

2026/27 Example Masterclass Organiser Agreement

[Online form has sections for the organiser's name, their organisation pre-filled, and will request confirmation that the person can sign on behalf of their organisation. If not, there is a way to nominate the correct person to pass a link on for them to complete the form.]

Ri's approach to safeguarding:

The Ri believes that safeguarding children is paramount and should be at the heart of all that we do. Child safeguarding is:

- Protecting a child's right to live in safety, free from abuse and neglect
- People and organisations working together to prevent and stop abuse or neglect and reducing the risks of this happening
- Making sure that the child's wellbeing is promoted; including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

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

Glossary:

"The organisation" refers to the above-named organisation entering into this Masterclass Organiser Agreement with the Royal Institution (Ri).

"Contributors" refers to any staff, volunteers or other individuals working on Masterclass activities on behalf of the organisation.

"Masterclass group" refers to this and any other organisations and individuals who jointly organise this Masterclass activity.

Requirements for all Masterclass organisers:

I confirm that the organisation:

- Has robust child safeguarding policy and procedures, relevant to the organisation's involvement in Ri Masterclass activity, that adheres to current legislation, regulation and guidance.
- Will notify the Ri about any serious safeguarding incidents which take place during the partnership activity, including any action taken. This report should not contain any personal or sensitive information and must inform the Ri of the dates, time and facts of any incident. It must also confirm what action has been taken and when.
- Has UKGDPR compliant data protection policies in place and available upon request, and all contributors handling personal and sensitive Masterclass-related data on behalf of the organisation will be appropriately trained.

I confirm that all marketing activity undertaken by the organisation for Masterclass activity will be in line with the [Ri Masterclass Marketing Guidance](#).

I confirm that our Masterclass group will return end of series reports for any Masterclass activity, using the form provided by the Ri, and will include anonymised demographic data and feedback where possible. I acknowledge that the Ri may discontinue working with groups that do not return the form.

I agree that during the course of this agreement, the Ri may exercise its right to end any current or future activities, and/or refuse to work with the organisation or associated individuals, where it has reasonable grounds to do so. This includes, but is not limited to, when any representative of the organisation has behaved in a threatening or abusive manner towards any Ri staff member, volunteer or anyone involved in Ri activities; damaged or threatened to damage any of the collections or property of the Ri; or acted in a manner which in the Ri's sole opinion brings the Ri into disrepute.

Activity hosts:

If the organisation is responsible for hosting Masterclass activity or recruiting contributors, I confirm that:

- The organisation has suitable and sufficient public liability insurance to cover all Masterclass activity, available on request.
- The organisation complies with health and safety legislation and regulations in place at the time of the agreement, and has robust health and safety and risk assessment policies and procedures in place, available upon request.
- All activity contributors will have appropriate training and vetting according to their role.

[Online form then asks for the organiser's email address, and has button to submit. Organisers can receive a copy of the Organiser Agreement form they have completed.]

All information on this form will be stored in accordance with the [Ri Data Protection Policy](#)