

# **The Royal Household**

## **Safeguarding and Child/Adult Protection Policy**



**Revised August 2020**

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## **Policy Statement**

This policy applies to all staff, casual workers, volunteers, secondees and anyone working on behalf of the Royal Household, Occupied Royal Palaces including the Chapels Royal (referred to in this document as 'staff') working in the United Kingdom. The Royal Household believes that a child, young person (noted in this policy as children) or adult at risk of harm should never experience abuse of any kind and are committed to work in a way that protects them in line with legislation and government guidance in all areas of the United Kingdom. This is both an individual and collective responsibility, regardless of department, role or level of seniority, across the Royal Household.

All staff across the Royal Household are responsible for following the procedures set out in this policy and have a responsibility to promote the welfare and wellbeing of all children and adults at risk, either working, living at, or visiting the Occupied Royal Palaces<sup>1</sup> and Private Residences of Her Majesty The Queen<sup>2</sup>. All employees have access to this Policy via the Royal Collection Trust website and Coronet; Managers who engage workers, contractors or secondees on the behalf of eth Royal Household must ensure that this policy is provided to them as part of their induction. We are committed to providing a healthy, positive and safe environment and ensuring that we can confidently and competently fulfil our responsibilities and obligations.

The Royal Household recognises that the welfare of children and adults at risk of harm is paramount, all, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of abuse for example emotional, physical, sexual, neglect or bullying while on Royal Household premises.

Each year thousands of individuals, including many children and vulnerable adults visit the Official Residences of The Queen as official guests, or as a part of an organised party or a family group, equally some members of staff, may fall under the definition of vulnerable adults. Whilst the primary responsibility for children's welfare rests with the responsible and/or supervising adult, the Royal Household wishes to ensure a safe and healthy environment for all children and adults.

The Royal Household is committed to promptly deal with any concerns about the welfare of a child or vulnerable adult arising including any alleged abuse or harassment by a member of the Royal Household staff.

## **Terminology**

It must be noted throughout this policy that that ether are some differences in terminology when referring to the protection of children, young people and vulnerable adults between England and Wales, and Scotland. In England and Wales the term Safeguarding is used as the action taken to promote the welfare of children and adults and means protecting children and vulnerable adults from abuse and maltreatment. In Scotland, the terms child protection and adult protection/adults at risk of harm are used. Child Protection means protecting a child from child abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a *likelihood* or *risk* of significant harm from abuse or neglect. Adults at risk of harm or neglect are defined in legislation as those aged 16 years and over who: are unable to safeguard their own wellbeing, property, rights or other interests. For avoidance of doubt, the term Safeguarding in the context

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<sup>1</sup> Buckingham Palace, Windsor Castle, St James's Palace, Kensington Palace and the Palace of Holyroodhouse and the associated Queen's Galleries and shops operated by Royal Collection Trust

<sup>2</sup> Balmoral Castle, Frogmore House and Sandringham House

this policy, is to be read as to explicitly refer, include and reflect the Scottish Government's Child Protection legislation and guidance surrounding Child Protection and adult protection or adults at risk of harm .

This policy follows the 4Rs of Protection

- Recognise any concerns for a child or vulnerable adult which may be welfare/wellbeing.
- Respond appropriately to any concerns about a child or vulnerable adult within the Royal Household policy and procedures
- Refer – this will be the responsibility of the Safeguarding Officer following discussion.
- Record – using the Safeguarding Report Form

CHILD:

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children Act 1989 (England) and Children and Young Person Act (2014) (Scotland). Where a young person in Scotland aged 16-18 requires protection it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply.

ADULT AT RISK OF HARM:

In England and Wales an adult at risk is any person who is:

- aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support; or
- where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team

In Scotland an adult at risk of harm is a person (aged 16 years or over) who is:

- unable to safeguard their own well-being, property, rights or other interests
- at risk of harm
- more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity

## **Legal Framework**

This policy is based on the legislative framework across England and Scotland, it must be noted that although there is legislative differences between these nations the overall aims remain consistent with keeping children and vulnerable adults safe.

England & Wales<sup>3</sup> - Children

- [The Children Act 1989](#)
- [The Children Act 2004](#)

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<sup>3</sup> <https://learning.nspcc.org.uk/child-protection-system/england/>

- [Children and Social Work Act 2017](#)
- [Working Together to Safeguard Children 2018](#)
- [London City children partnership policy and procedures](#)

#### England & Wales – Adults

- [Safeguarding Vulnerable Groups Act 2006](#)
- [The Care Act 2014](#)

#### Scotland<sup>4</sup> – Children

- [Children Act \(Scotland\) 1995.](#)
- [Getting it right for Every Child \(GIRFEC\) 2005](#)
- [The Protection of Vulnerable Groups \(Scotland\) Act 2007](#)
- [Child and Young People \(Scotland\) Act 2014](#)
- [National Guidance for Child Protection Scotland \(2014\)](#)
- [Edinburgh Child Protection Committee procedures/guidance](#)
- [The national approach to improving outcomes for children and young people in Scotland is Getting it right for every child \(GIRFEC\) \(Scottish Government, 2015\). This provides a framework for those working with children and their families to provide the right support at the right time.](#)

#### Scotland – Adults

- [The Adult Support and Protection \(Scotland\) Act 2007](#)
- [The Protection of Vulnerable Groups \(Scotland\) Act 2007](#)

#### UK wide

- [Human Rights Act 1998](#)
- [The Data Protection Act 2018 \(GDPR\)](#)

The policy should, should be read in conjunction with:

- The Royal Household [Health and Safety Policy](#)
- The Royal Household Code of Conduct
- The Royal Household [Disclosure Policy](#)
- [The Safeguarding Policy of the Church of England](#)
- Deans and Canons of Windsor Safeguarding Policy
- [City of London School Safeguarding Policy](#)
- [The Policy for Safeguarding in the Diocese of London](#)
- The Royal Household [Work Opportunity Policy](#)
- RCT Missing Persons Procedure (site-specific)

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<sup>4</sup> <https://learning.nspcc.org.uk/child-protection-system/scotland/>

## **SECTION I**

### **I.1 Roles and Responsibilities**

All staff are responsible for following the procedures set out in this policy when responding to any concerns or incidents when working with children and adults. There are a number of committees that have specific responsibilities in relation to the protection and safety of children, young people and adults (see Appendix 5).

**The Lord Chamberlain's Committee (LCC)** have overall responsibility for the safeguarding of children and 'Adults at Risk' in the Royal Household. The LCC are responsible for the Royal Household Risk Register and for approving Household policy.

**The Personnel Security Working Group (PSWG)** are responsible for reviewing and monitoring personnel security within the Household. They are responsible for reviewing the PSWG Risk Register in relation to safeguarding and where necessary refer the most serious (red) risks to the LCC register.

**Safeguarding Steering Committee (SSC)** chaired by the Safeguarding Sponsor, the SSC are responsible for developing and reviewing safeguarding policy and procedures every two years, identifying risks or training needs and reviewing cases or responses to safeguarding situations in order to minimise the risk to children and 'Adults at Risk'. The committee also reviews a central register of staff that are in posts where Disclosure and Barring Service (DBS) clearance is required.

**Safeguarding Operations Committee (SOC)** chaired by the Safeguarding Sponsor, the SOC consists of Safeguarding Officers responsible for all safeguarding at their allocated site, or at other sites if the allocated Safeguarding Officers are unavailable.

**The Safeguarding Sponsor** provides support to the Safeguarding Officers when cases that pose a significant risk are escalated. They will take measures to improve procedures where necessary, ensure staff training is sufficient and that the policies and procedures are easily accessible by staff and members of the public visiting Royal Household sites.

**Safeguarding Officers (SO)** have further responsibilities and will provide a source of support and advice for staff.

#### **The role of the safeguarding officer is:**

- Have a working knowledge of the relevant legislation and national guidance in protecting children, young people and vulnerable adults.
- To act as the first point of contact, source of support, advice and expertise for all staff about the safety and welfare of a child or adult
- Manage all referrals, refer all cases of suspected abuse to the appropriate agency either Social Care and/or Police and ensure that appropriate information is available, confirmed in writing under confidential cover as quickly as possible.
- To be familiar with Local Children partnerships (England), Adult Protection Committee (APC) and Child Protection Committees (Scotland) (CPC) procedures
- To ensure that The Royal Household policy and procedure to protect children and adults are implemented and followed and that all staff know where they can find these

- To liaise with appropriate local agencies for support and advice and know where to find local contacts
- Advise and organise training of all staff about their responsibilities to protect and keep safe children and adults
- To collect monitoring data on all welfare, wellbeing and protection activities across the Royal Household and evaluate their effectiveness.
- To lead on developing, reviewing, updating and disseminating The Royal Household Safeguarding/child/adult protection policy and procedures and monitoring its implementation
- Support staff after any an incident in The Royal Household.

The Safeguarding Officers for each site are listed below. If the Safeguarding Officers at a particular site are not available, those from another site should be contacted.

	<b>Safeguarding Sponsor</b>	<b>Contact Details</b>
	Head of HR, Operations	Ext. 3751 (+44) (0)20 7930 4832
<b>Site</b>	<b>Safeguarding Officers</b>	<b>Contact Details</b>
London sites	Learning Manager (London sites)	Ext. 4268 (+44) (0)20 7930 4832
	Senior Page of the Chambers (MHD)	Ext. 3679 (+44) (0)20 7930 4832
	House Manager and Assistant to the Master (Clarence House)	Ext. 5514 (+44) (0)20 7930 4832
Windsor Castle	Learning Manager (Windsor Castle)	Ext. 2788 (+44) (0)20 7930 4832
	Superintendent, Windsor Castle	Ext 2208 (+44) (0)20 7930 4832
Holyroodhouse	Learning Curator (The Palace of Holyroodhouse)	Ext. 2387 (+44) (0)20 7930 4832
Chapels Royal	Sub-Dean, H.M. Chapels Royal	Ext. 4665 (+44) (0)20 7930 4832
Pensioners	Resident Manager	(+44) (0)20 7930 4832
<b>Site</b>	<b>Safeguarding Liaison</b>	<b>Contact Details</b>
The Royal Mews resident liaison	Assistant to the Crown Equerry	Ext. 3481 (+44) (0)20 7930 4832

St. George's Chapel	Chapter Clerk	Ext. 2540 (+44) (0)1753 848719
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## 1.2 Code of Conduct

### **The code of conduct is intended as a guide and minimum standard for all members of staff working on behalf of the Royal Household**

When working with children or adults at risk of harm who are visiting members of the public, or individuals living on-site all staff must:

- operate within this policy
- ensure the supervising adult (i.e. someone from the school, family etc.) accompanies any child under the age of 12 and is therefore meeting their responsibility for ensuring the safety of those in their care;
- work in an open environment (well lit, avoiding private or unobserved situations);
- treat all children and adults at risk of harm equally and with respect;
- respect the child or adult at risk of harm's right to personal privacy;
- encourage the child or adult at risk of harm to be comfortable enough to point out attitudes or behaviour they do not like;
- remember that someone else might misinterpret your actions, no matter how well intentioned;
- maintain an appropriate distance from children and adults at risk of harm and have physical contact only when absolutely necessary;
- seek agreement from the child or adult at risk before any physical contact;
- be an excellent role model – this includes not smoking, or using inappropriate language while in the company of children or adults at risk of harm;
- obtain written parental consent prior to any photographs, videoing or recording;
- approach any child or adult at risk apparently in distress and ask if you can help;

### **Unacceptable Practices**

The following should never be sanctioned:

- spending excessive amounts of time with any child or adult at risk away from others;
- allowing children or adults at risk of harm to travel on their own with you in a vehicle;
- engaging in rough, physical or sexually provocative games, including horseplay;
- making suggestive/derogatory remarks or gestures in front of children or adults at risk of harm;
- entering the lavatories with a child or adult at risk unless the supervising adult is present or gives permission;
- allowing allegations made by a child or adult at risk to go unchallenged, unrecorded or not acted upon;
- physically restraining a child or adult at risk unless the restraint is to:
  - prevent the physical injury of the child or adult at risk or yourself/member of staff/member of public
  - prevent damage to property;



- prevent or stop the commission of a criminal offence.

## **Social Networking**

No member of staff will communicate or accept or send request to 'friend' or 'follow' on any social media platform from any child, be they a resident of on the Royal Estate, or a visiting member of the public. This includes sharing or seeking to share personal or work contact details e.g. email, phone number etc. If there are any areas of doubt regarding misuse of social media please refer to the Royal Household's Social Media Policy (available on Coronet).

## **SECTION 2**

### **Policies**

#### **Visits, Receptions and Events**

##### **2.1 Guidelines for school groups visiting the Official Residences of The Queen**

The Department for Education in England (DfE) (Health and Safety of Pupils in Educational Visits) and the Scottish Government (Health and Safety on Educational Excursions) issue guidelines on adult to pupil ratios for school groups during off-site visits

<b>Year Groups for England, Wales and N. Ireland</b>	<b>Primary (P) and Secondary groups (S) for Scotland</b>	<b>Age of Child</b>	<b>DfE guidelines on the adult: pupil ratio for school groups on off-site visits</b>	<b>Scottish Government guidelines on the adult: pupil ratio for school groups on off-site visits</b>	<b>Royal Collection Trust Learning's adult: pupil ratio for school groups on off-site visits</b>
Reception Class	Early Years	4-5 years of age	>1: 6	1: 6	1: 3
Year 1	P 1	5-6 years of age	1: 6	1: 6	1: 6
Year 2	P 2	6-7 years of age	1: 6	1: 6	1: 6
Year 3	P 3	7-8 years of age	1: 6	1: 6	1: 6
Year 4	P 4	8-9 years of age	1: 10-15	1: 15-20	1: 10
Year 5	P 5	9-10 years of age	1: 10-15	1: 15-20	1: 10
Year 6	P 6	10-11 years of age	1: 10-15	1: 15-20	1: 10
Year 7	P 7	11-12 years of age	1: 15-20	1: 15-20	1: 10
Year 8	S 1	12-13 years of age	1: 15-20	1: 15-20	1: 10
Year 9	S 2	13-14 years of age	1: 15-20	1: 15-20	1: 10
Year 10	S 3	14-15 years of age	1: 15-20	1: 15-20	1: 10
Year 11	S 4	15-16 years of age	1: 15-20	1: 15-20	1: 10
Year 12	S 5	16-17 years of age	1: 15-20	1: 15-20	1: 10
Year 13	S 6	17-18 years of age	1: 15-20	1: 15-20	1: 10

## Notes

1. Royal Collection Trust Learning requires a higher ratio of adults to pupils than recommended in the guidelines because of the nature of our historic interiors.
2. Adult: this can refer to an accompanying teacher, parent or guardian. The accompanying adults are selected by the visiting school.
3. Visiting schools should ensure that all adults responsible for visiting school groups have been briefed on safeguarding issues. The RH policy is available externally on the Royal Collection Website.
4. The Royal Collection Trust has a virtual schools' offer for any online sessions and workshops. The Risk Assessment for safe and effective remote teaching and learning can be found on Coronet along with the Expectations Form (Appendix 7).

### **2.2 Disabled visitors at Official Residences of The Queen**

The Royal Household welcomes visitors and guests with disabilities and it is important that these visitors are given assistance appropriate to their needs. However, for the protection of all parties, staff must not provide mobility assistance unless they have received the appropriate training. Assistance should be provided by the accompanying responsible adult. Staff may provide appropriate assistance to the responsible adults but, unless nominated and trained to do so, must not take responsibility for pushing wheelchairs or guiding other mobility devices. The exception to this is in an emergency situation.

### **2.3 Alcohol at Receptions and Events**

Under the Licensing Act 2003 and the Licensing (Scotland) Act 2005, anyone under the age of 18 is not allowed to purchase or consume alcohol in a place other than a private house. In most cases under 18s do not attend events and receptions where alcohol is served. However, when they are in attendance, staff must be aware of the Royal Household's legal obligations and ensure that guests under the age of 18 are not offered alcohol. The current practice adopted by the Masters department is to include an under 18s check box on the booking page for every event. Where under 18s will be attending, steps are taken to identify the young people to members of staff e.g. by a coloured dot on their name badge. Members of staff are briefed on how many young people are attending, how to identify them and what appropriate refreshments to offer them.

### **2.4 Photography of Children or Adults at Risk of Harm**

The Royal Household and Royal Collection Trust will not use photographs or videos of children or adults at risk of harm for official purposes without obtaining permission from a supervising adult. This applies to all photographs that may be used in any form of publication or broadcast, including social media.

In the case of school groups, parental consent will be required and this should be requested from the school in advance of the activity. If this is not possible, written permission should be obtained on the day from the teacher in charge of the group.

In the case of family events, permission in writing from the children's parents/carers should be obtained on the day.

The Royal Household is conscious that it is not always possible to prevent photography given the high number of visitors to its sites. Parents, teachers and guardians should therefore be aware of those around them and may use the attached resource in Appendix 6 should they find it useful.

Where photographs of visitors or state rooms etc. are required and it is not feasible to obtain consent because of the number of people involved, or where people are too distant to be recognised, a notice should be prominently displayed in advance of and during the photography informing visitors that photographs will be taken in that area between specified times.

If photographs of children or adults at risk of harm are to be used in printed materials, provided to the press or included on websites etc., any information which could be used to identify or trace the children or adults at risk of harm should be withheld (e.g. names of individuals, names of schools, groups or institutions).

Crests, badges etc. on uniforms which feature the name of a school should not be shown, or the school name should be digitally obscured where possible. Where providing the name of an individual, school, group etc. is necessary (e.g. when celebrating an achievement, competition winners etc.) written permission should be obtained from parents or supervising adults.

Any information which could be used to identify or trace individuals should not be given to any enquirers.

## **2.5 Volunteers, Workers, Freelances and Contractors**

The Royal Household undertakes appropriate background checks for its staff, volunteers and freelance staff, who work directly and/or unsupervised with children. Contractors and external agencies must produce their own valid DBS/PVG membership certificates.

Volunteers are required to follow Royal Household policies and codes of conduct, as are casual workers, freelance staff and contractors on the wider Royal Household estate. Heads of Department are responsible for ensuring that their staff have completed the relevant training and this policy is consistently applied and that all those who come into contact with children or adults at risk of harm during the course of their work are aware of, and comply with, the procedures outlined.

## **2.6 Apprenticeships, Work Experience and Student Placements**

Guidelines for apprenticeships, work experience and student placements are found in the Royal Household Work Opportunity Policy (available on Coronet). All applications should be made to the Head of Learning, Organisational Development and Talent. It should be noted that special arrangements are required when arranging work experience for students under the age of 18, (e.g. risk assessments must be undertaken and a supervisor made responsible for the child for the duration of the placement).

## 2.7 Training

All Royal Household staff must have access to the Safeguarding and Child/Adult Protection Policy, available on Coronet and the Royal Collection Trust website where it is regularly reviewed and updated.

Staff who work with members of the public, must have appropriate training on the Code of Conduct upon induction and be familiar with the Safeguarding and Child/Adult Protection policy and procedures. This must be maintained throughout their employment through the completion of online training sessions on Mylo at least every three years. It is the responsibility of individuals and their line managers to ensure this is completed.

Managers must ensure training is completed by any member of their team who is likely to come into contact with members of the public. Guidance on the role of a manager is available on Coronet and the relevant training module can be found under the 'Further Learning' section on Mylo.

Household staff who are designated Safeguarding Officers are required to undergo formal training at the appropriate recognised level every two years.

Staff who may have contact with children or adults at risk of harm must be kept updated on any changes in policy, procedures and guidelines via Coronet and their line manager.

<b>Approved by:</b>	Lord Chamberlain's Committee
<b>Date Policy reviewed:</b>	August 2020
<b>Date Policy to be reviewed:</b>	August 2022

## **Appendix I**

### **Terms of Reference**

The Safeguarding Steering Committee (SSC) and Safeguarding Operations Committee (SOC) are responsible to the Lord Chamberlain's Committee (LCC) for ensuring that the Royal Household's Safeguarding policies and practices take full account of UK policy and legislation. They must consider the balance between risk, practicality, effectiveness, resources and costs.

The committees provide a forum for feedback from involved senior managers and Safeguarding Officers on the impact and effectiveness of the RH Safeguarding policy with a view to reducing risk, achieving proportionality, ensuring coordination (across all parts of the organisation) and improving mutual understanding.

### **Royal Household Safeguarding Steering Committee (SSC)**

#### **Objectives**

1. Provide advice and guidance on the development of best practice Safeguarding policies and procedures.
2. Monitor and assess the effectiveness of internal Safeguarding policies, processes and procedures across The Queen's Household and make strategic recommendations to the SOC, Personnel Security Working Group (PSWG) and, where necessary, LCC.
3. Consider emerging and future operational and business requirements that may affect the Safeguarding policy and modify working practices accordingly.
4. Consider wider aspects of the policy, crucially that there is proportionality in its application as well as sufficient education and training. Ensure there is the appropriate number of Safeguarding Officers within the Royal Household.
5. Ensure recognised Safeguarding risks are tracked on the Risk Register and reviewed holistically at the biannual PSWG. Where necessary refer the most serious (red) risks to the LCC Risk Register.

#### **Frequency**

Bi-annually to inform the PSWG's October meeting.

#### **Output**

Recommendations for new or amended Safeguarding policy, processes and procedures, including reporting concern, communication and education and training.

Complete an annual review of the effectiveness of Safeguarding processes to measure efficiency and effectiveness.

#### **Members**

Head of HR, Operations (Safeguarding Sponsor)

Director of Security Liaison  
Learning Curator, Palace of Holyroodhouse (Safeguarding Officer)  
Learning Manager, Windsor Castle (Safeguarding Officer)  
Learning Manager, London, RCT (Safeguarding Officer)  
House Manager and Assistant to the Master (Safeguarding Officer)  
Senior Page of the Chambers (Safeguarding Officer)  
Sub-Dean HM Chapel Royal (Safeguarding Officer)  
Superintendent, Windsor Castle (Safeguarding Officer)  
Resident Manager, Tyle Place (Safeguarding Officer)  
Health & Safety Manager  
Practice Nurse & Manager, Buckingham Palace  
Secretary, Lord Chamberlain's Office  
Senior Personnel Security Advisor, Security Liaison  
Head of Personnel Security and Access, Security Liaison  
Welfare and Housing Manager  
Chapter Clerk  
Assistant to the Crown Equerry (The Royal Mews)

### **Royal Household Safeguarding Operations Committee (SOC)**

#### **Objectives**

1. Provide advice and guidance on the development of best practice Safeguarding policies and procedures.
2. Maintain a central register of staff who are in posts where DBS/DS clearance is required. This is to be reviewed at each meeting.
3. Provide advice and support across the Smaller Households and Estates on Safeguarding matters.
4. Responsible for being the onsite expert in Safeguarding, providing advice and guidance to members of staff.
5. Deal with safeguarding incidents as they arise.

#### **Frequency**

Quarterly, or as required, to discuss recent cases and review the incident reporting process.

#### **Output**

Recommendations for amendments to the Safeguarding policy and procedures.

Review of cases to ensure consistency across all RH sites.

Recommendations for amendments to the Safeguarding policy and procedures.

Review of cases to ensure consistency across all RH sites.

## Appendix 2



# 'Virtual Learning Workshops

## Information for Schools and Parents

School name	<input type="text"/>
School Teacher / Learning Officer	<input type="text"/> / <input type="text"/>
Workshop Title / Content	<input type="text"/>
Proposed Date and Time	<input type="text"/>
Chosen Virtual Platform	<input type="text" value="Zoom"/> <input type="text" value="Microsoft Teams"/> <input type="text" value="Google"/> <input type="text" value="Other"/>
Host:	<input type="text" value="School"/> <input type="text" value="RCT"/>

Have RCT / School shared their Remote Learning Expectations and agreed that they are each happy with these?

RCT and School Safeguarding Policies have been made available?

[www.rct.uk/about/policies/safeguarding-policy](http://www.rct.uk/about/policies/safeguarding-policy)

RCT expect schools to ensure that –

- All staff and pupils are suitably dressed at all times.
- When schools link to children at home, children are in a neutral environment or accompanied by an adult, if this is not possible. RCT will not link directly with pupils at home and only with schools.
- Pupils behave well, as if they were visiting the site in reality.
- Children avoid sharing screens or activating group chat during sessions.
- Children do not record or take screenshots during workshops.
- All sessions are kept private and that pupils do not share access information with others, (GDPR compliance)

Schools can expect that –

- Session will be delivered on official RCT device.
- Communications/log in to platforms via official RCT accounts
- Recognised platforms used only eg RCT Zoom.
- RCT will agree to adhere to organisations policies/procedures eg not to use full names if logging in to session individually
- RCT session leader is a)DBS checked, b) received appropriate training for delivery online sessions and safeguarding requirements

Electronic feedback forms have been sent to school?



# Virtual Learning Session

ROYAL COLLECTION TRUST

SCHOOLS PROGRAMME EVALUATION FORM

What was your overall impression of the virtual session?

Excellent  Good  Satisfactory  Poor / Very poor

Would you recommend a Remote Learning Workshop hosted by RCT staff? Y / N

## Learning Session

Title .....

Given by .....

Did today's session meet your expectations? (e.g. were the children engaged, was the content relevant?)

.....  
.....  
.....  
.....

Please tell us how you plan to use your experiences from this visit back in the classroom

.....

Any other comments (e.g. online resources, the Royal Collection website)

.....

We may like to include some of your comments anonymously on the Learning pages of the Royal Collection website: [www.rct.uk/learning](http://www.rct.uk/learning)

Please tick here if you **DO NOT** give permission for us to do this

If you would like to join our mailing list to receive our termly e-newsletter, please give your details below:

E mail.....

### Privacy and Security

Your privacy is extremely important to us. Our Privacy Notice outlines the way in which we gather and use information relating to you. Any personal information we gather from you will be used in accordance with the Data Protection Act 2018 and in accordance with the policy of the Royal Collection Trust.

[www.rct.uk/privacy](http://www.rct.uk/privacy)



Please return by e mail to [learning@rct.uk](mailto:learning@rct.uk)