

## TUTOR CODE OF CONDUCT

Effective 1 September 2026 | Next review: September 2027

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|----------------------------|------------------------------------------------------|
| <b>Organisation</b>        | The Community Schools CIC                            |
| <b>Policy owner</b>        | Claire Meadows-Smith – Principal                     |
| <b>Safeguarding leads</b>  | DSL: Hayley Coull   Deputy DSL: Claire Meadows-Smith |
| <b>Tutors' Association</b> | Corporate Member CO 306                              |

This Code sets the professional and safeguarding standards expected of every tutor employed by The Community Schools CIC. It should be read with the Safeguarding and Child Protection Policy and Procedures, Online Safety Guide, Equality Policy, Whistleblowing Policy and the current Tutors' Association Code of Practice.

### 1. Safeguarding and professional boundaries

- I will place the welfare and best interests of children and young people first and follow The Community Schools' safeguarding procedures.
- I will complete required safeguarding and Prevent training, keep it current, and read KCSIE 2026 Part One and other safeguarding guidance specified by The Community Schools.
- I understand that my relationship with students and their families is professional, not personal, and I will maintain appropriate boundaries at all times, including outside tutoring and on social media.
- I will use only approved Community Schools business communication channels. I will not give students or parents/carers my personal telephone number, personal email address or personal social-media details.
- I will report safeguarding concerns, disclosures, allegations and low-level concerns promptly through the secure safeguarding process and alert the DSL/Deputy DSL as required. I will not investigate concerns myself.
- I will keep student information confidential except where information must lawfully and appropriately be shared to safeguard a child or meet another legal obligation.

### 2. Professional tutoring standards

- I will provide a caring, positive, inclusive and stimulating learning environment and treat every student with dignity and respect.
- I will identify barriers to learning, make reasonable adjustments where appropriate and use teaching approaches suited to the student's needs.
- I will encourage students to become independent learners and will not create or encourage unhealthy dependency on tutoring.
- I will not complete homework, coursework or assessed work dishonestly for a student, assist plagiarism, or misrepresent a student's work as their own.
- I will provide accurate, constructive and regular feedback and maintain the tutoring and progress records required by The Community Schools.
- I will keep my subject knowledge and pedagogy up to date and accept only work for which I am suitably qualified and experienced.
- I will be punctual, prepared, appropriately dressed and professional in conduct and language. Personal phones will be silent and not used during tuition except for an emergency or authorised business purpose.
- I will respect equality, diversity, cultural background and personal dignity and will not engage in discriminatory, harassing, bullying or intimidating behaviour.

### 3. Relationship with The Community Schools

- I will follow my employment contract, organisational policies and reasonable instructions.
- I will communicate promptly about absence, difficulties, safeguarding issues or other matters affecting delivery.
- I will not independently provide educational services to students introduced to me through The Community Schools without prior written permission where my contract restricts this.
- I will promptly disclose any matter that may affect my suitability to work with children or my ability to carry out my role safely, including relevant criminal, safeguarding, professional-regulatory or DBS information.

The Community Schools CIC is a **not-for-profit cooperative** of qualified teachers dedicated to providing safe and affordable access to the highest quality tutoring according to needs that are not properly satisfied by the education system.

#### 4. Online tutoring

- I will use the online platform approved by The Community Schools and conduct sessions only at the agreed time.
- I will tutor from a suitable professional environment and take reasonable steps to prevent unauthorised people seeing or hearing confidential student information.
- I will not make, copy, download, share or publish recordings, screenshots, images or session content except where expressly authorised for a legitimate Community Schools purpose.
- Where sessions are recorded by The Community Schools, I understand that access and retention are governed by the Parent Terms, Privacy Policy and safeguarding arrangements.
- Parents/carers should be encouraged to remain nearby or available during online tuition where appropriate but not to participate in the session. Any unexpected person, inappropriate content or online-safety concern will be managed professionally and reported where necessary.

#### 5. Declaration

I confirm that I have read, understood and agree to comply with this Code and the related policies. I understand that a serious or repeated breach may result in safeguarding action and/or action under my employment arrangements.

Tutor name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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