



Home-School Tutoring Tutor Behaviour Policy (Tutor Code of Conduct)

1.0 Introduction

1.1 This policy sets out clear guidance on the standards of behaviour expected from all tutors and all workers associated with Home-School Tutoring UK. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct, minimise the risk of inappropriate conduct occurring and fully support the safeguarding of pupils.

1.2 Tutors are in a unique position of trust and influence as role models for pupils. Therefore, tutors must adhere to behaviour that sets a good example to all tutees, children and young people.

1.3 Tutors also have an individual responsibility to maintain their reputation and the reputation of the Home-School Tutoring, both inside and outside working hours and work setting.

1.4 This policy applies to all tutors regardless of their position, role or responsibility.

1.5 Home-School Tutoring requires that all tutors and workers have read and agree to comply with this policy.

1.6 Breach or failure to observe this policy will result in action being taken. This could include terminating any tuition as well as reporting any breach to the appropriate authorities which may include the police.

1.7 This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of Home-School Tutoring and children and young people.

2.0 Professional Behaviour and Conduct

2.1 Tutors are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Home-School Tutoring expects workers to treat each other, pupils, parents and the wider community with dignity and respect at all times.

2.2 Tutors are teachers and are required to follow the National Teacher Standards which can be found at: <https://www.gov.uk/government/publications/teachers-standards> Home-School Tutoring is also a corporate member of TTA (The Tutor's Association) and so we also expect tutors to adhere to the TTA code of conduct for tutors: Code of Practice - The Tutors' Association (thetutorsassociation.org.uk)

2.3 Tutors must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.

2.4 Tutors should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.

2.5 Tutors must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.





2.6 Tutors must have regard for the ethos and values of the Home-School Tutoring and must not do or say anything which may bring the organisation into disrepute. Tutors should act in accordance with Home-School Tutoring's policies and procedures at all times.

3.0 Dress and Appearance

3.1 Home-School Tutoring recognise that dress and appearance are matters of personal choice and self-expression. However, tutors must dress in a manner that is appropriate to a professional role and that promotes a professional image.

3.2 Tutors should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

3.3 Tutors should dress safely and appropriately for the tasks they undertake.

4.0 Smoking, alcohol, e-cigarettes and other substances

4.1 Tutors must not smoke or use e-cigarettes on school or council premises or outside school gates. Tutors must also not smoke when tutoring at private homes or outside of private homes. Any tutor wishing to smoke or use an e cigarette must do this well out of sight of clients and tutees and away from any associated premises.

4.2 Tutors must not smoke or use an e-cigarette whilst working with or supervising pupils offsite or on trips.

4.3 Tutors must not consume or be under the influence of alcohol, illicit drugs or other illegal substances when working in their capacity as a tutor.

4.4 Tutors must refrain from the consumption of alcohol and other substances at school/student events (i.e. Leaving Proms, residential visits) both within the school premises and outside the school setting.

5.0 Relationships with Pupils

5.1 Tutors must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Tutors should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

5.2 Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

5.3 All adults and tutors are aware that it would be a criminal act to develop personal or sexual relationships with tutees. Tutors must not develop personal friendship or relationship with children or young people whilst tutoring them and after tutoring them. They are a child until they reach the age of 18 years old.





5.4 Tutors must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of pupils or discuss a pupil's sexual relationships in an inappropriate setting or context.

5.5 Contact with pupils should be only be via parents and emails to parents if required. There should be no direct contact between tutees and tutor.

5.6 Tutors must not accept friend invitations or become friends with any pupil*/tutee on any social media platform (including former tutees/pupils). Staff should also refrain from following the Twitter or other similar social media accounts of tutees or their parents. Tutors must read Home-School Tutoring's ICT, Technology and Social Media Acceptable Use Policy carefully and follow all advice and guidance contained within it.

* 'pupil' is defined as any young person aged 18 or under in a school or college. Or, any young person who has been a tutee (or a pupil a tutor has met in another school in their professional capacity) who is no longer in a school or a sixth form up until they reach the age of 18.

6.0 Infatuations

6.1 It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff in schools or towards tutors. All such situations must be responded to sensitively to maintain the dignity of those concerned.

6.2 Tutors should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against tutors. Any indications of an infatuation towards yourself (or another teacher or tutor) must be reported to your Area Advisor.

7.0 Physical Contact with Pupils

7.1 Tutors must only have physical contact with pupils when it is appropriate to their professional role. We recognise that a 'no touch' approach may be inappropriate in some circumstances. For example, there may be certain times when it is essential, such as in a first aid emergency.

7.2 Tutors should use a level of contact which is acceptable to the child and only for the minimum time necessary. This must be in a location visible to others.

7.3 Tutors should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Tutors should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Tutors must not engage in rough play, tickling or fun fights with pupils.

7.4 Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. At Home-School Tutoring we recognise that some of our children are particularly vulnerable and others needy of physical support. However, our staff must at all times act professionally, deterring the child by helping them to understand the importance of personal boundaries.

7.5 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.





7.6 If a tutor believes that an action could be misinterpreted, the incident and circumstances should be immediately reported to their Area Advisor recorded and, if appropriate, a copy placed on the child's file.

8.0 Child in distress

8.1 There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Tutors should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

8.2 Such incidents should always be recorded and shared with your Area Advisor.

9.0 One to one situations

9.1 Tutors working individually with pupils should be aware of the potential vulnerability of pupils and tutors in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves. In homes, our Home-School Tutoring policy is that we always insist a parent/carer is present in the home.

9.2 Individual work with pupils, should wherever possible, take place in public or semi-public places such as classrooms, shared offices, libraries or lounges in homes and should not be undertaken in isolated areas or rooms where there is no external viewing panel (in which case the door must be kept open).

9.3 When in a private meeting with a child or one-to-one session, ensure furniture is positioned to allow easy access into or out of the room and that any glass panel in the door is not obscured or the door kept open. Consider where you sit in relation to the child. Sitting opposite them on a table rather than next to them gives them more personal space.

10.0 Online Safety

10.1 All tutors should report any safeguarding concerns linked to the use of ICT immediately the Area Advisor (or if working in a school to the school DSL).

10.2 Tutors must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Tutors should adopt the highest security settings on any personal profiles they have.

10.3 Tutors should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Tutors should exercise care when using dating websites where staff could encounter students.

10.4 Tutors must not make contact with pupils, must not accept or initiate friend requests nor follow a pupil's account on any social media platform. Staff must not communicate with pupils via social media, websites, instant messenger accounts or message. The only acceptable method of contact is via parent or carers email addresses or phone numbers. Please note that 'pupil' is defined as any young person aged 18 or under in a school or college. Or, any young person who has been a tutee (or a pupil a tutor has met in





another school in their professional capacity) who is no longer in a school or a sixth form up until they reach the age of 18.

10.5 Tutors should not make contact with tutee's family members, accept or initiate friend requests or follow tutees' family member's account on any social media platform.

10.6 However, HST accepts that tutors who are also parents may wish to make contact with other parents, who are friends, over social media. Tutors must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

10.7 When tutoring on a school site the school will have their own specific rules about personal mobile phones. Please make sure you check the school rules before working there and abide by those.

11.0 Confidentiality

11.1 Tutors may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.

11.2 Tutors should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

12.0 Photography, video and images of children

12.1 Many education activities involve recording images as part of the curriculum or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed. If photography is required in school context this must all be agreed via the school. For private tutoring, consent can be obtained from the parent/carer.

12.2 Using images for publicity purposes will require the age appropriate consent of the individual concerned and their parent/guardian.

12.3 Tutors should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken and appropriate consents obtained. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Any photographs or videos on personal devices (with consent) must be removed after 5 working days.





01707 907709

alternativeprovision@homeschooltutoringhertscambs.co.uk
admin@homeschooltutoringhertscambs.co.uk

13.0 Whistleblowing

13.1 Whistleblowing is the mechanism by which tutors can voice their concerns, without fear of repercussion.

13.2 All tutors have a duty to report any behaviour by a colleague or another tutor which raises concern especially in relation to Safeguarding. Please read the Home-School Tutoring Safeguarding policy which covers more detail on Whistleblowing and the processes.

14.0 Compliance

14.1 All tutors must complete the form below to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.

