



# Additional safeguarding information for parents and guardians

Last reviewed: October 2022

Date of next review: October 2023

*The Access Project is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

The Access Project is committed to creating a safe, caring environment where young people are listened to and their views are taken seriously. The safety and wellbeing of our students are of paramount importance to us and we will take a number of practical steps to keep the young people on our programme safe from harm.

## Pre-employment checks for staff and volunteers

- We perform the appropriate level of DBS checks and take two references for all staff members and tutors who work with young people on The Access Project
- The DBS checks are repeated every three years
- Our tutors and staff members also undertake mandatory Safeguarding Children training when they join.

## The role of the University Access Officer (UAO)

- UAOs are paid members of staff in The Access Project. A UAO is based in your child's school for at least two days a week. They are trained in safeguarding children and supported by The Access Project's Designated Child Protection Officer
- Young people on The Access Project are encouraged to talk to their UAO should they have any concerns, no matter how small, regarding their tutorials, tutor, or The Access Project in general.

## Tutorials

- Most tutorials are taking place online. Online tutorials happen through a safe and secure platform and are recorded for quality and monitoring purposes.



We recommend that parents and guardians are in the vicinity of the tutorials when they are taking place

- If tutorials are happening face to face, they will be held in the tutors' place of work or another public space such as a cafe or library. Students are expected to travel to their tutorials independently.

## Code of conduct

- All staff/volunteers must abide by The Access Project's code of conduct for working with young people, which is included in our Safeguarding Children Policy. The policy also sets out the code of conduct we expect of the parents and guardians of students on The Access Project. This is on our [website](#) and also available on request
- If a young person displays unsatisfactory behaviour whilst participating in The Access Project, their UAO will work with the young person concerned to resolve the issue. Failing this, the young person may be removed from the programme.

## Useful Contacts

Designated Child Protection Officer Name: Jennifer Guerin

Email: [stayingsafe@theaccessproject.org.uk](mailto:stayingsafe@theaccessproject.org.uk)

Phone number: 020 4513 5999 (option one for safeguarding)

If you ever have concerns about a child, you can contact the NSPCC on 0808 800 5000.