

FACT SHEET - Ri Organiser Agreement Form

OA form version: 23.1

What is an 'Organiser Agreement' (OA) and why do we need it?

This form is used by the Ri to gather the most important details of each Masterclass series. We also use it to obtain a commitment from principal organisers to implement best practice, adopting Ri policies and procedures for their series. It additionally constitutes an agreement to process data on behalf of the Ri. The Ri cannot support any Masterclass series that does not have an OA in place prior to series start.

Completing this form

You must complete this form and return it to the Ri prior to the start of each series you run. The form can be completed by anyone in your committee but must be signed by the principal organiser.

We pre-fill any details we already have for the series - please check and amend as necessary.

You can return an electronic copy of the form to us – in this case you can either add your signature by scanning and inserting it as an image or simply type your name (section G).

A blank copy of the form can be found on our [Masterclass Organisers Resources page](#).

Need help? Contact your Ri coordinator directly or [email](#) the team. The resources on the [webpage](#), including Handbook 1, are a useful reminder of how to run Masterclasses.

Keeping in touch with you and your committee

The Ri will contact all organisers and supervisors listed on this form with the following communications:

- Organisers and supervisors receive a welcome email from the Ri providing them with all relevant Ri documentation (policies and handbooks).
- For supervisors, a confidential verification of their DBS (or equivalent) status is required every four years (unless the series is run at a school and supervised by staff from that school). One of the Ri DBS verifiers will be in touch with each supervisor to arrange to see their certificate.

It is important that all organisers and supervisors should know how to get in touch with the Ri Masterclass team, and vice versa, should any issue arise.

Masterclass Organiser Agreement

Section A: About your Organising Committee

Complete all your details so we know who the principal organiser is for your series and can contact you. A series must have one principle organiser, and may have any number of further co-organisers.

Role in Masterclasses:	'Principal Organiser' or 'Co-Organiser'
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Section B: About your Masterclasses

Subject	What subject(s) your Masterclasses cover (mathematics, engineering, computer science)
Year Group	All of the year groups invited to this series, e.g. Year 9-10
Session start time	The start time of each Masterclass session. If this is not consistent across the series, leave this blank and specify the start time of each session in the table of dates.
Session end time	If this is not consistent across the series, leave this blank and specify the end time for each session in the table of dates.
Expected attendance	How many students are you expecting to attend?
Older students involved?	Are you running a Masterclass series as a project for older school or university students? E.g. a group of KS5 students delivering masterclasses to primary students. If you are not sure, the answer is probably no.
If yes, year group	All of the year groups involved in helping or speaking in your Masterclass series, e.g. Year 12-13 or undergraduates.
Roles of older students	e.g. Helpers and/or speakers If students are involved as speakers, this would be run as a project, e.g. Sixth Form – to – Primary Masterclasses. <i>Contact us to arrange a training session to kick off the project</i>
Session dates	Please add dates for all Masterclasses in this series. If the start time or length of the Masterclasses is not consistent, please also include this information for each session here.
Face to face or online?	Some groups run hybrid series during which some sessions are face-face and some are online or livestreamed. Please indicate which it is for each of your sessions.

Section C: About Your Masterclass Supervisors

Supervisors are responsible for safeguarding and pastoral care of the Masterclass students. This includes all online sessions, and any online breakout rooms.

All supervisors will need to be DBS/PVG/Access NI checked and must have this verified by the Ri in advance of the sessions. The only exemption is that school staff supervising Masterclasses in their own school do not need to undergo DBS verification by the Ri. Please provide the name of the school that employs the supervising teachers so we can add this to our records and exempt the DBS verification.

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The Principal Supervisor is either the main supervisor, or the person responsible for recruiting all other Supervisors. Please add their details in this section and the names of any other DBS-checked (or equivalent) supervisors. The Ri will then contact them to undertake the verification procedure and point them to our policies.

Section D: About Your Online Masterclass Activity

Online Masterclasses have some or all students joining the session via an internet-based video platform (either individually or in groups). Please let us know if you plan for some or all of your sessions to run this way

Which online format?	<ol style="list-style-type: none"> 1. Groups of students watch a Livestream, supervised by teachers who moderate their interaction (no-one sitting at individual devices) 2. Students access from individual devices; interactions moderated by a supervisor who joins remotely
If 2 (students accessing from individual devices), will you use breakout rooms?	Important safeguarding point – please don't forget that the number of breakout rooms you use must not exceed the number of supervisors. There must be one supervisor in each breakout room at all times.
Video Platform	e.g. Microsoft Teams, Zoom, Google Classroom
Saving video recordings	As standard, the Ri require that all groups NOT record and save videos of online Masterclasses. If your organisation's safeguarding policy requires that you do record, we will have to set up a joint data controller agreement. If you answer 'yes' to this question, a member of the Masterclasses team will get in touch about this.

Section E: About Your Face-to-Face Masterclass Activity

Face-to-face Masterclasses bring groups of students together in the same physical space from different schools. Please let us know if you plan for some or all of your sessions to run this way and add the venues for each of them.

Venue for each session: Please provide the name and postcode for the venue that any face-to-face sessions are taking place in.

Are you running a primary Masterclass series in a school setting? If so, you have two options, and we need to know which one:

1. Groups of students are visiting with a supervising staff member from their school who remains in charge of their group – we would not necessarily expect you to hold the emergency contact details of these students
2. Students are dropped off into the care of your supervisors who will hold student contact details in case of emergency

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Section F: Data Protection and Financial Compliance

Data protection

As standard, the Royal Institution is the data controller for any Masterclass series and the Masterclass organisers are data processors. The organiser agreement, in conjunction with the Masterclass Data Protection Handbook (handbook 3) and the Ri Data Protection Policy, constitutes a data processing agreement between the Ri and the Masterclass organisers for this series. As principal organiser for the Masterclass series, you are signing this agreement on behalf of the Masterclass organisers and your organisation.

If you require personal data for purposes other than running this Ri Masterclass series, we need to know. This might include HEAT university tracker database or recording your online Masterclass series (see Handbook 3 for more details). We will arrange for a Joint Data Controller Agreement (JDCA) to be signed by both parties, allowing the specific listed uses for the data, over and above Masterclass activity. If you already have one in place with us, this will only need reviewing on an annual basis until the agreement changes. If you are not sure, we will check our records.

Financial compliance

Does your committee raise funds and/or have a bank account specifically to run Masterclass activities? If so, you need to let us know so we can follow-up to gather all the information needed for our auditors. See handbook 4 for more information.

Section G: Agreement to Run Ri Masterclasses

It is vital that we obtain a commitment from you to uphold the safeguarding policy and other values upheld by the Ri for Masterclasses. While the principal organiser is required to complete this form, the group committee has collective responsibility for all the elements.

We will accept electronic copies of this form with a typed signature on place of an actual signature.

This section refers to the following documentation:

Ri Masterclass Handbooks for Organisers:

1. Introduction and General Requirements
2. One of:
 - Masterclasses Guidance - online, **OR**
 - Masterclasses Guidance – livestreamed into classrooms, **OR**
 - Masterclasses Guidance – face-to-face
 - With supplementary Photography, video and social media guide
3. Data Protection
4. Finance Reporting
(for groups undertaking fundraising dedicated for Masterclass use)

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5. Ri Marketing and Communications

Ri Policies:

1. Safeguarding
2. Data protection policy

Who needs access to what?

Your organising committee need to see a copy of this OA. Additionally, share this link to access the Ri policies and handbooks:

<https://www.rigb.org/masterclass-organiser-resources>

Your attending adults (supervisors/helpers/speakers) need to access the Ri policies and contributor guidance notes, so share this link with them:

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