

Ri Masterclasses

Key points leaflet for adult contributors

Masterclass speakers and helpers

Masterclass organisers invite contributors (helpers and speakers) to attend Royal Institution Masterclasses. This leaflet gives information on safeguarding and how to get the most out of Masterclass volunteering experiences.

We hope you enjoy volunteering at Royal Institution (Ri) Masterclasses, and we thank you for giving up time to support them.

What are Masterclasses?

Ri Masterclasses are interactive extra-curricular STEM workshops for students from a range of different schools. Each session will typically cover a different topic chosen by the speaker. This could be a workshop you have developed based around your own favourite topic or one of the Ri's existing Masterclass activities. Please contact the Ri Masterclass team if you need help with developing or adapting your session.

Am I an adult contributor?

Masterclass adult contributors are mainly the volunteers who support the childrens' learning, either as workshop leaders (Masterclass speaker) or as helpers. All eyes in the room will be on the speaker for much of the time as they lead the students through the Masterclass activities. Helpers circulate amongst students to support them and help the supervisor and speaker when needed so the session goes smoothly.

Who has responsibility for student welfare?

There will be a designated supervisor (who has a valid enhanced DBS or equivalent check) in attendance at all Masterclasses. The supervisor is responsible for the pastoral care and safeguarding of the students. They also take responsibility for the overall running of the sessions and supporting adult contributors.

Ri procedures and resources

Webpage for contributors with supporting materials for Masterclass supervisors, helpers and speakers. <https://www.rigb.org/education/masterclasses/contributor-resources/>

Ri Safeguarding Policies and Procedures
<https://www.rigb.org/policies/safeguarding-policies>

Masterclass Code of Conduct for all attendees
<https://www.rigb.org/ri-masterclasses-code-conduct>

Key Duties of all adults

Safeguarding is everyone's responsibility - follow the Ri safeguarding policy and procedure (see the safeguarding section below for more details).

Health & safety is everyone's responsibility - challenge any unsafe situations or behaviour (see the health & safety section below for more details).

Attendance register - upon arrival, all adults make themselves known to the supervisor and sign in on the adult register. This forms a record of attending adults that the Ri retains.

Key Duties of helpers

- Facilitate all students present to access the tasks and follow instructions. Support and encourage them by asking helpful questions but not telling them the answers.
- Keep an eye out for anyone struggling and offer extra help
- Unless specifically instructed to stay with a particular child by the supervisor, the helpers should rotate between different students who need support
- Help the speaker as required by giving things out, tidying up etc.
- Help the supervisor as required with registration, room arrangements and refreshment breaks etc.
- If you can no longer attend, please let the Masterclass organiser know ASAP.

Key duties of speakers

- Choose a workshop topic in consultation with the Masterclass series organiser to ensure there isn't an overlap with another session in the series
- Develop or adapt the workshop as required to fit within the series constraints (e.g. length and format of sessions, age and number of students, layout of the room, risk assessment and any covid or health-related guidelines), asking the Ri/series organisers for support as needed
- Communicate the details and requirements of your session well in advance with the organiser, arranging who will be bringing any printing, equipment and/or consumables
- Review whether all the students due to attend can participate in the session – the organiser will let you know if they are aware of any accessibility issues. If you are unsure, you can discuss this further with the organiser and/or the Ri Masterclass team
- Arrive in plenty of time to set up your workshop, test the AV, etc. before the start of the Masterclass
- Brief the supervisor and helpers on what to expect from your session and any support you will need throughout the workshop, including supplying them with additional notes/answer sheets as appropriate
- If you can no longer attend your scheduled Masterclass, please let the Masterclass organiser know ASAP so that they have enough time to find a replacement. If you are unable to deliver your Masterclass at short notice, please contact the supervisor as well.

Child safeguarding

The Ri is committed to safeguarding children and promoting their wellbeing. All individuals associated with the Ri are required to share this commitment and to work together to help achieve the best possible outcomes for children and to protect them from harm.

Ri Safeguarding policies and procedures

The Ri's safeguarding policies and procedures are there 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 policies cover the Ri's approach to safeguarding, while the procedures give guidance on what you should do regarding any safeguarding matters.

The procedures and webpages also include key contact details for the Ri's Designated Safeguarding Officers and additional responsible people.

Always remember:

The welfare of the child is paramount. It is more important than any activity.

Safeguarding is everyone's responsibility, and you are obliged to report any concern that you have, whether this is about an individual or regarding safeguarding practice during the Masterclasses, no matter how minor. You cannot assume that someone else is dealing with this issue.

The Ri Masterclass team and Designated Safeguarding Officers are here to support you – please get in touch with them with any questions or concerns.

Masterclass safeguarding good practice

Always ask the Masterclass supervisor if you have any questions or concerns about anything relating to Masterclasses and the attendees. The supervisor can provide a brief safeguarding induction when you arrive – please ask for this if you have not worked with young children recently.

- No actions should put any child at risk
- No-one without a current DBS/PVG/Access NI check should be left alone with children; do not assume that anyone other than the supervisor has a valid check
- Avoid situations where you are alone with an individual or small group of students (e.g. fewer than four) and always work in an open environment, avoiding private/unobserved situations
- Avoid any form of physical contact with students
- Follow the Ri Masterclasses Code of Conduct, acting professionally and responsibly, and treating all attendees with respect
- Please ensure that you sign in on the adult register for the Masterclass series

Masterclasses and photography, video and social media guidance

- Do not share private contact details with students or connect with them on social media or gaming platforms

- Do not take pictures or video which include students without explicit parent/carer permission
- Do not include identifiable student information in any social media/online posts
- For more details, see the Masterclass photography, video and social media guidance document (on the contributors' webpage)

What is a safeguarding concern?

This is anything which may indicate that there is a concern over the welfare of a child, or that there is a risk of abuse or harm. This could include:

- A child disclosing abuse or someone sharing a concern
- Evidence of abuse or neglect
- Something you overhear
- Unusual behaviour by a child, including inappropriate behaviour for their age
- Concerning behaviour of an adult

If you are not sure whether something counts as a safeguarding concern, please ask.

How do I deal with a safeguarding concern?

<p style="text-align: center;">RECOGNISE 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</p>
<p style="text-align: center;">RESPOND appropriately Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up Do not promise confidentiality</p>
<p style="text-align: center;">REPORT all concerns ASAP:</p> <ul style="list-style-type: none"> • To the Masterclass series supervisor and/or organiser • Also report to the Ri DSOs or appropriate responsible person – see the Ri safeguarding policy webpage for contact details <p style="text-align: center;">Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe</p> <p style="text-align: center;">You can use the Ri's safeguarding concerns report form to make a report, or get in touch via phone or email – see details on the safeguarding policy webpages</p>
<p style="text-align: center;">RECORD all the relevant information</p> <p style="text-align: center;">This will be required so the Ri DSOs can assess what to do, and in case concerns need to be passed on to external organisations</p>

SAFEGUARDING EMERGENCIES

If anyone is at immediate risk of harm, you should call the appropriate emergency services without delay and without having to seek consent.

You should then also immediately call the Ri DSO, DDSO (or relevant responsible person at the Ri if you cannot reach the D/DSO or if it is not appropriate to involve them). You can also seek advice via the NSPCC helpline.

Health & safety and risk assessments for Masterclasses

There will be a general risk assessment (RA) which covers the Masterclasses at each venue

- Speakers can request a copy in advance from the Masterclass organiser
- In the unlikely event that the general RA does not cover the planned activity, the speaker provides a supplementary RA. This can be either written or verbal, as agreed with the series organiser

Helpers are briefed by the supervisor or speaker before the start of a Masterclass on any specific risks for that session.

Remember to challenge any unsafe situations or behaviour – for example, if students are misbehaving with sharp implements or if you see a trip hazard.