

# Additional safeguarding information for students

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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. This document sets out what you should expect from your tutor, and who you can talk to if you have any concerns.

## Your relationship with your tutor

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, via online communication, or over the phone) should always be focused on your tutoring and/or university application
  - Your tutor should not ask for personal details such as your home address or phone number if this has not been provided by The Access Project.
- For face to face tutorials, 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, Zoom or any other form of social media, even if you are having technical difficulties on the tutoring platform
  - If you have any concerns about this, please speak to your University Access Officer.
- 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
- Your tutor should not pursue a relationship with you outside of The Access Project.

If your tutor does not show professional behaviour toward you or if you have any concerns, you can speak to your University Access Officer, either in school or by dropping them an email.

You can also get in touch with the safeguarding team by emailing [stayingsafe@theaccessproject.org.uk](mailto:stayingsafe@theaccessproject.org.uk) or by contacting the Designated Child Protection Officer on 020 4513 5999 (option one for safeguarding).

If you ever need to talk to someone in confidence about anything bothering you, in the physical world or online, you can contact Childline for free on 0800 1111 or [visit their website](#).