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| **2020/21 [series name] Royal Institution Online [Subject] Masterclasses** |

**Parent/Carer consent form - TO BE COMPLETED BY A PARENT OR CARER**

Your child’s teacher would like to nominate them to participate in a series of Ri Online [Subject] Masterclasses. See attached letter for more details. The teacher will need to return this information to [organisation/group name] before [date] so please do not delay. Please note that forms must be returned via your child’s school – any forms returned directly to [Masterclass venue/organiser name] or the Royal Institution will not be processed.

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| **Name of student:** |  | | | | | | | | |
| **Home postcode:** | | **Gender** (optional)**:** | **DOB:** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Parent/carer contact telephone:** |  | | | | | | | | |
| **School name and postcode:** |  | | | | | | | | |

**Parent email address (BLOCK CAPITALS):**

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**The email address provided should be checked regularly** as this will be our primary method of communication. If you do not have an email address please write ‘not used’ and ensure you have provided us with a telephone number, but please note that accessing online Masterclasses will likely require email capabilities.

**REPEAT Parent email address (lower case):**

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Second parent/carer (optional) – add if it’s important that we include both emails in all communications:

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| Does your child have any medical conditions, accessibility requirements or do they ordinarily require any additional support that would impact their ability to fully participate in a web-based workshop? **Yes/No**  **Details:** |

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| **WAIVER: We need your consent to process your child’s application further**  I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print parent/carer name) confirm that if my child,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print child’s name) is invited to attend the Masterclass series:   1. I consent for them to join the online Masterclass session(s) and understand they are expected to attend all sessions in the series. 2. I understand that this data will be shared with the Ri who own the Masterclass programme and as such they may contact me about events and activities related to Ri Masterclasses. 3. [DELETE THIS STATEMENT IF IT DOES NOT APPLY TO YOUR SERIES:] I understand that a video recording of each session will be archived for the protection of both students and adults attending Masterclasses, and that the videos will not be stored beyond short-term [or DATE].   During the Online Masterclasses, I will   1. Ensure that all members of the household are aware that the online session is taking place and make sure they use appropriate language, behaviour and dress when nearby or in the background. 2. Ensure that my child is in a safe environment to take part in the online session and that an appropriate adult will be nearby throughout in case of any problems. If possible, my child will remain in a communal living space throughout the event. | | | | | | | | |
| **Code of Conduct consent:**  Both my child and I:   1. will read the Ri code of conduct for Online Masterclasses <https://www.rigb.org/ri-masterclasses-code-conduct> 2. Confirm that my child will abide by the code including, but not limited to:    1. Be kind and respectful to all present and use appropriate language    2. Be fully and appropriately dressed    3. Will not share personal details, including gaming codes, social media or other online account details via text messaging or any other mode    4. Will not take pictures or recordings of Masterclasses that include other participants    5. Will use parent/carer platform account to access the online Masterclass, and will set name to **Name of Student** listed on this form    6. Will not share or display any inappropriate content, including in the background of video or audio feed. 3. Understand that my child may be removed from the Masterclasses if they do not abide by this code 4. Understand that my child can chose to have their video/microphone switched off during the Masterclasses, but if they should choose to switch either on, they will be seen and/or heard by the other attending Masterclass students. 5. Understand that there will always be at least one online adult supervisor in the Masterclass and in each breakout room. There will be a way to contact a supervisor privately and my child can access this if uncomfortable about anything anyone is saying or doing. | | | | | | | | |
| **Signed:** |  | **Date:** | **D** | **D** | **M** | **M** | **Y** | **Y** |

*[DELETE BEFORE SENDING: Universities can add an additional question regarding consent for data to be stored on the HEAT database, provided they have a Joint Data Controller Agreement with the Ri and that the consent statement has been approved by the Ri Masterclass team.]*

**Ri Privacy notice:** The Royal Institution and organisers of this Masterclass series process the personal details provided above for the purpose of running the Ri Masterclass programme. All personal data entered in this form will be held securely by the Masterclass organisers for the duration of the Masterclass series. This information will also be passed to the Royal Institution and recorded in their database. The personal details you have entered onto this form will always be stored securely and they will never be passed on to third party organisations to use for their own purposes. We will use your personal data to communicate with you only in the way(s) that you have agreed to. You may amend the personal details you have entered onto this form anytime by emailing ri@ri.ac.uk. For further details please see the Ri privacy policy (available on [www.rigb.org](http://www.rigb.org)).

**[Masterclass venue/organiser name] privacy statement:** ADD YOUR STATEMENT HERE IF YOU HAVE COMPLETED A JOINT DATA CONTROLLER AGREEMENT WITH THE Ri (mainly universities or groups who need to save video recordings of online Masterclasses for safeguarding purposes – include the video recording consent statement above), otherwise delete this red section.