

TUTOR DOCTOR ESSEX STAFF CODE OF CONDUCT

Version: 2.0

Policy Owner: Viv Durham - Director

Approved by: Laura Adams - Director

Effective Date: July 2026

Review Date: July 2028

Purpose

This Staff Code of Conduct sets out the professional, ethical, safeguarding and operational standards expected of all employees, directors and staff working on behalf of Tutor Doctor Essex.

The Code supports Tutor Doctor Essex's commitment to safeguarding children and young people, maintaining high professional standards and providing safe, high-quality educational services. All staff are expected to read, understand and comply with this Code at all times whilst representing Tutor Doctor Essex.

Failure to comply with this Code may result in disciplinary action and, where appropriate, referral to external agencies.

Professional Standards

Professionalism and Role Modelling

Staff must act professionally at all times and uphold the values and reputation of Tutor Doctor Essex. Staff are expected to be positive role models for learners, tutors and colleagues by demonstrating integrity, honesty, respect and professionalism in all aspects of their work.

Professional Communication

Staff must communicate respectfully and professionally with learners, parents, carers, tutors, colleagues and partner organisations at all times.

Communication with learners should take place only through approved Tutor Doctor Essex communication channels wherever possible.

Dress and Appearance

Staff should dress appropriately for their role, presenting themselves in a professional manner suitable for working with children, families, schools and partner organisations.

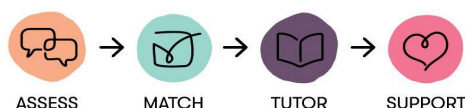
Conduct Outside of Work

Staff are expected to maintain standards of behaviour outside work that do not bring Tutor Doctor Essex into disrepute or call into question their suitability to work with children and young people.

Equality, Diversity and Inclusion

Tutor Doctor Essex is committed to providing an inclusive environment free from discrimination, harassment, bullying and victimisation.

All staff must treat others fairly, with dignity and respect, in accordance with the Equality Act 2010.



Safeguarding and Professional Relationships

Safeguarding and promoting the welfare of children is everyone's responsibility.

Staff must:

- maintain appropriate professional boundaries with learners and families;
- avoid inappropriate personal or online relationships with learners;
- know who the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are;
- read and comply with the Safeguarding and Child Protection Policy;
- report safeguarding concerns immediately using Tutor Doctor Essex procedures.

Staff must never ignore concerns or assume someone else has reported them.

Physical Contact and One-to-One Working

Any physical contact with learners must always be appropriate, necessary and proportionate.

Where staff work one-to-one with learners, safeguarding procedures, lone working guidance and risk assessments must always be followed.

Health and Safety

Staff are responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions.

Any safeguarding, health and safety or welfare concerns must be reported promptly.

Technology, Personal Devices and Social Media

Technology should always be used safely, professionally and in accordance with Tutor Doctor Essex policies.

Artificial Intelligence (AI) may be used to assist with administrative tasks such as drafting reports; however, all learner information must be fully anonymised before use.

Personal Devices

Personal devices must be used responsibly whilst undertaking Tutor Doctor Essex duties.

Staff must not:

- photograph or record learners using personal devices unless authorised;
- store confidential learner information on personal devices;
- communicate privately with learners using personal messaging services or personal social media accounts.

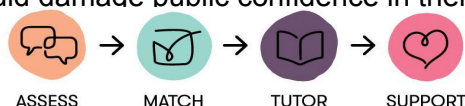
Any authorised use of personal devices must comply with the Data Protection Policy.

Social Media

Staff should use social media responsibly and ensure that personal online activity does not compromise safeguarding, professional standards or the reputation of Tutor Doctor Essex.

Staff must not:

- communicate with learners through personal social media accounts;
- share confidential information;
- post material that could damage public confidence in their professional role.



Gifts, Hospitality and Conflicts of Interest

Staff must declare any conflict of interest that could affect their professional judgement.

Staff must not show favouritism towards learners or families.

Gifts of more than nominal value should not be accepted without prior approval from the Director.

Cash gifts must never be accepted.

Personal relationships with learners or former learners must never compromise professional boundaries or safeguarding responsibilities.

Confidentiality

Staff will have access to confidential information relating to learners, families, staff and partner organisations.

This information must only be shared where there is a legitimate professional or safeguarding reason to do so.

Staff must comply fully with the Tutor Doctor Essex Data Protection Policy and confidentiality requirements.

Reporting Concerns and Low-Level Concerns

All staff have a responsibility to report concerns promptly.

Concerns include:

- safeguarding concerns;
- allegations against adults working with children;
- low-level concerns regarding professional conduct;
- breaches of this Code of Conduct;
- concerns relating to radicalisation or extremism;
- online safety concerns;
- health and safety concerns.

Low-level concerns, including concerns about one's own conduct, should be reported in accordance with the Safeguarding and Whistleblowing Policies.

Concerns should normally be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

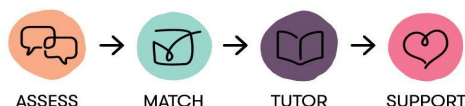
Professional Misconduct and Breaches

Professional misconduct includes behaviour that:

- breaches this Code of Conduct;
- compromises safeguarding;
- breaches confidentiality;
- damages professional trust;
- constitutes discrimination, harassment or bullying;
- involves inappropriate relationships or communications;
- brings Tutor Doctor Essex into disrepute.

Serious breaches may be treated as gross misconduct.

Failure to comply with this Code may result in disciplinary action, termination of employment or engagement and, where appropriate, referral to relevant external agencies.



Training and Compliance

Staff are responsible for completing all mandatory training required for their role.

This includes safeguarding, Prevent, data protection and any other training identified by Tutor Doctor Essex.

Staff should familiarise themselves with the latest safeguarding guidance and seek advice or additional training where required.

Related Policies

This Code should be read alongside the following Tutor Doctor Essex policies:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Behaviour Policy
- Data Protection Policy
- IT Acceptable Use Policy
- Health and Safety Policy
- Staff Disciplinary Policy (where applicable)

Key Statutory References

This Code reflects the principles contained within:

- Keeping Children Safe in Education (Current Edition)
- Working Together to Safeguard Children (Current Edition)
- Equality Act 2010
- Teachers' Standards (where applicable)

Monitoring and Review

The Director is responsible for monitoring the implementation of this Code of Conduct and ensuring that all staff understand and comply with its requirements.

The Code will be reviewed every two years, or sooner where changes in legislation, statutory guidance or organisational practice require.

Staff Declaration

I confirm that I have read, understood and agree to comply with the Tutor Doctor Essex Staff Code of Conduct.

Name: _____

Position: _____

Signature: _____

Date: _____
