



U2 Tuition Ltd.
enquiries@u2tuition.com

Safeguarding Policy

Tutors and parents/ responsible adults should read the following guidelines alongside our Terms and Conditions available on the TutorCruncher platform.

Our Child Protection Policy applies to all staff and tutors working on behalf of [U2 Tuition](#) (U2) and our subsidiary learning platform, [Minds Underground™](#). Any reference to U2 in this policy refers to both subsidiaries, as well as our standard tuition service.

U2 ensures that all pupils are given tuition in a congenial and safe environment. Each member has a moral and legal obligation to ensure that, when given responsibility for young people, they are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children & Young Persons' Act 2008).

Purpose:

- To protect children and young people who receive U2's services, both in-person and online
- To provide tutors with guidelines to ensure adequate child protection and good practice when providing tuition or other educational guidance

OVERVIEW

1. U2 is committed to ensuring the highest possible standard of education and safeguarding. The personal safety and wellbeing of each student and tutor using U2 is central to our ethos. We have a vetting procedure for tutors and a code of conduct in place for both parents/ guardians of students and tutors, to ensure the wellbeing and safety of both parties
2. Our safeguarding policy lays out guidelines for both in-person and online tutoring, applicable to both parents/responsible adults and tutors who use our services
3. Our policies and procedures aim to ensure that all those using U2 services can do so safely within UK Law and the highest child safeguarding standards

AIMS

1. The aim of this policy is to safeguard all students benefitting from U2 and Minds Underground services, whilst they undergo an in-person or online session
2. This document lays out the responsibilities of tutors, students and parents (responsible adults/ guardians)
3. It is crucial that all persons using or working on behalf of U2 are aware of and abide by our safeguarding policy. Contravention of the Safeguarding Policy document could lead to suspension and/or barring from the services



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ON-BOARDING TUTORS

1. All U2 tutors are appropriately vetted before undertaking tuition services of any kind. Every tutor has undergone (or will undergo on sign-up if their DBS is not up to date) a Disclosure and Barring Service Check (DBS) as part of the recruitment process, in line with the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) requirement for background checks
2. U2 only accepts sign up and registration from tutors who have been educated at specific top-tier universities, either Oxbridge, Ivy League or a top tier Russell Group university if they have a particular specialism through a master's or PhD. In order to join our team, tutors must have proof of their attendance and meet our minimum qualification standards
3. U2 conducts an online or in-person interview with all tutors as part of the selection process, requests photo identification documents (such as a student card, passport or driving licence) and requires all tutors to upload a full profile on our TutorCruncher platform
4. Parents or schools are entitled to ask the tutor to verify qualifications, DBS checks and ask for references before undertaking tuition services
5. U2 encourages students and parents to provide feedback about the tutors and has a full-proof process in place to choose the tutor best suited to their needs

TUTOR CODE OF CONDUCT

1. All data held by U2 is in accordance with the Data Protection Act 1998. No data will be used by tutors or U2 for anything other than tuition services via U2
2. Where applicable, tutors should copy the designated U2 administrator (or school/ school representative where appropriate) into the contents of email communications between tutors, parents/ guardians and students to ensure each party can check all content is appropriate
3. The tutor will only contact the student when it is appropriate to their role as a tutor and confined to the relevant tuition session
4. For online lessons, where requested, tutors will record sessions to be available for play back to the parents/ schools and students. These will not be used for any other purposes other than to provide parents/ guardians with proof of good practice
5. For in-person lessons, the tutor must ensure a parent or responsible adult is present in the home or environment where tuition takes place, the only exception being where it is explicitly agreed for the tutor and student to have the session at a designated location e.g. at their school or a library. If no parent/ guardian is present unless explicitly agreed otherwise, the tutor has the right to terminate the session
6. The tutor shall ensure that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session
7. The tutor will treat all students fairly and without prejudice or discrimination, regardless of age, disability, gender, race, religious belief, sexual orientation or identity



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8. The tutor will always ensure language is appropriate and not discriminatory or offensive
9. The tutor will not make any improper suggestions to students or send unsolicited communications to the student, parent or responsible adult
10. The tutor will report any dispute, inappropriate behaviour or illegal activity within a session by the student or a third party to the designated U2 administrator

STUDENT CODE OF CONDUCT

1. Students can register with the service and organise their tuition directly, but cannot start using the service until a parent/guardian over the age of 18 has formally registered with U2
2. The student must treat the tutor with respect and fairness, and not subject them to abusive behaviour or language
3. The student must not make any improper suggestions to the tutor
4. The student must have no inappropriate communication with the tutor outside the lesson session
5. The student must report any dispute with a tutor to a parent/responsible adult
6. The student must report any inappropriate behaviour or illegal activity by a tutor within a session
7. The student must be aware where a session is recorded and know that they are available for review

PARENT/ GUARDIAN/ SCHOOL REPRESENTATIVE CODE OF CONDUCT

1. The parent/responsible adult shall be responsible for the selection of the tutor and make any reasonable checks to ensure the tutor is suitable for the student (including, if required, reviewing the student's CRB/DBS certification documentation)
2. The parent/responsible adult must be responsible for the welfare of the student during the session and be responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate. If they consider it appropriate, they must be present or available during a tutor session so any concerns encountered by the student can be reported as soon as possible and ensure the student and tutor are behaving in an appropriate manner
3. The parent/responsible adult must ensure that tutors will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language
4. The parent/responsible adult must ensure that no improper suggestions are made by either the tutor or student and that the student has no inappropriate communication with the tutor outside the session
5. The parent/responsible adult must report any unsolicited communications between the tutor and student if appropriate, as well as any dispute with a tutor, inappropriate behaviour or illegal activity by a tutor
6. The parent/responsible adult should be aware where a lesson will be recorded



SCHOOL AND TEACHERS/ SCHOOL REPRESENTATIVE

1. For the purpose of this document, “responsible adult” includes teachers and school representatives where U2 has arranged tuition for students through their school
2. The school and teachers or school representative shall be responsible for the welfare of the student during the session and be responsible for the physical environment of the student during the session, ensuring that it is safe and appropriate
3. The school and teachers or school representative must be responsible for the behaviour of the student during the session, ensuring that tutors will be treated with respect and fairness and will not be subjected to abusive behaviour or language
4. The school and teachers or school representative must ensure that no improper suggestions are made by either the tutor or student
5. The school and teachers or school representative must be present or available for the student during the session to address any issues, unless it is arranged for the student out of school time, in which case they must ensure the student has an appropriate environment during the session, agreed with a student’s parent/ guardian/ responsible adult
6. The school and teachers or school representative must report any dispute with a tutor to U2, any inappropriate behaviour or illegal activity by a tutor within a session
7. The school and teachers or school representative is able to request for sessions to be recorded for safeguarding purposes

PROCEDURES

In all cases related to child protection and safeguarding, the main procedure is to treat the allegation seriously, in strict confidence and immediately contact the designated U2 administrator, and/or allocated school child protection and safeguarding lead/s. Allegations against a tutor who may have behaved in a way that has or may have harmed a child, or committed a criminal offence either against or related to a child, or behaved towards a child in a way that suggests he or she is unsuitable to work with children, should be reported immediately.

CHILD PROTECTION INCIDENTS

A Child Protection incident usually includes some of the following scenarios, but this list is not intended to be a formal and all-inclusive definition. A typical CP incident is when: -

1. A tutor receives some information about a child or young person either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically (forms of harm are outlined below)
2. A tutor observes a situation (e.g. risk in a child’s environment which could potentially cause serious physical or psychological harm)
3. U2 or a parent/ guardian/ responsible adult receives information about a tutor either from the child directly or from another source, that could potentially cause serious harm to the child, either physically or psychologically



DEFINITIONS OF HARM/ ABUSE

- Physical Abuse: physical injury to a child where there is knowledge, or a reasonable suspicion, that their injury was inflicted or knowingly not prevented
- Neglect: the persistent or severe neglect of a child that results in serious impairment of the child's health or development (both physical and mental)
- Emotional Abuse: the persistent or severe emotional ill-treatment of a child which has severe adverse effect on the behaviour and emotional development of that child
- Sexual Abuse: the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent
- Extremism: A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs
- Grooming: When someone builds an emotional connection with a child or a young person to gain their trust for the purposes of sexual abuse or exploitation
- Self Abuse: Any means by which a child or young person seeks to harm themselves. This can take lots of physical forms, including cutting, bruising, scratching, hair-pulling, poisoning, overdosing and eating disorders

RECORDING A CHILD PROTECTION INCIDENT

1. All Child Protection incidents must be recorded. It is essential to speak individually with all parties concerned
2. A record of all conversations relevant to the incident should be kept, including all telephone conversations with a written report to send to LADO/ Child Protection Unit (at the local authority where the incident took place) who will deal with the allegation
3. All allegations should be dealt with thoroughly, fairly, and with common sense and professional judgement. Any investigation should be carried out as quickly as possible and a decision reached as to whether the allegation is borne out or not supported. Dependent on this, the outcome of the investigation could have one of three outcomes: a) unsubstantiated, b) substantiated in part or in whole but can be dealt with by disciplinary procedures, c) substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer.)



HOME TUITION RISK ASSESSMENT

Risk Assessment: **Home Tuition**

Date:

Assessor:

Review Date:

Hazard	Risk involved	Control measures introduced to minimise risk	Further action taken or recommended
No adult present	Risk of allegations Danger of attack on teacher	Staff not to stay if appropriate adult not present	Record visit in log Report to SLT /manager Letter to parent
Aggressive Pet	Bite to staff	Tetanus injection Hepatitis injections Ask for animal to be in alternate room or outside during tuition	Report to police Letter to parent Use of alternative premises
Pupil 'kicks off'	Damage to property Damage to staff car Injury to staff or others	Avoid confrontation Leave session if pupil does not calm. Inform SLT & complete relevant reporting forms	Report to police
Staff threatened by parent in home	No witness available Threat may escalate into physical violence	Staff to leave Report to SLT / line manager Seek medical advice if needed	Report to police Use of alternative premises or adult
Staff 'tricked' into entering house and detained	Threats / injury to staff	Contact school if possible School routine to contact staff at set times each session with agreed message to confirm safety.	Report to police
Unacceptable behaviour to/by members of family witnessed	Involvement in family disputes Tutor subject to abuse/assault	Leave premises Contact school	Report to appropriate service, eg, police, social services
Illegal substances visible	Interpreted as accepting/condoning use of substance	Explain situation to parent Leave premises Inform SLT / line manager	Letter to parent before next session
Theft of items from tutor	Tutor without personal possessions	Do not take valuable items or large amounts of money to tuition. Explain situation to parent Inform SLT / line manager	Report to police
Tutor involved in accident on route to/from venue	No-one aware of accident	Tutor to phone school on arrival and departure at each venue Emergency contact details for home tutor to be held in school	

COMPLIANCE

1. All persons using U2 services have a responsibility to familiarise themselves with the Policy
2. Any tutor reported for a breach of the Safeguarding Policy will be suspended from the site until the incident has been investigated by the appropriate authority. The reporter may be informed of the resolution if appropriate
3. The final decision on action taken for minor breaches of the Policy will be the responsibility of U2
4. Any person reported for illegal activity whilst using U2 services will be reported to police and will be barred from the service
5. Any person reported for causing harm to a student or subjecting the student to sexual abuse will be reported to police and barred from the service

REVIEW

U2 will monitor and review the policy and procedures every 3 years or whenever there is a major change in the organisation or when there is relevant legislation.