



## Meet a Roslin Scientist Online Safeguarding Position Statement

This position statement will apply for the duration of the **Meet a Roslin Scientist** online programme, starting on **5<sup>th</sup> November 2020**.

It applies to school pupils and teachers [hereinafter referred to as PARTICIPANTS] who participate in Meet a Roslin Scientist, and the Meet a Roslin Scientist team and other staff & students from the University of Edinburgh [hereinafter referred to as PROVIDERS] who will deliver the programme.

The purpose and scope of this position statement is to:

- protect the young people who participate in Meet a Roslin Scientist from online harm
- provide Participants and Providers with a Code of Conduct that guides their working together online and informs them of mitigation strategies that must be put in place to reduce the risk of potential harm

**We will seek to keep the young people who participate in Meet a Roslin Scientist safe by:**

- creating this [Online Safeguarding Position Statement](#) that provides clear guidelines for Participants & Providers regarding how to work safely online, and a clear mechanism for sharing concerns
- highlighting the importance of valuing, listening to and respecting everyone involved in Meet a Roslin Scientist through adopting a [Code of Conduct](#) for Participants & Providers
- sharing this [Online Safeguarding Position Statement](#) and [Code of Conduct](#) with Participants & Providers via email, and having a copy available to download online <https://edin.ac/2GAOsTf>
- providing effective information and support for Providers of Meet a Roslin Scientist through a [Meet a Roslin Scientist Researcher Guide](#) (sent by email) and an online training/information session (open to all Providers)
- providing a named person for Participants & Providers to contact throughout the duration of the Meet a Roslin Scientist programme, should they have any concerns about safeguarding
- taking practical steps to provide a safe online environment for Participants of Meet a Roslin Scientist
- recording, storing and using information about bookings professionally and securely, in line with data protection legislation and guidance

### Risk Assessment

#### Online risks:

<b>Conduct risk</b>	Pupils and/or providers sharing too much information about themselves during a Meet a Roslin Scientist online session.  Pupils being bullied, harassed, abused, groomed or exploited during a Meet a Roslin Scientist online session.
<b>Contact risk</b>	Pupils being contacted directly, outside of Meet a Roslin Scientist online sessions, by people that intend to harm them through bullying, grooming, exploitation or abuse.
<b>Content risk</b>	Pupils being exposed to age-inappropriate material or content during a Meet a Roslin Scientist session.



### Ways that we will we manage these risks:

- By asking all Meet a Roslin Scientist Participants and Providers to agree to a code of conduct for their online interactions throughout the programme (see below).
- By asking the Participant teacher to **remain present during the online session at all times** and be fully responsible for the interaction with Providers, for example facilitating pupil questions via text or live chat.
- Requiring at least two Providers to be present during all live online sessions (this will include at least one member of the Meet a Roslin Scientist team).
- No 1:1 online interactions between Providers and Pupil participants.
- Reminding Participants and Providers that no confidential, sensitive or personally-identifiable information should be discussed, displayed or shared before, during or after online sessions.
- Providers will not share their email address or personal social media accounts with pupil Participants. Any interactions before or after the session (e.g. further pupil questions) will be mediated by the Participant teacher.
- When a Participant teacher makes a booking with a provider, the names and contact details of the Participant pupils will not be disclosed. The only information needed to make a booking are school name, class, number of pupils and teacher contact details.
- Participant pupils' personal details, beyond first names, will not be shared before, during or after Meet a Roslin Scientist sessions.
- Providers will receive training and support from the Meet a Roslin Scientist team to ensure that the content and materials that they provide are age-appropriate for the online session. Providers' five-minute videos will be pre-screened by the Meet a Roslin Scientist team.
- The Provider (Meet a Roslin Scientist team) will set up the online session using an approved University of Edinburgh platform, and all invitations will be sent from a University of Edinburgh email address to the Participant teacher's school staff email address:
  - Participant teachers must use their staff email address to book a Meet a Roslin Scientist session - Providers will not accept bookings from non-staff emails.
  - Participant teachers must not under any circumstances share the Meet a Roslin Scientist session link with any other person. **The session link is for teachers only and not to be shared with pupils.** If a colleague wants their class to join the session, they must make their own booking with the Provider to receive the session link. Any unauthorised persons joining a Meet a Roslin Scientist session will be removed.
  - To further ensure online session security, Participant teachers must use the pre-agreed user name format (e.g. School name\_Class name) when joining their Meet a Roslin Scientist session. Participant teachers joining a session with a different identity will be removed and contacted via the email address they used to make the booking with a reminder of how to log in.
  - If some or all pupils are not in school due to continued COVID-19 restrictions, the session will be recorded to ensure that all your pupils are included and able to take part by way of pre-submitted questions. In line with our Safeguarding policy, please ensure that any pupils in the classroom are not in view. The recording is only to be shared with pupils booked on the session and is solely for educational purposes.



## Meet a Roslin Scientist Code of Conduct

All Participants and Providers are asked to agree to the [Code of Conduct](#) before taking part in Meet a Roslin Scientist.

### CODE OF CONDUCT

**The Meet a Roslin Scientist team, University of Edinburgh staff and students, and participating teachers are here to help our young people get the most out of Meet a Roslin Scientist. I will co-operate with them to achieve this.**

- I understand that I can contact the Meet a Roslin Scientist named person Hazel Lambert, Public Engagement with Research Manager at the University of Edinburgh's College of Medicine and Veterinary Medicine ([hazel.lambert@ed.ac.uk](mailto:hazel.lambert@ed.ac.uk)) if I have any concerns about pupil safeguarding.
- I understand that I should contact the Meet the Scientist team with any other enquiries or questions about the programme (Lisa Ritchie, Public Engagement Administration Assistant [EBSOC@ed.ac.uk](mailto:EBSOC@ed.ac.uk)).
- I understand that the Participants and Providers taking part in Meet a Roslin Scientist have a wide range of backgrounds, skills and experiences.
- I agree that all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- I will use inclusive language and include all participants equally in my Meet a Roslin Scientist session.
- I will not share log in details for my Meet a Roslin Scientist session with any other person.
- I will not take screen shots of online activity, or record session content, without prior permission being given by the Participant teacher and Provider. I will not share images/video captured without the consent of all involved.
- I will be organised and prepare for my Meet a Roslin Scientist session, and I will support our young people to engage with the online session as much as they can.
- I understand that some Participants may find this easier and some may find this more difficult, and that Meet a Roslin Scientist has space for all kinds of people.
- I will do my best to make Meet a Roslin Scientist friendly and inclusive for everyone.

**You are not required to sign this document. By participating in Meet a Roslin Scientist, you acknowledge that you agree to these terms.**