



# Code of Conduct

## Tutors

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Approved by Brad James

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## Principle 1: Openness, Honesty, Integrity

All staff should demonstrate honesty at all times. You must always be open, and never mislead a student about bookings, sessions, pay, or their education. All queries made to you must be answered honestly without any attempt to intentionally omit any information relating to the topic subject.

If a mistake is made, ensure that is corrected at the earliest possible opportunity, and ensure that an apology is made to the student. Ensure that any mistakes are documented appropriately.

## Principle 2: Record Keeping

Record keeping is intended to protect both students and staff by creating a legal record of encounters.

Records must be kept of all encounters with students, you must document the date, time, and location of the encounter, the reason for the encounter, and any noteworthy events that occurred throughout the encounter. This document must then be submitted to Mr James Maths Tuition.

All financial transactions **must** be documented with the use of receipts. A receipt must be given to the student when a payment is received, and a copy of the receipt must be kept by the tutor and submitted to Mr James Maths Tuition for confirmation and verification of payment.

All documentation **must** be accurate, and honest. You must include all pertinent information, and omit nothing.

Where necessary, all documentation should be signed by Brad James to verify its legitimacy.

Student bookings can only be dealt with via the Mr James Maths Tuition website to ensure accurate record keeping.

## Principle 3: Laws and Regulations

All staff are required to follow UK and EU law at all times. In relation to Mr James Maths Tuition you will specifically be required to follow the following laws and regulation.

- General Data Protection Regulation (“GDPR”)
- Health and Safety at Work Act

- Duty of Care
- Public Liability

All tutors must provide evidence that they are covered by public liability insurance before they may teach students.

All tutors will comply with the minimum teacher's standards as out by HM Government.

## Principle 4: Health and Safety

All staff are expected to ensure their own health and safety while attending a students residential address. You will be expected to perform dynamic risk assessments in accordance with the Health and Safety at Work Act 1974.

**Never** enter a property if you do not feel safe doing so. Ensure that any objects that pose a potential risk are disposed of or moved.

If you feel that you are being, or have been, bullied or abused in any way by your student or another tutor, you must report this immediately. You are advised to make a report to the police at the earliest opportunity.

## Principle 5: Gifts and Gratuity

Tutors may not accept any monetary gratuity. All gifts of any financial value must be reported.

Gifts such as thank you cards may be accepted without need of documentation. Cards containing monetary gifts, or gifts of financial value must still be reported.

## Principle 6: Trust and Professionalism

As a tutor you are likely to engage with vulnerable people and children, you are expected to follow relevant laws protecting such people. You will also be expected to follow the Safeguarding Policy provided by Mr James Maths Tuition.

You are expected to maintain trust with the service users and the public at all times.

You are reminded that, as a teacher, you are in a position of trust which should never be broken.

You may not be involved in a personal relationship with a student. This is a breach of trust and is unlawful.

You must behave in a professional manner at all times. Your student has the right, and will be encouraged, to notify police and/or local authorities if you behave in a manner that they construe as bullying, harassment, or any other form of abuse.

## Principle 7: Information Governance & Confidentiality

You are expected to be aware of, have an understanding of, and comply with the GDPR and all other information governance laws and regulations.

You are expected to maintain confidentiality for your students and other tutors. You are also expected to know and understand when and how confidentiality should be broken. More information can be found in the Safeguarding Policy.

## Principle 8: Communication

You should only communicate remotely with students with the use of phones intended for work use, and your work based email address.

You should ensure you do not delete any records of contact with students as they may be required as evidence in the event of a complaint.

Additionally to *Principle 6*, you may not contact students for any purpose other than for work related conversations. You may not contact your students using social media. You are not obliged to communicate with your students during out of hours.