



Admissions Tutors

Safeguarding Policy

1. For the purpose of this Policy, 'Admissions Tutors', 'we' and the 'company' will refer to Admissions Tutors Ltd. The 'Tutor' will refer to the provider of tuition, and 'Client' will refer to the recipient of tuition, and/or to the person or organisation responsible for payment of the Tutor's invoices. The terms 'Child' or 'Children' in this Policy refer to Clients under the age of eighteen.
2. A tuition arrangement administered by Admissions Tutors between a Tutor and Client will be referred to as the 'Project'.
3. A single continuous instance of tuition, of any length, whether conducted in person or by electronic means, will be referred to as a 'Session'.
4. Admissions Tutors takes seriously its responsibilities to safeguard and promote the welfare of Children by following best practice guidance on safeguarding to create this safeguarding policy and embedding safeguarding features into its Projects.
5. The responsibilities of all Tutors for Admissions Tutors are details as follows:
 - Have a duty to safeguard and promote the welfare of Children;
 - Must ensure all contact with Clients only occurs online.
 - Shall restrict their guidance to the following areas: maximising academic attainment, advice on: applying to university/for a position of employment, university academic life and/or interviewing skills.
 - Shall not solicit any contact details or other information which may undermine the anonymity of the Client to the Tutor.
 - Should never agree to meet with a Client who is a Child in person prior to, whilst, or following their engagement with Admissions Tutors.
 - Shall ensure all Sessions take place in an appropriate environment which does not display any inappropriate images or activity.
 - Shall not engage in, incite or condone inappropriate behaviour or illegal activity during Sessions.
 - Shall ensure that all language used and comments made (verbally or in text format) when carrying out Sessions will not offend, be in anyway discriminatory nor bring Admissions Tutors into disrepute.
6. Any Tutors who do not follow the above responsibilities will be terminated of their current Projects and be removed as a Tutor for Admissions Tutors.
7. If a Tutor has identified any signs or indicators that a Child is being abused and/or engaged in or the subject of criminal activity, then it is the responsibility of the Tutor to involve the police or any relevant authority and also inform Admissions Tutors.
8. If a Child discloses information to the Tutor or others relating to welfare issues which do not constitute criminal activity or abuse but impact the Client's welfare, then it is the





responsibility of the Tutor to involve the police or any relevant authority and also inform Admissions Tutors.

9. Admissions Tutors not does ask to view Tutor's DBS checks unless requested by a Client. Clients may request to see a Tutor's DBS check before a Project begins. It is the responsibility of the Client to verify the status of a Tutor's DBS check and hence determine if they would like to proceed with the Tutor.
10. Clients may request that Tutors undertaking the HSQE CPD accredited Safeguarding Children Level 1 course before the Project begins (linked below).
<https://hsqe.co.uk/course/safeguarding-children/>
11. Admissions Tutors does not tolerate any form of abuse by Clients to Tutors. Clients which violate this will have their Projects terminated.

