

Ri Masterclasses:

Key duties for supporting adults

Masterclass Supervisor(s) oversee the pastoral care of the students, but safeguarding and health and safety are everyone's responsibility. You should:

- Sign in on the adult register
- Follow the Ri's and host venue's Safeguarding Policies & Procedures
- Follow any risk assessments & challenge any unsafe situations or behaviours
- Follow the Code of Conduct and photo/recording guidance

Safeguarding

The Royal Institution (Ri) is committed to safeguarding children and adults at risk and promoting their wellbeing. All Masterclass contributors should share this commitment and should work together to help protect them from harm.

The welfare of the individual is paramount. You must report any concerns, no matter how minor.

Safeguarding Top tips *(a child is anyone under 18)*

- Don't be alone with a child or group of children
- Avoid any physical contact with children
- Ideally don't take or share any pictures or recordings involving identifiable children; where you do need to, any children featured **MUST** have written permission to be included - check this with the supervisor
- Never identify children when sharing anything online from or about the Masterclasses
- Never share personal contact details with children (or vice versa) or connect on any social media

What is a safeguarding concern?

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

- A child or adult at risk disclosing abuse, or another child or adult sharing a concern
- Something you see or overhear
- Concerning behaviour of a child or an adult

Establishing a safe environment

- Listen to and take seriously any concerns or allegations reported to you
- Know who to talk to and what to do if you have any concerns

Safeguarding key info:



rigb.org/about-us/safeguarding
(inc. contacts)

Masterclass Code of Conduct:



rigb.org/ri-masterclasses-code-conduct

Masterclass Contributor Resources:



rigb.org/masterclass-contributor-resources

Venue details

Ask the supervisor for details of fire exits, what to do if first aid is needed, and where the toilets are.

Also ask for any risk assessments for the venue or activities, and if there are any specific procedures which need to be followed.

Check how to reach the emergency services if required (e.g. if there is an immediate risk of harm).

Session details

Workshop leaders (speakers) should share any key information on the session with supervisors and helpers, including any notes and any session-specific risk assessments.

Helper duties

- Help with anything needed to run the session; including helping to set up, tidy up, and distributing equipment and worksheets
- Support the students with their learning; check in with all students (unless you've been asked to sit with a particular group) and keep an eye out for anyone struggling to offer extra support. Try not to give away any answers!
- Help manage behaviour during the session and any breaktimes

Questions? Ask the supervisor! Alternatively, visit the Masterclass contributors' webpage or email the Ri Masterclass team: masterclasses@ri.ac.uk

Safeguarding queries? Email safeguarding@ri.ac.uk

- Challenge any poor or unsafe practices, taking action if you feel something isn't right
- Always behave professionally and remember you are in a position of trust
- Treat everyone with respect & respect diversity

Safeguarding concerns: the 4 Rs

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.

REPORT all concerns to the Designated Safeguarding Officers (DSOs) or appropriate responsible person ASAP.

Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe.

RESPOND appropriately. Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up.

Don't promise confidentiality and don't make judgements.

RECORD all the relevant information, in the person's own words and separating fact and opinion.

Use the Ri's safeguarding report form - if you don't have all the info, don't worry and don't delay to try to fill in the gaps, just record what you know.

See more details in the Ri's Safeguarding Procedures.