

Additional Information for Students – Your Relationship with your Tutor

Last reviewed: September 2020

Date of next review: September 2021

We hope that all students on The Access Project have an enjoyable time and feel safe during tutorials. With this in mind, it is important to establish a professional relationship with your tutor: you should remember that your tutor is not a friend but a professional adult, like one of your teachers at school.

This means that you need to behave appropriately when working with or emailing your tutor. We have given you some guidance on this in the terms and conditions document that you sign before being assigned a tutor.

In addition, your tutor should always behave professionally toward you.

Professional behaviour from your tutor

The following are professional behaviours that you should expect from your tutor:

- Your tutor should always treat you with respect, and work with you to achieve your goals.
- Your tutor should always let you know if they will be unable to make a tutorial for any reason.
 - This requires you to have a working, charged phone, and email address which you check regularly.
- Your conversations with your tutor (whether in person or via phone/email) should always be focused on your tutoring and/or university application.
- Your tutor should always suggest meeting in a public place (coffee shop, a meeting room at their office, etc).
- It is not appropriate to meet in a private location, for example at their home or your home.
- If you are having a tutorial online, it can only be done using the software provided by The Access Project - you must not use Skype, Facetime or any other form of social media.
- Like in school, your tutor should not ask to photograph or film you unless they have permission from both The Access Project and yourself.
- Your tutor should not be under the influence of alcohol during your tutorials, nor should he/she offer you an alcoholic drink.
- Your tutor should not make inappropriate remarks. This could mean using swear words or making comments that make you feel uncomfortable.
- Your tutor should not make close physical contact with you.

If your tutor does not show professional behaviour toward you, immediately let your University Access Officer know.



You can also get in touch with the safeguarding team by emailing stayingsafe@theaccessproject.org.uk or by contacting the Designated Child Protection Officer on 020 4513 5999.