

Additional safeguarding information for students - Working with adults on The Access Project

Last reviewed: October 2022

Date of next review: October 2023

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 and anyone else you work with on The Access Project. This document sets out what you should expect from your tutor and any other adults on The Access Project, and who you can talk to if you have any concerns.

Your relationship with adults on The Access Project

Your tutor, University Access Officer and any adults you work with on The Access Project are not there as 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 any adults you work with. We have given you some guidance on this in the *Terms and conditions* document that you sign before being assigned a tutor. In addition, any adults you work with should always behave professionally toward you.

Professional behaviour from all adults on The Access Project

The following are professional behaviours that you should expect from any adults you work with on The Access Project:

- You should always be treated with respect, and adults on The Access Project should work with you to achieve your goals
- Your conversations with any adults on The Access Project (whether in person, via online communication, or over the phone) should always be focused on your tutoring and/or university application
- Adults you work with are not allowed to be under the influence of alcohol when working with you, nor should they offer you an alcoholic drink
- Adults you work with should not make inappropriate remarks. This could mean using swear words or making comments that make you feel uncomfortable
- Adults you work with should not make close physical contact with you
- Adults you work with should not pursue a relationship with you outside of The Access Project.
- Like in school, adults you work with should not ask to photograph or film you unless they have permission from both The Access Project and yourself

Professional behaviour from your tutor

In addition to the list above, you should expect the following behaviours from your tutor:

- 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 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.
- 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.
- 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.

Who to talk to if you have a concern about an adult on The Access Project

If your tutor or another adult on The Access Project 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 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](#).