



Reviewed 10th February 2025 C. Meadows-Smith

The Community Schools Code of Conduct for Tutors

1 I undertake to comply with the Community Schools Safe Guarding and Child Protection guide for tutors.

2 I will keep my Safe Guarding training upto date and read KCSIE part 1 2024 plus Annex B

3 I am committed to identifying any particular challenges or difficulties my pupils might have with their learning and to assisting them in overcoming those barriers.

4 I understand that my relationship to my pupils 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 pupils to achieve their unique potential as independent learners through acknowledgement, encouragement, understanding, and personalised attention.

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 pupils' 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.



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14 I understand the need to be flexible in my approach to tutoring to assist my pupils 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 pupil 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 pupils' 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 pupils 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 Pencil Spaces.
- 3 I will be aware that the session is recorded and stored securely . I understand that the myself and the Community Schools Director of Online Learning will have access to the recording.
- 4 I will not allow anyone else to be present with the tutor during the tutoring session.
- 5 I will be aware that the parent/carer may be present or is likely to be within hearing distance of the online session.
- 6 I will not share contact details with the parents or student.

Name of Tutor..... Date.....

Signature of Tutor.....

Review Date September 2025