
	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Review Date</b>	<b>3<sup>rd</sup> November 2020</b>
	<b>Next Review Date</b>	<b>Autumn 2021</b>
	<b>Reviewed by</b>	<b>Governor Name: Jeff Stafford</b> <b>Governor Signature:</b> 

## Mentoring Protocol

### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school is referred to in this policy, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites including staff at the Routes4Life provision.

The following guidance has been developed to protect all staff and students from the risk of significant harm when engaging in mentoring activities.

In line with the requirements of Section 175 of the Education Act 2002 and related guidance Keeping Children Safe in Education (September 2020), schools must consider suitable vetting procedures where adults, including non-school staff, are involved in mentoring activities on and off school premises. These include enhanced DBS checks.

All adult mentors whether paid or unpaid must have a basic understanding of child protection and will have attended the necessary courses prior to commencing their duties. It must be noted that staff will be expected to adhere to the following:

The Welfare of the Child is Paramount (taken from principles of the Children Acts 1989 and 2004).

- *Staff must understand their responsibilities to safeguard and promote the welfare of children and young people. ('Staff' are all paid/unpaid adults working with children and young people)*
- *Staff are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their motives and intentions.*
- *Staff must work, and be seen to work, in an open and transparent way.*
- *Staff must discuss and /or take advice promptly from their line manager or another senior member of staff about any incident which may give rise to concern.*
- *Records must be made of any such incident and of the decisions made /further actions agreed in accordance with the school policy of keeping and maintaining records.*
- *Staff must apply the same professional standards regardless of race, gender or sexuality.*
- *Staff must be aware of the risk of possible misinterpretation of motives and behaviour which could be construed as grooming.*
- *Staff must be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.*
- *Staff must know the procedures of managing allegations against staff and to whom they must report concerns.*

Mentoring programmes aim to meet the needs of various groups. Therefore communication between adults and children by whatever method, must take place within professional boundaries.

- The staff member must only use equipment provided by the school to communicate with students.
- It is **forbidden** for staff to contact students other than through the schools secure network.
- The staff member must not use any devices, audio or video to record the students/young people and their mentoring sessions.
- Mentors must not send inappropriate texts.
- Mentors must register any mobile or other phone numbers that they use within the school.
- Mentors must not send inappropriate emails
- The staff member must only use an email address issued to them by the school for the purpose of mentoring.
- It is **forbidden** for staff to contact students outside of the school secure network, i.e. using personal emails addresses and mobile phones.
- Staff must ensure contact with students is purely for a professional reason and in accordance with DfE guidance and school policy.
- **It is forbidden for staff to interact with students on social network sites.**

The staff member must report any indications (verbal, written or physical) that suggest a student/young person may be infatuated with them or another staff member immediately to the Headteacher.

Concerns about the conduct of a member of staff (paid or voluntary) should be immediately reported to Emma Allen, Headteacher, on 01708 225888.

Allegations against staff will be dealt with in accordance with the Whistleblowing Policy for School including Managing Allegations.