



Your Community Schools Limited, The Enterprise Centre, PO Box 656 Bury St Edmunds IP30 9WR

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The Community Schools Code of Conduct for Tutors

Reviewed 19th January 2023 by Claire Meadows-Smith

- 1 I undertake to comply with the Community Schools Safeguarding and Child Protection Procedures.
- 2 I will keep my Safeguarding training upto date and read KCSIE part 1 2022 plus Annex B.
- 3 I am committed to identifying any particular challenges or difficulties my students might have with their learning and to assisting them in overcoming those barriers.
- 4 I understand that my relationship to my students is professional and not personal and that I have a duty of care towards them.
- 5 I will ensure that my contact with students is appropriate and relevant to the nature of the activity.
- 6 I will dress appropriately.
- 7 I will keep my phone away and on silent.
- 8 I will not share my contact details with the parents or student ; all communication will be through the community schools business emails and texts.
- 9 I understand that my role as a tutor is to encourage and enable students to achieve their unique potential as independent learners through acknowledgement, encouragement, understanding, and personalised attention.



Registered in England number 03911174

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10 I will be careful to avoid creating any unhealthy dependencies by suggesting a need for tutoring where no such need exists; reporting in a manner that explicitly or implicitly suggests a need for further on-going tutoring or engaging in any practice that undermines the independent learning of pupils.

11 I will not engage in any form of plagiarism, such as completing pupils' homework assignments for them.

12 I will demonstrate faith in my students' learning ability and provide honest, positive and constructive feedback.

13 I will endeavour to ensure that all students' work is assessed and feedback is given on it.

14 I understand the need to be flexible in my approach to tutoring to assist my students in discovering effective learning strategies.

15 I undertake to keep up-to-date with advances in subject knowledge and pedagogy.

16 I will keep information about the student whom I am assigned confidential, unless doing so would be to result in injury or harm being done to them.

17 I will show respect for my students' cultural background, personal dignity and values.

18 I will maintain accurate records of tutoring sessions as expected and required and will feedback the student's progress to parents (if requested) via email (no more than every 5 weeks).

19 I will respect the terms and conditions of my contract, and in particular, will not seek to provide educational services to students I have been introduced to in this way independently of the company.

20 I will endeavour to deliver 10 tutoring sessions each term to each of my students.

Name of Tutor.....

Date.....

Signature of Tutor.....



Code of Conduct for Online Sessions

- 1 I will only conduct tutoring at the designated time and date.
- 2 I will use the online platform Bramble which does not allow screen share or use webcam.
- 3 I will not share my screen.
- 4 I will be aware that the session is recorded and stored securely .
I understand that the student , myself and the Community Schools Director of Online Learning will have access to the recording.
- 5 I will not allow anyone else to be present with the tutor during the tutoring session.
- 6 I will be aware that the parent/carer may be present or is likely to be within hearing distance of the online session.
- 7 I will not share contact details with the parents or student.

Name of Tutor.....

Date.....

Signature of Tutor.....

We are committed to reviewing our policy and practice at least once a year.

C Meadows-Smith 19th January 2023