Ri Masterclass Organisers Handbook 2:

Masterclass Guidance – Livestreamed into schools

Contents

1. Introduction

Livestreamed Masterclasses are online Masterclass workshops that groups of students undertake in their own schools, supported by a teacher or other member of staff who facilitates all the activities during the session. All student interaction with the workshop leader or other schools is funnelled through the supervising teachers (students are not on individual or small-group devices).

Live streamed Masterclasses offer a great way to keep face-to-face interactivity with students in school even if it is not feasible to get them together – whether that be that for health, geographic or other reasons. The supervising teacher can facilitate practical activities and discussions, while the workshop leader presents their content and interacts with the students through video and/or audio, or text chat with the teacher. Removing geographical constraints means that workshop leaders from all over can join the sessions, introducing the students to a broad range of people throughout a Masterclass series.

The Masterclasses can be run during school hours (as is common for primary students) or as an extra-curricular club after school or during lunch.

What this guide covers

This guide covers online workshops which are livestreamed into schools, where all activity and interaction is overseen by a supervising teacher or other school staff member for each group of students. Multiple schools should be involved in the workshops.

What this guide does not cover

This guide does not cover online workshops where students are using individual or small group devices and can interact directly with the workshop leader or students from other schools. It also does not cover Masterclasses where students from multiple schools are brought together face-to-face. These Masterclass formats require different levels of consent, safeguarding and health and safety oversight, and organisers will need to use the resources and handbooks for online or face-to-face Masterclasses respectively, available from the [Organiser webpages](#)[1].

2. Working with the Ri

There are two Ri documents that you will need at the start of planning a livestreamed into schools Masterclass series that will create the framework for all work undertaken for your series. These are:

- Organiser agreement

- Series report form

The handbooks referred to in these documents ensure that all groups have the tools and knowledge to implement best practice for safeguarding, health and safety, data protection and financial issues. Additionally, should you be undertaking any marketing, you will need to follow our guidelines in Handbook 5 – essentially send us anything you plan to publish in advance for us to check.

Appendix III in Handbook 1 is a useful summary of the Ri Masterclass documentation. See also the table below showing links to the Ri webpages where these documents are accessed.

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[1] https://www.rigb.org/education/masterclasses/organiser-resources/

Ri webpages for organisers and adult contributors:

organiser resources webpage - view and download the documents www.rigb.org/education/masterclasses/organiser-resources
Dedicated webpage for contributors - supporting materials for Masterclass supervisors, helpers and speakers. https://www.rigb.org/education/masterclasses/contributor-resources
Off the shelf resources: https://www.rigb.org/education/masterclasses/masterclass-resources (mainly primary maths, but aiming for secondary resources soon)

2.1. Royal Institution's responsibilities – Safeguarding and Health & Safety

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 each individual 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

2.2. Organisers' responsibilities – Safeguarding and Health & Safety

The specific responsibilities for the principal organiser are laid out in the Organiser Agreement. Safeguarding is everyone's responsibility, and all Masterclass organisers, supervisors and other volunteers have a duty to ensure that Masterclasses are a safe and inclusive environment.

safeguarding responsibilities

Prior to series start, the principal organiser must:

- Use the standard Ri Masterclass parent/carer consent statements and Ri privacy notice when recruiting the students. Please see the letter templates on the organiser webpage for the most up-to-date versions

- Share with adult attendees:

  o the details of the relevant child safeguarding documents listed in the organiser agreement

  o The Ri Online Masterclasses Code of Conduct that all attendees must abide by

During series, the organiser must:

- Record the name of all adults attending on an attendance register (use the series reporting form). The principal organiser will need to ensure that this register is stored securely and sent to the Ri at the end of the series

Health and safety

Health and safety will be managed by individual schools taking part, but they will expect a risk assessment to be provided in advance for any activity that is above and beyond standard for classrooms. The Ri therefore recommends that <u>only activities with standard classroom equipment</u> are undertaken during livestreamed Masterclasses, and this information should be passed to speakers so they understand the constraint. If in doubt, please liaise with the schools in advance to ask if any planned activity is acceptable from a H&S perspective.

2.3. Supervising teacher responsibilities

The Ri and the organiser cannot take responsibility for the students who access Livestreamed Masterclasses in the same way they do for Face-to-face or Online Masterclasses. Their teachers retain this responsibility and will adhere to their own school safeguarding and health & safety procedures

However, please ensure the teachers who join your Masterclasses:

- Are always present and supervising the students throughout

- Enable their students to uphold the Ri code of conduct

- Have access to the Ri safeguarding policy and report form [here][2]
  - o The only situation in which a safeguarding concern would be raised with the Royal Institution is in the unlikely event that there was a concern with the workshop leader, or with someone from a different school that joins the livestream at same time.

- Understand they are responsible for ensuring that any student who does not have consent to be on camera is accommodated.

To allow their students to full participate, the teachers need to:

- Gathering all resources required prior to start

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[2] https://www.rigb.org/home/safeguarding-policies

- Ensuring they can join the online Masterclass event and broadcast the video/sound to their students

- Supporting the students' learning throughout the session

- Acting as a conduit between the workshop leader and the students, and help the leader to pace the activities appropriately.

3. Planning your series

Livestreamed Masterclasses are relatively easy to plan as students remain in their own schools with their own teachers supervising them, and no breakout rooms on the video platform need be used. However, you will need to factor in some key aspects of choosing an online platform and will need to find a mutually convenient time for all schools to join. We recommend scheduling all of the dates and time for a series in advance, as otherwise it can be tricky to find a 'good' time for each next session.

Please note that sessions cannot be recorded for students to access later – see Section 4 for more details.

Schools should be invited to nominate students using the standard Ri letter templates and consents – please see the [organisers webpage](#)[3] for more details and the templates. As they are based in their own schools, you may wish to include more students per school than would be able to be accommodated in a Masterclass series of a different format.

For extra support and reassurance as you undertake livestreamed events, we include a contingency guide and troubleshooting FAQs in Appendix I.

3.1. Online Platform

You will have to tell us on your Organiser Agreement which platform(s) you want to use for your series. As with all activity involving young people, safety must be the foremost consideration when choosing a platform.

From a safeguarding perspective, Zoom, MS Teams or Google Classroom can be used for Masterclasses. These provide good online environments which can be set up so that there is very low risk of intruders joining the session, and so that different school groups can answer/ask questions and show work via text chat (through the supervising teachers) or vias audio or video, depending on individual school capabilities. Any other platforms will need approval by the Masterclass team before use.

3.1.1. Platform safety

The minimum safeguarding requirements for the platform are:

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[3] https://www.rigb.org/education/masterclasses/organiser-resources/

- The series organiser or main host (we call this person the 'Principal Supervisor') must be able to keep a record of any text-based interactions

- The platform must block meetings from being started by participants before the hosts/co-hosts are logged in to start the meeting

- The platform must have a way of controlling entry e.g. a waiting room

- The principal supervisor must be able to remove participants from the session if necessary

- Personal details (other than e.g. school names) should not be visible to other participants

- Schools must be able to participate in sessions without having to turn on cameras or microphones if they do not wish to (even if this may give a reduced experience for them)

- Participating schools must not have facility to record sessions

3.2. Series structure

Our recommended length for face-to-face Masterclasses at primary level is 1.5-2 hours, falling to 1-1.5 hours for online. At secondary level, we recommend 2.5 hours for face-to-face Masterclasses and 1.5-2 hours for online. Livestreamed Masterclasses can be longer than straightforward Online Masterclasses as students should be working away from a screen for much of the time, meaning that screen fatigue is less of a factor, but you can choose the timings to suit you. Bear in mind that a break should still be included, and the shorter the session the more difficult it is to allow a good depth of exploration and challenge for the students.

3.3. Teacher supervision

Make it clear to supervising staff in each school that they play a key role during the Masterclass - gathering all resources required in advance, taking charge of joining and maintaining the videocall for their student to watch, actively supporting the students' learning and acting as go-between for speakers and students. They may have accessibility challenges that you will need to help them overcome

Some schools will not be able to access a camera or microphone for the sessions, or will not have text enabled on external meetings on some platforms. Have ways that these groups can interact – for example, how will they ask questions or show progress through activities?

Resources & teacher support

Supervising teachers will need all resources in advance of each session, with enough time to print things and gather materials (with suggestions on alternatives if some things may be tricky to provide). There should be clear instructions of how to support the students with the activities, and clear guidance on what the teachers are expected to do during the session.

You could ask the speaker if they mind being put in touch with the teachers directly, so that they can answer any questions about the content in advance of the sessions.

Subtitles and accessibility aids

If a student requires subtitles or additional functionality not provided within your chosen platform, check with your organisation if there is a service they use. If not, speak to the Ri Masterclass team who may be able to help. Some video platform services offer in-built subtitles - make sure they are enabled on your settings prior to the session, as this can be impossible to change once a virtual meeting has started.

Additional support needs

Some students may require additional support during the Masterclasses which need to be factored in. Gather details of accessibility requirements via the teachers and share with the speakers in plenty of time before the Masterclass sessions, maintaining confidentiality where appropriate (for example, speakers can be told that some of the students require an adjustment, without being told who). Examples could include:

- Requiring that any presentations or visual aids do not contain flashing images

- Needing everything to be colour-blind friendly (this is good practice anyway)

3.4. Speaker and Student interaction

An extra dimension is added using online interaction tools to communicate during the sessions. Student groups may or may not be on camera during this time; if a group is on camera/microphone this is an easy and natural way to interact. It is easy to ask and answer questions vocally, to use gestures and hand signals, and for the Masterclass leader to be able to see how the group is progressing. Sample results and pieces of work can also be shared by being held up to the camera and discussed. Interaction can also be via a chat function via the supervising teacher typing responses and questions in.

3.5. Working with speakers

Many speakers will be used to doing online teaching at school or university, but others will need additional support to adapt their material for an online Masterclass. The Ri Masterclass team is happy to support speakers to develop online activities and run training sessions for groups of new speakers, and many of the Off the Shelf resources[4] can be easily adapted for livestream environments. Speakers could present live or use pre-recorded material.

- If speakers are new to running livestreamed workshops, encourage them to attend a livestreamed or online workshop prior to running their own and/or pair them up with a more experienced speaker to run the session. Schedule more experienced speakers at the start of your series and invite them to join those sessions or contact the Ri team for other ways for them to gain experience

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[4] https://www.rigb.org/education/masterclasses/masterclass-resources

- Remind speakers that a normal mode of delivery can look a bit flat online, so try to be a bit more energetic to let their personality and enthusiasm shine

- Remind speakers that it will take time to gather answers to questions (especially if teachers have to type them in) and that they will need to work out ways of judging how activities are progressing in each school – for example, asking people to post in the chat/give a thumbs up/use a reaction when they have reached a particular activity

3.6. Testing your platforms

Run a test session before your series starts. Invite teachers who will attend the series and your speakers - a member of the Masterclass team may also be able to join you and offer advice and additional support. Ensure:

- You have tested all the features that your activities rely on (screen sharing, use of polls, chat, etc. – Teams in particular can automatically remove the chat facility for people outside your organisation joining meetings)

- You have tested the functionality of your chosen platforms on the different device types that speakers and teachers will be using

Have a go at troubleshooting - try to 'break' the system so that you can troubleshoot any emerging issues. Keep a note of any potential mistakes/key info to share with the teachers to give them a good experience – e.g. how to raise hand/post a reaction.

You may choose to also run a short pilot activity that replicates the format of your Masterclasses. This can help as a training session for your newer speakers.

3.7. Feedback

You can collect feedback on your series using the Ri face-to-face Masterclasses feedback form templates. Get in touch if you would like support with this.

3.8. Photography and social media

No recordings or screenshots/photographs that show attendees of the livestream should be shared. Teachers are free to take pictures of their own students and share them in line with their own school's policy, but this should not include details of other schools or students participating in the Masterclasses.

If you wish to promote your Masterclasses via social media or other avenues, please see Appendix II below and Ri Masterclass Handbook 5.

4. Safeguarding – reporting a concern

Every one of us has a duty to safeguard the young people we work with. This means that if anyone has a concern about a child or an adult-at-risk (you may be more used to the term "vulnerable

adult"), they MUST report it. You cannot assume that someone else has done so, or that it is not your responsibility. Data protection regulations are not a legal hindrance to reporting safeguarding concerns; safeguarding takes precedence and personal details can be shared with the Ri and relevant authorities.

In a livestreamed Masterclass, safeguarding will be managed within school groups under their own school guideline. However, you (or any of the supervising teachers) would need to report to the Ri if you have any concerns over the welfare of one or more of the young people involved in a different school to your own, or any concern regarding the speaker or any other participating adults.

Please ensure you have read the Ri's Safeguarding Policy in advance of the Masterclasses to ensure you are familiar with the reporting process. This is available on the [Ri website](#)[5], along with the safeguarding report form.

4.1. Reporting a safeguarding concern to the Ri

Any safeguarding concerns or queries should be directed to the Masterclass organiser (unless this would be inappropriate) and one of the Ri's Designated Safeguarding Officers (DSOs):

- Samantha Durbin (DSO) on 07741 657 952 (also a member of the Masterclass team)

- Peter Gallivan (Deputy DSO) on 07704 515 238

- Email: safeguarding@ri.ac.uk

A report form should also be completed as soon as possible and emailed to the relevant contact. This is available on the Ri website, with the Ri's Safeguarding policies, and all supervising teachers should be aware of how to access it.

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 a different member of the team. Further guidelines and additional contact details are in the full Royal Institution [Safeguarding Policy for Children](#)[12]. You can also contact the NSPCC for free advice: help@nspcc.org.uk (24 hours) or 0808 800 5000 (Mon-Fri 8am-10pm or weekends 9am-6pm) – see https://www.nspcc.org.uk/about-us/contact-us/

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[5] https://www.rigb.org/home/safeguarding-policies

Appendix I – Problems and contingencies for livestreaming

Contingency planning

Running Masterclass activity that is both online and happening during the ongoing pandemic brings with it some uncertainties that you may not have previously had to consider. While planning your Masterclass series, you may want to think about what contingency plans you can usefully put in place. Appendix I has a useful troubleshooting guide for video platforms, which could be used to help participating schools if they are having issues. You may also wish to consider:

Having some backup activity prepared

- If the speaker becomes unavailable at the last minute, or is having trouble joining the session due to technology problems, it's nice to have a backup activity for the students to do while they wait / in place of the planned session that you or an attending supervisor could present

Having a short turnaround communications plan in place

- If schools are unable to join the Masterclass at the appointed time (e.g., if the platform you are using isn't working or you have been unable to set up the session for any reason) it's a good idea to have a plan for how to contact teachers

- It is a good idea to ensure there is a backup person with access to the contact details and can take on responsibility for this

Having a backup for your own involvement

- If you are unable to run a Masterclass session, are there other people with access to the relevant account logins and register information? For many platforms, only the person who scheduled a session can actually start a meeting, so you will need to have a backup if you cannot get online for any reason. This could be a shared account with another organiser, or some platforms allow you to assign an alternative host in advance of a meeting

Have an alternative for schools who have problems

- Running livestreamed sessions gives greater scope for schools to miss all or part of a session due to circumstances beyond their control, such as internet issues or technology failure. While they should have had activity materials in advance, is there any additional content there materials you could send them (e.g. the presentation used, with the speaker's permission) which help covers what they have missed? Work with your speakers to provide these where possible. Remember that you cannot record the sessions.

Technical problems - FAQs

The below help could be used as the basis of a FAQ document, or be sent to individuals with technical problems. You may wish to encourage everyone to arrive early (if possible) for the first session so that they can solve any issues before the Masterclass starts.

Problems with sound, microphone or camera

- Make sure any external hardware (speakers/headphones/microphone and camera) are fully pugged in

- Check which devices are being used for the session – you can usually find these in the 'settings' menu for the platform you are using – and change to the correct ones

- If you're on a browser, check that you have given permission for the website to access your camera and microphone (find this in your browser settings – search on the internet if you don't know how to do this)

- If you're on an Apple device, you need to give separate permission for each platform to access your camera and microphone – this will be in the settings for the device, not just the settings for the platform. You will need to restart the platform for the changes to take effect

All problems

- If something isn't working, first thing to try is always leaving the meeting and coming back again. If this doesn't work:

  o If you are using an app for the platform, rather than accessing it on a browser, you may need to exit it fully and then sign in again (on a PC, this is not just closing the window, but going into the pop-up window on your task bar which shows which programs are running and exiting there – on a phone, you might want to close all the apps or restart. Apple devices will have something similar).

  o If you are on a computer and using the app, try accessing via a web browser instead using the link in the joining instructions email. This may not be an option on mobile. If you are using a web browser, see if you can use the app for your device instead.

- As a last resort, try using an alternative device – you might need to borrow a phone from someone you live with. If you do this, make sure you sign out again from the account after the Masterclass.

Issues with internet/performance:

- Try turning off your video – this will help with bandwidth – and closing other programs using the internet.

- Try closing everything you're not currently using on your device so it has more processing power to dedicate to the Masterclass.

Issues with accessing some features:

- Sometimes the web version of certain platforms does not give you full functionality (e.g. not being able to use whiteboards). Make sure the speaker/organiser knows if there is something you can't access so they can find a way of helping you to contribute to the session.

Teams-specific issues:

- If you have been added to a Teams team to access the Masterclass, make sure you have joined the meeting and are not just watching the chat on the Teams channel.

- Sometimes Teams does not let external meeting attendees use the chat function – try checking your organisations settings to see if this will be a factor, and provide alternative means of communication with the affected teachers if it is.

Appendix II – photography, marketing and social media

No recordings or screenshots/photographs of the livestream should be shared. Teachers can take pictures of their own students and share them under their own school's policy, but this should not include details of other schools or students participating in the Masterclasses.

If you wish to promote your Masterclasses via social media or other avenues, please note that no details of how to join the sessions should be shared.

You are not able to take any pictures or recordings containing any students, their voices or their personal information. However, you could still share images or short videos showing speakers' demos or slide content, with their permission.

Masterclass organisers should refer to Handbook 5 (accessed via the organisers' webpage) for more information on their responsibilities regarding marketing and the Ri Masterclass brand, including use of our Masterclass logo for their Masterclass activities.

Press releases

If your Masterclass group is creating a press release or any other marketing material, you must avoid giving details which could lead to the identification of any students. The following list includes personal information which may aid in identifying students; you should never share two or more of these pieces of information together:

- First name
- Surname
- School name or logo
- Town or village of residence

- Age
- Association with other identifiable (e.g. famous) people

Sensitive personal details (e.g. health information) should never be shared.

In addition, specific written consent should be obtained from parents/carers prior to any of the following being released for publication or released to the press, a journalist or any other professional:

- Student names (even first names) along with the name of the school they attend
- Any kind of immediately identifying information

Social media

If you plan to promote your Masterclasses on social media, please refer to Appendix II, including the safeguarding responsibilities you have that extends to social media use.

General Masterclass social media requirements

- Wherever possible, you should use the Ri Masterclass hashtag and/or tag the Ri in any Masterclass posts:
    - Ri handle: @Ri_Science
    - Masterclasses hashtag: #RiMasterclasses

- The @Ri_Science twitter account endeavours to retweet a small selection of Masterclass tweets that it is tagged in every month

- Please make every effort to credit/tag adult individuals and organisations featured in the content providing you have their consent e.g. the Masterclass speaker or host/organising institution. Please check with the speaker before sharing any of their materials or Masterclass content publicly

- Where an individual or organisation uses social media to promote Masterclass activities, it should be made clear that any views expressed do not necessarily represent the views of the Royal Institution or any Royal Institution staff members. Many individuals who use social media to promote similar activities include a statement in their personal description to highlight that all views are their own

- Use of Facebook and Twitter should be via personal or institution accounts. Standalone/regional 'Ri Masterclasses' pages or profiles should not be created, as this can cause confusion with other Masterclass groups and the main Ri brand

Social media safeguarding requirements

- Masterclass volunteers should not send private messages or instigate/accept friend requests from students on social media

- Students should never be tagged in social media posts

- All social media platforms have a minimum age requirement for their users (often age 13, sometimes older). Students should never be encouraged to use a social media platform if they are under the required age for that platform.