

Tutor Code of Conduct

This code of conduct was updated on **1st September 2023**.

Miss West Maths Tutoring

Private In-Person and Online
Tutoring for KS3, GCSE & A Level
Students

Based in West Oxfordshire

Miss West Maths Tutoring will demonstrate consistently high standards of professional and personal conduct, and maintain high standards of morals, ethics, attitudes and behaviour by:

- Treating all students with dignity, building relationships rooted in mutual respect, and observing proper boundaries appropriate to a tutor's professional position at all times.
- Having regard for the need to promote and protect the welfare of young people, in accordance with legislation and policy.
- Treating any information about a student with sensitivity and confidentiality, and in accordance with GDPR guidelines.
- Maintaining up to date, accurate records of lessons for each student and making these records transparent by sharing them with their parent(s) and carer(s) via a live logbook link.
- Regularly assessing and monitoring each student's progress and making records of this transparent by sharing them with their parent(s) and carer(s) via a live logbook link.
- Encouraging and enabling students to achieve their unique potential through acknowledgement, patience, understanding, praise and personalised attention.
- Being flexible in tutoring approach whilst tailoring lessons and teaching strategies in line with the needs and attainment level of each individual student.
- Keeping up to date with advances in subject knowledge and content, the national curriculum, examination processes and teaching pedagogy.
- Ensure that each student is taught the correct content in accordance with the curriculum and exam board used by their school.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Not making derogatory remarks in front of or towards any students, and not using a position of trust to intimidate, threaten or undermine students.
- Not taking, sharing or displaying any images or videos of students.
- Not using social media during lessons.
- Working in a transparent way.
- Not having any form of physical contact with a student unless it is medically necessary, or required as an intervention in accordance with the [Education and Inspections Act 2006](#) guidelines to prevent the student from injuring either themselves or another person, committing a crime or causing significant damage to property including their own.
- Not being under the influence of alcohol or any other substances when working with students.
- Not sharing any personal contact details directly with young people (mobile number etc.) or seeking their personal contact details.
- Maintaining strict privacy settings on personal social media accounts.
- Informing parent(s) and carer(s) that with their permission students may contact Miss West Maths Tutoring or their Associate Tutor between lessons, via an agreed form of communication, should they require support with homework set by the Tutor or their school teacher.
- Ensuring that any form of contact, such as emails, with parent(s), carer(s) or students is of a respectful and professional standard.

- Dressing appropriately when supporting students either in-person or online.
- Not having extremely personal items (laundry, toiletries etc.) or any item that could be viewed as rude, offensive, or sexual visible when students attend in-person lessons or visible on webcam during online lessons.
- Upholding strict and professional online etiquette during online lessons and encouraging all students to do the same.
- Ensuring there are bathroom facilities with a lockable door available during in-person lessons.
- Ensuring that any access doors to premises used for lessons remain unlocked at all times and that students, parent(s) and carer(s) are aware that they can freely enter or leave the premises any time during a lesson or within an appropriate amount of time before or after a lesson.
- Not using a mobile phone during lessons unless it is for educational purposes, to look up something relevant to the lesson, or to undertake an online lesson via Skype.
- Not seeking out or adding any young person on social media; parental permission will need to be granted to any young person wishing to add or follow Miss West Maths Tutoring or their Associate Tutor on social media. Miss West Maths Tutoring reserves the right to refuse any friend or follow request from a young person on social media.
- Willingly allowing parent(s) and carer(s) to view DBS and qualification certificates upon request.
- Giving regular updates and honest feedback to parent(s) and carer(s) regarding their child's lessons and mathematical progress.

This code of conduct came into force on **30th July 2019**.

Miss West Maths Tutoring is committed to formally reviewing this policy statement annually or in line with Governmental guidance.

This code of conduct and its accompanying procedures were reviewed and updated on **1st Sept 2023**.

Signed:



Date:

01/09/2023