

Ri Masterclass Volunteer Leaflet for speakers

There will be a designated supervisor present at all Masterclass who has a valid enhanced DBS check. The supervisor is responsible for the pastoral care of the students as well as the overall running of the sessions. There will also be helpers to support the students with their activities.

All adults attending the Masterclasses will be asked to sign in on an adult register upon arrival. This register will be sent to the Ri after the Masterclass series and will be held securely in line with their privacy policy, available on the website.

Key responsibilities

- Communicate the details of your session well in advance with the organiser, including any requirements, and arrange who will be bringing any printing, equipment and/or consumables
- Ensure that all of 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
- Let the organiser know ASAP if you can no longer deliver the session so they have plenty of time to find a replacement. If you are unable to deliver the session on short notice, let both the organiser and supervisor know ASAP.

Health and safety & risk assessments

- There will be a general risk assessment which covers the Masterclass series, available from the Masterclass organiser – you should check if this covers all activities within your Masterclass. If not, you will need to provide an additional assessment (if your session includes activities beyond usual classroom activity you will need to produce a written risk assessment which is sent to the Ri several weeks before the session)
- You should brief the supervisor/helpers before the start of a Masterclass on any specific risks for that session
- Remember that health and safety is everyone's responsibility and you should challenge any unsafe situations or behaviour – for example, if students are misbehaving with sharp implements or if you see a trip hazard

Photographs, video and social media

- Do not take photos/short videos of any students without checking with the supervisor if they have signed parent/carer photo permission
- Students should never be put at risk of IDENTIFICATION or LOCATION due to any Masterclass activity where an image/video of them has been released along with additional information: photos and videos should not include students faces or names, nor should any tweets give details on where an individual will be (e.g. the location and date of the next Masterclass in the series) – ask the supervisor for more details
- No adults should be in private communication with any students under the age of 18, e.g. via email or social media. Students should not be tagged in any social media posts

- If you wish to tweet about the Masterclasses, please tag the Ri @Ri_Science and use the hashtag #RiMasterclasses

Child safeguarding

The Ri is committed to safeguarding the welfare of children¹ 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. No single person can have a full picture of a child’s needs and circumstances, but in order for children and families to receive the right help at the right time, everyone has a role to play in identifying concerns, sharing information appropriately and taking prompt action.

The details of this commitment, and the conduct and procedures which all Ri staff, trustees and volunteers² would follow, are laid out in our Safeguarding Policy for Children (SPC)³, available here: https://www.rigb.org/docs/ri_child_safeguarding_policy_apr_2019_0.pdf

The Ri understands that many Masterclass helpers will be teachers or will regularly work with children and young people in a similar capacity and as such may be fully aware of safeguarding best practice. This document is to provide an overview of the key points of the SPC and to make it easier to find the relevant sections within the policy. The contents of the SPC is listed overleaf.

While the Masterclass Supervisor has overall responsibility for the pastoral care of the students while at Masterclasses, safeguarding and child protection is everyone’s responsibility.

IMPORTANT: This document does not replace the SPC but is intended to provide an overview of the key points covered. For further information and clarity about any of the points or procedures, please refer to the SPC.

Key Points from the Safeguarding Policy for Children and code of conduct

- Other than the Masterclass supervisor, you should not assume that any adults have a valid DBS check and **no-one without a current DBS check should be left alone with children**
- Whether an adult has a valid DBS check or not, they should always avoid situations where they are alone with an individual or small group of students (e.g. fewer than four) and should always work in an open environment (avoiding private/unobserved situations)⁴
- All adults should avoid any form of physical contact with students
- No actions should put any child at risk
- Adults should act professionally and responsibly, displaying a high standard of behaviour at all times
- Ensure all students are treated with respect
- Confidentiality must be maintained for both students and adults, in keeping with the Ri Data Protection Policy (please see the SPC for more details on this regarding child protection). Supervisors will share limited information with attending helpers/speakers so that the students can be better supported – this should be treated as confidential and should not be shared beyond this

¹ For the purposes of this policy, a child is a person under the age of 18 years.

² Masterclass Organisers, Supervisors, Helpers and Speakers are classed as Ri Volunteers.

³ Child protection is a part of safeguarding and promoting welfare and refers to the activity that is undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

⁴ For Masterclasses in certain venues, it is possible that students will need to be escorted to the toilets. If so, this may require two adults and adults should stay outside of the toilets in view of others.

Concerns and disclosures

- There are several situations when you may need to contact the Ri Designated Safeguarding Officer (DSO) or deputy DSO. If you have any concerns about a child, however minor, please get in touch with the Ri Masterclass team or DSO, or speak to the supervisor in the first instance if it is appropriate to do so
- The policy gives clear guidance of what to do if a child makes you aware of a safeguarding concern or allegation. No adult should promise confidentiality to a student in this situation. If a child asks for a private discussion, ensure that another adult is present and check the child is comfortable with the choice of accompanying adult
- If anything is disclosed to you or if you have a cause for concern, it is your duty to report it. If abuse is disclosed, this information cannot remain confidential and that the Ri will report it to the appropriate authority

The Designated Safeguarding Officer is: David Porter

Contact number 020 7670 2954, mobile 07876 540914, email dporter@ri.ac.uk

The Deputy Designated Safeguarding Officer is: Samantha Durbin

Contact number 020 7670 2915, mobile 07741657952, email sdurbin@ri.ac.uk

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