

# Miss Barnes Tutoring

## TUTOR CODE OF CONDUCT

### **Purpose**

Our tutors play a vital role in supporting students' learning and development. This Code of Conduct explains the expectations and responsibilities for tutors to ensure that sessions are safe, professional, and effective. Following these guidelines helps create a positive environment for both students and families.

### **Safeguarding and Child Protection**

Tutors must always prioritise the safety and well-being of students. It is important to be alert to any concerns about a student's welfare and report them promptly to the designated safeguarding lead. Tutors should, at all times, maintain professional awareness of safeguarding guidance, including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children. During sessions, tutors should ensure an appropriate parent or guardian is present in the home and easily reachable. Tutors must never be alone with a student in a way that could compromise safety or professional boundaries.

### **Professional Boundaries**

Tutors should maintain clear professional boundaries in every session. This includes focusing on supporting the student's learning, providing guidance, explanations, and encouragement. Interactions should always be respectful, age-appropriate, and focused on the student's development. Tutors should not supervise students outside agreed sessions, provide personal transport unless formally arranged with safety measures, or share personal contact details with students. Tutors should not accept gifts of significant value. Following these boundaries ensures sessions remain safe, productive, and professional.

### **Safe Communication**

Tutors should communicate with students, parents, and colleagues respectfully and professionally at all times. Any concerns about learning, behaviour, or safeguarding should be shared promptly with the Lead Coordinator or Designated Safeguarding Lead. Tutors should use only approved contact methods for communication with parents/guardians and avoid personal social media interactions with students at all times.

## **Learning Environment and Health & Safety**

Tutors should support families in providing a safe and suitable learning environment. This includes checking that the workspace is free from hazards and that online sessions are conducted using functional and secure devices. Tutors should also be mindful of their own health and safety, ensuring that sessions are conducted in a safe manner for themselves as well as the student.

## **Attendance and Punctuality**

Tutors should arrive on time for sessions, prepared with all necessary materials. If unable to attend a session, tutors must notify the family and the Lead Coordinator as early as possible to reschedule.

## **Data Protection and Confidentiality**

Tutors must follow GDPR and Miss Barnes Tutoring policies regarding data protection. Student information, including progress, attendance, and safeguarding details, should be stored securely and shared only on a need-to-know basis. Tutors must not share private information about students, families, or colleagues outside of approved professional channels. Recording sessions is not permitted unless there is prior, explicit consent. Tutors must refer to the client registration form for consent to take photos of the sessions. These are used for advertising purposes only, and should not include any identifiable information.

## **Supporting Learning**

Tutors are responsible for creating engaging and effective learning sessions tailored to the students' needs. They should encourage independence, provide constructive feedback, and help students build confidence and skills. Tutors should also communicate openly with parents and the lead coordinator about progress, concerns, or changes in the student's learning needs.

## **Behaviour and Respect**

Tutors should model respectful behaviour at all times. This includes being polite, patient, and professional with students, families, and colleagues. Discriminatory, aggressive, or inappropriate behaviour is never acceptable. Tutors should work collaboratively with families to maintain a positive learning environment.

## **Agreement and Commitment**

By providing tutoring services, tutors acknowledge and agree to follow this Code of Conduct. Adhering to these guidelines ensures the safety, well-being, and academic progress of students while maintaining professional and supportive relationships with families and colleagues.