

TUTOR DOCTOR ESSEX

TUTOR CODE OF CONDUCT

Version: 2.0

Policy Owner: Viv Durham Director

Approved by: Laura Adams Director

Effective Date: July 2026

Review Date: July 2028

1. Purpose

This Tutor Code of Conduct sets out the professional, ethical, safeguarding and operational standards expected of all tutors engaged by Tutor Doctor Essex.

The Code reflects Tutor Doctor Essex's commitment to safeguarding children and young people, maintaining professional standards and delivering high-quality educational provision.

All tutors are expected to read, understand and comply with this Code at all times whilst representing Tutor Doctor Essex during tutoring sessions, online learning, travel, communication with families and any other student-facing activity.

Failure to comply with this Code may result in investigation, suspension of tutoring assignments, termination of engagement and, where appropriate, referral to external agencies.

2. Professional Standards of Conduct

Tutors must conduct themselves in a professional, courteous and respectful manner at all times and maintain public confidence in their position as adults working with children and young people.

Tutors are expected to:

- arrive punctually and prepared for every tutoring session;
- dress appropriately and professionally;
- communicate respectfully with students, parents, schools, local authorities and Tutor Doctor Essex staff;
- maintain appropriate professional boundaries at all times;
- act honestly, ethically and with integrity;
- promote equality, inclusion and respect for all learners.

Tutors must not:

- attend sessions whilst under the influence of alcohol or drugs;

- engage in abusive, discriminatory or inappropriate behaviour;
 - use offensive language;
 - develop over-familiar or inappropriate relationships with students or families;
 - behave in any way that may bring Tutor Doctor Essex into disrepute.
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3. Tutoring Session Expectations

Tutors are expected to deliver structured, purposeful and learner-centred tuition that supports both educational progress and student wellbeing.

Tutors should:

- arrive a few minutes before the agreed session;
- prepare appropriate resources;
- deliver engaging lessons suited to individual learner needs;
- use the allocated session time effectively;
- encourage independent learning;
- provide constructive feedback;
- complete session reports within 48 hours unless otherwise instructed.

Artificial Intelligence (AI) may be used to support report drafting provided all learner information is fully anonymised before use.

4. Attendance and Professional Responsibility

Tutors must:

- register attendance using Tutor Doctor Essex reporting systems;
- notify Tutor Doctor Essex immediately if delayed or unable to attend;
- provide as much notice as possible regarding absence;
- communicate professionally with parents and commissioners regarding unavoidable changes.

Attendance reporting forms part of Tutor Doctor Essex's safeguarding arrangements and must be completed consistently.

5. Academic Integrity

Tutors must promote independent learning and educational progress.

Tutors must never:

- complete assessed work on behalf of students;
- provide answers that compromise academic integrity;
- encourage dependency on tutor support rather than learner independence.

Feedback should always be honest, constructive and appropriate to the learner's age and ability.

6. Safeguarding Responsibilities

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

Tutors must:

- complete all required safeguarding training;
- understand and follow the Safeguarding and Child Protection Policy;
- report safeguarding, welfare, behavioural or attendance concerns immediately;
- report low-level concerns and professional boundary concerns;

- maintain professional curiosity where something does not feel right;
- complete the Tutor Doctor Essex Notice of Concern/Incident Form where appropriate.

Tutors must never assume someone else has reported a concern.

Any concern that indicates a risk of harm, abuse or exploitation must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

7. Health, Safety and Learning Environment

Tutors are responsible for maintaining safe and appropriate learning environments.

Face-to-face tuition should normally take place in an agreed learning space within the home or an approved community venue.

For online tuition, tutors should:

- work from an appropriate professional environment;
- use suitable backgrounds;
- ensure appropriate privacy settings;
- prepare resources before each session.

Risk assessments and safeguarding procedures must always be followed where applicable.

8. Technology, Personal Devices and Social Media

Tutors must use technology responsibly and professionally.

Personal Devices

Personal devices must not be used to:

- photograph or record students without authorisation;
- store confidential learner information;
- communicate privately with students through personal messaging applications or social media.

Where authorised devices are used for educational purposes, tutors must comply with the Data Protection Policy.

Social Media

Tutors must maintain a professional online presence.

Tutors must not:

- add or follow students on personal social media accounts;
- discuss students, parents, schools or commissioners online;
- share student photographs or identifying information;
- use disappearing or encrypted messaging platforms to communicate with learners.

Tutor Doctor Essex may undertake publicly available online searches as part of safer recruitment and ongoing suitability monitoring.

9. Confidentiality

Tutors will have access to confidential information relating to learners and families.

Confidential information must only be shared with authorised Tutor Doctor Essex personnel or where there is a legitimate safeguarding or legal reason to do so.

Tutors must comply fully with the Data Protection Policy.

10. Gifts, Hospitality and Professional Boundaries

Tutors should avoid situations that could compromise professional judgement or create conflicts of interest.

Any gifts should:

- be modest in value;
- relate to education where appropriate;
- never include cash;
- be declared where appropriate.

Tutors should politely decline gifts that could reasonably be perceived as influencing professional judgement.

Professional boundaries with learners and families must be maintained at all times.

11. Reporting Concerns and Professional Accountability

Tutors must report immediately:

- safeguarding concerns;
- low-level concerns;
- concerns regarding another adult working with children;
- unsafe working environments;
- complaints;
- professional conduct concerns;
- breaches of this Code of Conduct.

Concerns should be reported using Tutor Doctor Essex reporting procedures and, where appropriate, directly to the DSL or DDSL.

12. Professional Misconduct and Breaches

Professional misconduct includes behaviour that:

- breaches this Code of Conduct;
- compromises safeguarding;
- breaches confidentiality;
- involves inappropriate relationships or communications;
- constitutes discrimination, harassment or bullying;
- damages public confidence in Tutor Doctor Essex.

Serious breaches may result in suspension of tutoring assignments, termination of engagement or referral to relevant external agencies where appropriate.

13. Related Policies

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

- Safeguarding and Child Protection Policy
 - Behaviour Policy
 - Whistleblowing Policy
 - Safer Recruitment Policy
 - IT Acceptable Use Policy
 - Data Protection Policy
 - Health and Safety Policy
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14. 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)

15. Monitoring and Review

The Director is responsible for monitoring compliance with this Code and ensuring tutors receive appropriate guidance and training.

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

16. Tutor Declaration

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

Tutor Name: _____

Signature: _____

Date: _____
