



MENTOR JR.

Safeguarding Policy

This policy should be read in conjunction with the Mentor Jr. Safeguarding Procedures.

1. INTRODUCTION

1.1 Mentor Jr. (MJr) is committed to ensuring the highest level of safeguarding, and we highlight that the personal safety and wellbeing of each tutee and tutor using MJr is of the utmost importance.

1.2 MJr was created with the goal of ensuring that sessions occur in a safe, collaborative and fun environment, reflected by the peer-to-peer ethos, and defined in the Safeguarding Procedures for tutees, guardians and tutors who use MJr.

2. AIMS

2.1 The aim of this policy is to safeguard all tutees, guardians and tutors using MJr during sessions

2.2 This policy document contains the responsibilities of all persons using MJr including tutors, tutees and their guardians.

2.3 It is important that all persons involved with MJr are familiar with the Safeguarding Procedures

2.4 This policy should be read and understood before engaging in any activity arranged via MJr and the responsibilities and Safeguarding Procedures therein adhered to. Contravention of the Safeguarding Policy document can lead to suspension and/or barring from the service.

3. REGISTRATION OF TUTORS

3.1 MJr will only accept sign up and registration from tutors who are currently attending secondary school (Y10 and above) or first or second year university. In order to be part of the tutoring community, tutors must have an active and current school/ university email address, or have provided a certificate to demonstrate their attendance. Without this they cannot register.

3.2 All communications to the tutors will go via this email address

3.3 MJr conducts a video interview with all tutors as part of the selection process

3.4 MJr requires that all tutors either have DBS checks or are in the process of applying for DBS clearance. Guardians of tutees are entitled to ask their tutor to verify their DBS status during sessions if they so wish.

3.5 MJr encourages tutees and their guardians to provide feedback about their tutors. This enables prospective tutees and responsible adults to choose the tutor best suited to their needs.

ROLES & RESPONSIBILITIES OF PERSONS USING MENTOR JR.

4. THE TUTOR

4.1 The tutor shall:

- Be sure that their environment does not display any inappropriate images or documentation capable of being viewed by the tutee or their guardian when conducting a session.
- Treat students fairly and without prejudice or discrimination; tutees who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the tutee's wellbeing.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant lesson session.
- Not make any improper suggestions to a student.
- Value and take students' contributions seriously.

- Report any dispute with a tutee, guardian, or another tutor to MJr, in accordance with the Safeguarding Procedures.
- Report any inappropriate behaviour or illegal activity identified during a session by the tutee or third party, in accordance with Safeguarding Procedures.
- Ensure that if no guardian/ responsible adult is present during a session that the tutee is comfortable to continue the session; if not, they can terminate the session.

5. THE TUTEE

5.1 The tutee shall:

- Treat their tutor with respect and fairness, and not subject them to abusive behaviour or language
- Not make any improper suggestions to the tutor
- Have no inappropriate communication with the tutor outside of educational realms
- Report any inappropriate behaviour or illegal activity by a tutor within a session in accordance with the Safeguarding Procedures.

6. GUARDIAN/ RESPONSIBLE ADULT OF THE TUTEE

6.1 Guardians shall:

- Be responsible for the selection of their tutor and make any reasonable checks to ensure the tutor is suitable for the student (including, if required, reviewing the student's DBS certification documentation).
- Ensure the student is fully aware of the MJr Safeguarding Policy.
- Always be responsible for the welfare of the tutee during the session.
- Always be responsible for the physical environment of the tutee during the session ensuring it is safe and appropriate.
- If they consider it appropriate, be present or available during a tutor session so any concerns encountered by the tutee can be reported as soon as possible and ensure the tutee and tutor are behaving in an appropriate manner.

- Ensure that tutors will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language.
- Ensure that no improper suggestions are made by either the tutor or tutee.
- Ensure the tutee has no inappropriate communication with the tutor outside the sessions.
- Report any unsolicited communications between the tutor and tutee if appropriate.
- Report any dispute with a tutor to MJr in accordance with Safeguarding Procedures set out in this document.
- Report any inappropriate behaviour or illegal activity by a tutor in accordance with Safeguarding Procedures set out in this document.

7. DIRECTOR/ MANAGEMENT OF MENTOR JR.

7.1 The Director/ Management of MJr shall:

- Conduct a video interview with tutors before they are permitted to join the MJr community
- Ensure that any dispute between persons using the MJr services is handled efficiently and fairly without discrimination in accordance with the Safeguarding Procedures.
- Deal with reports of possible illegal activity promptly, ensuring the safety and wellbeing of the student and/or tutor in accordance with the Safeguarding Procedures.
- If appropriate, employ the services of an independent Child Protection consultant to review a report concerning the welfare of a student ensuring an appropriate course of action is taken.
- Regularly review the Safeguarding Policy and Safeguarding Procedures to ensure they are relevant and adequate to safeguard all persons using MJr.

8. REVIEW

8.1 The Safeguarding Policy and Safeguarding Procedures will be reviewed by MJr on a regular basis to ensure it is adequate and relevant to safeguarding standards.
