Risk Assessments

The organiser will need to complete a venue-specific risk assessment for the Masterclass series.

It is possible that they may need to create a risk assessment for individual classes in collaboration with speakers, if the activities involve risks beyond that encountered in standard classroom activities (this could be a simple verbal communication in-class). The Ri does not need to see risk assessments unless they include activities that are beyond normal classroom practice.

Risk assessments are not simply paperwork to complete; they should be used as processes to properly consider the suitability of activities and work out how risks will be minimised to ensure the safety of the students and other adults in the sessions.

6.2.1. Venue-specific Masterclass risk assessment for each series:

The organiser can use the Risk Assessment Guide to produce a risk assessment that is tailored to their Masterclass series and venue. The guide gives key considerations for risks which should be considered, along with a template which can be used to create a series-specific risk assessment. To use the guide:

- Identify which of the listed risks apply for the Masterclass series venue/setup and add any additional risks which need to be considered
- Add mitigating steps and reference local procedures as necessary
- Complete the final three columns on likelihood, severity of impact and current risk, following the instructions at the end of the document

6.2.2. Class-specific risk assessments:

The venue Masterclass risk assessment created by the supervisor may not cover all activities that the speakers have planned. Contact each one to review this. If there is anything missing, the Masterclass organiser must ask the speaker to generate a supplementary assessment for the session in question, and all measures discussed should be communicated to the supervisor.

Many supplementary RAs can be communicated verbally. For example, any tripping hazard such as floor-based project work.

If any activity or demonstration is deemed to have a level of risk beyond normal classroom practice, a separate and up to date written risk assessment needs to be completed for the activities, in conjunction with the speaker. The organiser must then send this assessment to the Ri Masterclass team, at least two weeks in advance of the session to allow time for it to be reviewed. Please download the template for class-specific risk assessments from the webpage if needed.

Examples of activities for which a written assessment may be required: the use of glue guns, craft knives, electrical components, the use of hazardous materials for activities or demos, etc.

Failure to carry out all activities in accordance with the risk assessments and above guidelines could invalidate the Ri insurance. You must ensure that you follow the above guidelines to avoid prejudicing the Ri insurance policy.