**Code of Conduct**

**Corryn SEN Tutor**

**Website: www.corrynsentutor.com | Email: c.sinclair@corrynsentutor.com**

**Tutor code of conduct**

**1. Professional Standards**

* I will act with honesty, integrity, and professionalism at all times.
* I will be punctual, reliable, and fully prepared for each tuition session.
* I will maintain appropriate professional boundaries with pupils, parents, and carers.
* I will uphold the reputation of Corryn SEN Tutor and the wider teaching profession.

**2. Respect and Inclusion**

* I will treat all pupils and families with dignity, fairness, and respect.
* I will recognise and celebrate diversity, ensuring that all learners feel valued.
* I will adapt my teaching methods to meet the individual needs of each learner, including those with special educational needs and disabilities.
* I will not tolerate discrimination, bullying, or harassment in any form.

**3. Safeguarding and Welfare**

* I will put the safety and wellbeing of pupils first at all times.
* I will follow my safeguarding policy and report any concerns in line with statutory guidance.
* I will never work in situations that compromise pupil safety (e.g. one-to-one in bedrooms).
* I will maintain appropriate professional distance, avoiding any behaviour that could be misinterpreted.

**4. Confidentiality and Data Protection**

* I will protect the confidentiality of all personal information I receive in the course of my work.
* I will comply with UK GDPR and the Data Protection Act 2018.
* I will only collect, use, and share personal data where necessary and with lawful grounds.
* I will securely store and dispose of personal information in line with my data protection policies.

**5. Teaching and Learning**

* I will provide high-quality, personalised learning experiences.
* I will set clear goals with learners and regularly review progress.
* I will use resources and methods appropriate to each pupil’s needs.
* I will encourage learners to develop independence, resilience, and confidence.

**6. Health and Safety**

* I will take reasonable steps to ensure a safe learning environment.
* I will follow my health and safety and lone working policies.
* I will ensure that any teaching equipment or materials are safe and appropriate.

**7. Boundaries and Professional Relationships**

* I will maintain a professional relationship with pupils at all times.
* I will not accept inappropriate gifts or engage in personal social media contact with pupils.
* I will avoid conflicts of interest and declare them where they arise.

**8. Continuous Professional Development**

* I will keep my safeguarding and first aid training up to date.
* I will engage in ongoing professional development to improve my practice.
* I will reflect on feedback and adapt my approach to meet the changing needs of learners.

**9. Accountability**

* I will take responsibility for my actions and decisions.
* I will cooperate fully with parents, carers, schools, and local authorities where appropriate.
* I will act transparently and be open to review and evaluation of my work.

**Parents/carer code of conduct**

This Code of Conduct sets out the expectations for parents and carers to ensure a safe, respectful, and effective learning environment for all pupils. By engaging with Corryn SEN Tutor, parents/carers agree to the following:

**1. Respect and Communication**

* Treat the tutor and pupil with respect, courtesy, and fairness.
* Communicate openly and honestly about the pupil’s needs, progress, and any concerns.
* Provide timely responses to messages and scheduling requests.
* Do not use aggressive, abusive, or disrespectful language or behaviour.

**2. Safeguarding and Presence**

* Ensure that a responsible adult is present in the home during all in-person tuition sessions (unless there are special circumstances and a risk assessment is in place).
* Provide a safe and appropriate space for learning (e.g. living room, dining room, or study area — never a bedroom).
* Inform the tutor of any safeguarding concerns or significant changes in the child’s wellbeing.
* Refrain from smoking, using alcohol, or inappropriate behaviour during sessions.

**3. Health and Safety**

* Ensure the learning environment is safe, clean, and free from hazards.
* Secure pets or other potential risks during sessions.
* Provide any relevant health information (e.g. allergies, medical needs) that may affect the pupil during lessons.
* Notify the tutor immediately if the pupil is unwell or unable to attend.

**4. Attendance and Cancellations**

* Ensure pupils are ready and available at the agreed session time.
* Notify the tutor of cancellations as early as possible, in line with the agreed cancellation policy.
* Understand that repeated cancellations or lateness may impact tuition arrangements.

**5. Support for Learning**

* Encourage and support the pupil’s learning outside of tuition sessions.
* Respect the tutor’s professional judgement in choosing teaching methods and materials.
* Ensure that homework or follow-up activities set by the tutor are supported as appropriate.
* Avoid interruptions during sessions, unless essential.

**6. Confidentiality and Data Protection**

* Respect the confidentiality of the tutor and other pupils.
* Do not record sessions without prior written consent.
* Ensure any personal data shared with the tutor is accurate and updated where necessary.
* Understand that data is processed in line with the tutor’s GDPR obligations.

**7. Behaviour and Boundaries**

* Model positive behaviour and respect for the learning process.
* Avoid placing unreasonable demands on the tutor outside agreed hours.
* Respect the tutor’s professional boundaries and avoid personal or inappropriate requests.

**8. Working Together**

* Work in partnership with the tutor to support the pupil’s education.
* Provide honest feedback and raise concerns in a constructive manner.

Acknowledgement

By engaging in tuition with Corryn’s SEN Tutoring, I confirm that I have read, understood, and agree to abide by this Code of Conduct.

**Student Code of Conduct**

This Code of Conduct helps us make sure learning is safe, fair, and fun for everyone.

* Use kind words — no bullying, swearing, or unkind behaviour.
* Listen when someone is speaking.
* Try your best in every session.
* Ask for help if you don’t understand something.
* Take care of books, resources, and equipment.
* Use safe and respectful behaviour at all times.
* Tell your tutor or parent/carer if something is worrying you.
* Do not share personal details online unless your parent/carer agrees.
* Follow the rules for online learning (camera on if required, no private chats).
* Respect boundaries and keep hands and feet to yourself.
* Be on time for sessions.
* Let your parent/carer know if you feel unwell or cannot attend.
* Celebrate your achievements and others’.
* Remember: mistakes are part of learning!

**Policy Owner: Corryn Sinclair**

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