



MENTOR JR.

Safeguarding Procedures

These procedures should be read in conjunction with the Mentor Jr. [Safeguarding Policy](#).

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 reflected in the set of policies and [procedures](#) for the tutees, their guardians and tutors who use this service.

1.3 The following sections set out the procedures that should be followed if an incident occurs.

1.4 The safety and wellbeing of tutees, guardians and tutors is paramount. These procedures aim to ensure a prompt response to any incident and to minimise any further harm to a tutee or other person.

1.5 There are differing severities of behaviour which could be witnessed during sessions. Some behaviour would warrant only a report to MJr; other behaviour may be of a more serious nature where a direct report to the police may be necessary.

1.6 Each section below sets out the recommended procedure which should be followed. It is always the responsibility of the person alerted to the incident

to take some action to protect the student or other person. MJr will not be responsible for any non-compliance with the recommended procedure.

1.7 The procedures are not an exhaustive list; therefore if an incident occurs that is not covered in this list, you are advised to contact MJr, or the police if you believe that it may be a criminal matter.

2. TUTORS

If a tutor sees/ experiences:

2.1 Inappropriate language:

The tutor will request, in a polite manner, that the tutee or other persons using inappropriate language refrains from doing so during their session. If the language continues, the tutor will explain that they will terminate the session due to the language and will report the matter to MJr who will decide on any further use of the service by the tutee or other person involved. The tutor will have no further contact with the tutee unless by mutual agreement with MJr. Any unsolicited contact from the tutee or other persons following the termination of the session should be reported to MJr.

2.2 Inappropriate behaviour

The tutor will request, in a polite manner, that the tutee or other persons involved in the inappropriate behaviour refrains from the behaviour during their session. If the behaviour continues, the tutor will explain that they will terminate the session due to the behaviour and will report the matter to MJr who will decide on any further use of the service by the tutee or other person involved. The tutor should have no further contact with the tutee unless by mutual agreement with MJr. Any unsolicited contact from the tutee or other persons following the termination of the session should be reported to MJr.

2.3 Inappropriate or abusive images

2.3.1 Any display of adult pornographic images whilst in the presence of a tutee may constitute an offence under UK law. Any tutor witnessing the display of adult pornographic images by or towards a student should explain that the images should not be displayed during a session, terminate the session and report the matter to MJr.

2.3.2 Any display of child abuse images or indecent images of a child (for these purposes, a "child" is defined as anyone under the age of 18 years) is

an offence under UK law. Any tutor witnessing a display of indecent images of a child by or in the presence of a student should explain that due to the nature of the images they will terminate the session. The tutor should then inform the UK police. The tutor should also inform MJr of the incident and should have no further contact with the tutee or any other person involved in the incident. Any unsolicited contact from the tutee or other persons following the termination of the session should be reported to the police and MJr immediately.

2.3.3 This action should be taken so that the correct authorities can be alerted and can deal appropriately with the incident.

2.3.4 The display of any other images perceived to be inappropriate, either due to the age of the tutee or the content of the image shall be reported to MJr at the discretion of the guardian /responsible adult.

2.4 Disclosure of/witness to abuse towards or in the presence of a student.

2.4.1 Any physical or sexual abuse of a child is an offence under UK law. If a tutor receives information about such abuse from the tutee or other person present they should reassure the person that they can get assistance for them. It is the responsibility of the tutor to contact the UK police and report what has been witnessed.

2.4.2 If the tutor witnesses any such abuse first-hand they should immediately contact the police and report the incident. The tutor should also inform MJr of the incident and should have no further contact with the tutee or other person involved in the incident. Any unsolicited contact from the tutee or other persons following the termination of the session should be reported to the police and MJr immediately.

2.5 Disclosure of inappropriate/sensitive information

2.5.1 During a session, sensitive information may be offered by a tutee or other person present. If the information relates to any kind of abuse, the tutor should refer to "Disclosure of/witness to abuse towards or in the presence of a student", above. The tutee or other person present should be discouraged from disclosing sensitive information by the tutor. If the information continues to be shared the tutor will determine the impact of the information and decide whether to continue or terminate the session and report the incident to MJr.

2.5.2 Any information disclosed regarding the safety of a child should always be reported immediately to the UK police

3. TUTEES

If a tutee sees/ experiences:

3.1 Inappropriate language

3.1.1 The tutee will inform their guardian/ responsible adult of the tutor using inappropriate language. The guardian/ responsible adult should ask the tutor to refrain from using inappropriate language during the lesson session. If the language continues the guardian/ responsible adult should explain that they will terminate the session and will report the matter to MJr, who will decide on any further use of the service by the tutor. The student and guardian / responsible adult should have no further contact with the tutor unless by mutual agreement with MJr. Any unsolicited contact from the tutor after termination of the session should be reported to MJr.

3.1.2 If a guardian/ responsible adult is not present or readily available, the tutee should report the language as soon as possible to their guardian/ responsible adult who will take the decision to report the incident.

3.2 Inappropriate behaviour

3.2.1 The tutee will inform their guardian/ responsible adult of the tutor using inappropriate behaviour. The guardian/ responsible adult should ask the tutor to refrain from using inappropriate behaviour during the session. If the behaviour continues the guardian/ responsible adult will explain that they will terminate the session due to the behaviour and will report the matter to MJr who will decide on any further use of the service by the tutor. The tutee, guardian/ responsible adult should have no further contact with the tutor unless by mutual agreement with MJr. Any unsolicited contact from the tutor after termination of the session should be reported to MJr.

3.2.2 If a guardian/ responsible adult is not present or readily available the student should report the behaviour as soon as possible to a guardian/ responsible adult who will take a decision to report the incident.

3.2.3 If the behaviour is of a sexual nature towards a student by a tutor, the tutee should immediately inform a guardian/ responsible adult and terminate

the session. The guardian/ responsible adult should inform the UK police and MJr immediately.

3.3 Inappropriate or abusive images

3.3.1 Any display of adult pornographic images whilst in the presence of a student may constitute an offence under UK law. Any tutee witnessing the display of adult pornographic images by a tutor should immediately terminate the session and report this to a guardian/ responsible adult who should inform the UK police.

3.3.2 Any display of child abuse images or indecent images of a child (for these purposes, a "child" is defined as anyone under the age of 18 years) is an offence under UK law. Any tutee witnessing a display of indecent images of a child should immediately terminate the session and report this to a guardian/ responsible adult, who should inform the UK police.

3.3.3 The guardian/ responsible adult should also inform MJr of the incident image and the tutee, guardian/ responsible adult should have no further contact with the tutor involved in the incident. Any unsolicited contact from the tutor following the discontinuation of the session should be reported to the police and MJr immediately.

3.3.4 This action should be taken so that the correct authorities can be alerted and can deal appropriately with the incident.

3.3.5 The display of any other images perceived to be inappropriate either due to age of the student or content of the image shall be reported to MJr at the discretion of the guardian/ responsible adult.

3.4 Disclosure of/witness to abuse

3.4.1 Any physical or sexual abuse of a person is an offence under UK law. If a tutee receives information about such abuse from the tutor or other person present they should immediately inform a guardian/ responsible adult. It is the responsibility of the guardian/ responsible adult to contact the UK police and report what was witnessed.

3.4.2 If the tutee witnesses any such abuse first-hand they should immediately contact a guardian/ responsible adult who should immediately inform the UK police. The guardian/ responsible adult should also inform MJr of the incident and the tutee and guardian/ responsible adult should have no

further contact with the tutor involved in the incident. Any unsolicited contact from the tutor following the termination of the session should be reported to the guardian/ responsible adult immediately.

3.4.3 This action should be taken so the correct authorities can be alerted and can deal appropriately with the incident.

3.5 Disclosure of inappropriate/sensitive information

3.5.1 During a session, sensitive information may be offered by a tutor (If the information relates to any kind of abuse the tutee should refer to "Disclosure of/Witness to abuse"). The tutor should be discouraged from disclosing sensitive information by the tutee, guardian/ responsible adult. The guardian/ responsible adult will determine the impact of the information and decide whether to continue or terminate the session and report the incident to MJr.

3.5.2 Any information disclosed regarding the safety of a child should always be immediately reported to the UK police.

3.5.3 Any tutor reported by a guardian/ responsible adult will be suspended from the site until the incident has been investigated by the appropriate authority. The guardian/ responsible adult may be informed of the resolution if appropriate.

4. GUARDIANS/ RESPONSIBLE ADULTS

4.1 As per the Safeguarding Policy document, the guardian/ responsible adult has primary responsibility for the welfare and safety of the tutee during a session and should be present or available to deal with any concerns or incidents reported by the tutee.

4.2 It is also the duty of the guardian/ responsible adult to ensure the wellbeing of the child if they have been affected by anything said or done by the tutor.

4.3 If a guardian/ responsible adult is alerted by the tutee to any inappropriate behaviour/language or information by the tutee or they witness any inappropriate behaviour/language or information by the tutor, they should immediately speak to the tutor, state their concern and inform them they are terminating the session. The incident should then be reported to MJr to take appropriate action.

4.4 The guardian/ responsible adult should have no further contact with the tutor involved in the incident. Any unsolicited communication from the tutor should be reported to the police and MJr as soon as possible.

4.5 If a guardian/ responsible adult is alerted by the tutee to any inappropriate or abusive images or they witness any inappropriate or abusive images displayed by the tutor, they should immediately speak to the tutor, state their concern and inform them they are terminating the session. The guardian/ responsible adult should inform the UK police (if appropriate) and (in all cases) MJr of the incident

4.6 The guardian/ responsible adult should have no further contact with the tutor involved in the incident. Any unsolicited communication from the tutor should be reported to the police and MJr as soon as possible.

4.7 Any tutor reported by a guardian/ responsible adult will be suspended from the site until the incident has been investigated by the appropriate authority. The guardian/ responsible adult will be informed of the resolution if appropriate.

5. DIRECTOR/ MANAGEMENT OF MENTOR JR.

5.1 The Safeguarding Policy and Safeguarding Procedures of the MJr website are the responsibility of the Director and management.

5.2 Any report of a contravention of the Safeguarding Policy will be reviewed by MJr, who may engage independent Child Protection consultants to ensure that an appropriate course of action is taken.

5.3 Any incident reported to MJr shall be reviewed as soon as possible to ensure a timely resolution.

5.4 If a report concerns minor breach of the Safeguarding Policy, MJr can make a decision as to appropriate action which may include barring the reported person from using MJr.

5.5 If a report is received by MJr which concerns the immediate safety of a student or any illegal activity during a session, they will be required to contact UK police and report the incident.