

Tailored Tuition

Staff Code of Conduct

1. Purpose

This Code of Conduct sets out the professional standards and behaviours expected of all staff, volunteers and anyone working on behalf of Tailored Tuition. It should be read alongside the Tailored Tuition Safeguarding Policy and related safeguarding procedures.

All staff share a responsibility to safeguard and promote the welfare of children and young people by maintaining professional boundaries and acting in a manner that protects both learners and themselves.

2. Professional Conduct

Staff are expected to act with honesty, integrity and professionalism at all times. They must treat all children and young people with dignity, respect and fairness, promoting an inclusive environment in which learners feel safe, valued and supported.

Staff must maintain appropriate professional boundaries and avoid any behaviour that could be misinterpreted or compromise the safety or wellbeing of a child or young person.

3. Professional Boundaries

Staff must maintain appropriate relationships with learners at all times. Communication with learners should take place only through approved methods and for legitimate educational purposes.

Staff must not:

- develop inappropriate personal relationships with learners;
- communicate with learners through personal social media accounts or private messaging services;
- exchange personal contact details unless authorised as part of their role;
- accept or give gifts that could be perceived as inappropriate; or
- engage in behaviour that could undermine their professional position.

4. One-to-One Working

As Tailored Tuition provides one-to-one tuition, staff are expected to follow agreed safer working practices during all sessions. Professional boundaries should be maintained at all

times, and any safeguarding concerns or incidents arising during tuition should be reported immediately to the Designated Safeguarding Lead (DSL).

5. Use of Technology

Staff must use technology responsibly and in accordance with the organisation's Online Safety Policy. Any electronic communication with learners should be appropriate, professional and capable of scrutiny.

Personal devices must not be used to take photographs or recordings of learners unless authorised by the organisation.

6. Reporting Concerns

Staff have a duty to report any safeguarding concern, poor practice or conduct that may place a child or young person at risk. Concerns should be reported immediately to the Designated Safeguarding Lead in accordance with the organisation's safeguarding procedures.

7. Review

This procedure will be reviewed annually or sooner if there are changes to legislation, statutory guidance or organisational practice.