TUTOR CODE OF CONDUCT

This code of conduct outlines the expectations of all staff placed by Academics.

In addition to our own code of conduct, when you are placed in an establishment you should find out as soon as possible whether there is a specific code of conduct that you should follow. The code of conduct for all staff placed by Academics is as follows:

Working as a tutor with Academics

Diary Availability - Many of our workers have other commitments or a rapidly changing diary, so we keep a diary in the office dedicated solely for you - we just need to be keep updated.

Arrival Times and Illness – Unless specified at the point of booking, you will be expected to arrive by 10 minutes before the start of the session. If you will not make the agreed time, it is important that we are kept informed.

If a young person does not arrive please report this within 15 minutes of the staff time to your local office or via an software you have been issued. Please remain a further 15 minutes onsite before leaving.

Absence - Please follow this three-stage process

1. If you have the parents contact details, please notify them directly.
2. Please email your consultant letting us know if you have let the parent(s) know of the absence.
3. Please call the office, you can check the number of your local office here: https://www.academicsltd.co.uk/about-us.cms.asp
   If it's outside of business hours (07.30-17.00) please leave a message with your name, name of the child you work with and the venue.

If you need to re-arrange a tuition session and this is done directly with a parent

For example a change of time or on a different day of the week to usual.
This is fine to do, provided it does not impact the CYPs other tuition. Please notify your local office.

Timesheets – We want to ensure that you are paid correctly and on time each week, so it is important that you submit your online timesheet for approval as soon as possible each Friday. It is your responsibility to make sure that the timesheet reflects what you have actually worked before sending for approval, in order to avoid any delays in processing your pay. A Timesheet User Guide is attached to each booking confirmation.

Feedback & Changing requirements - We regularly ask for feedback on our workers and we invite the same feedback from you. Our aim is to match you with your favourite schools as this will enhance your working experience and inevitably lead to more consistent and reliable work opportunities.

Dress Code – The dress code policy can change from venue to venue, however we ask that if you have not been to the school before then follow these guidelines

until you have clarity from each school on what there expectations are. In general;

- No Jeans or ripped clothes.
- No trainers or impractical footwear.
- No revealing clothes, mini skirts or bare midriffs. • No caps, casual wear or sports wear (unless PE).

General Conduct – Whilst on assignment you are representing Academics as well as yourself, therefore we ask that you remain professional, polite, with a 'can do' approach. If you feel that the school or setting is a poor match for you, we would ask that you remain professional, complete the day and telephone your consultant to discuss the issues.

Conduct Whilst on Assignment is as follows:

- Treat all children and young people with respect.
- Provide an example of good conduct that you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing or others.
- Alert a colleague if it is strictly necessary to speak to a child on their own. This should not be in a secluded area of the school, and you should ensure visual and/or an open door.
- A 'no touch' approach is impractical for most staff and may be appropriate in some circumstances. When physical contact is made, this should be in response to their needs at the time, of limited duration and appropriate given their age, gender, stage of development, ethnicity and background.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Adults should never touch a child in any way that could be considered indecent, nor indulge in horseplay, tickling or fun fights.
- Personal mobile phones should not be used around students, and should if possible be left in a secure location during the school day.
- Personal contact information (such as telephone number, email address or social media account) should not be shared with students under any circumstances. Social media accounts should be set to private so students are not able to freely access your account, and requests or invitations from students on social media should never be accepted.

- If you have to intervene in a fight to prevent harm, you should use the minimum force possible. Avoid contact with bare skin, or any areas that could be considered erogenous.

- If physical contact is necessary (e.g. to demonstrate a piece of equipment or racket stroke) the pupil should be informed in advance, and if they say 'no' or indicate discomfort, this must be respected.

- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people. You may wish to take guidance from a senior member of staff in these situations.

- Under no circumstances should adults in schools/tuition access inappropriate or indecent images.

- Any sexual behaviour by a member of staff with or towards a child is inappropriate and illegal. It is a criminal offence for any person in a position of trust to engage in sexual activity with a child under 18.

- If you think a pupil may be infatuated with you, speak to a senior colleague as soon as possible so that appropriate action can be taken.