

Code of Conduct and Policy for Tutors

1. All tutors should value and respect each child or young person as an individual in their own right, in their role as a member of their family and their community.
2. Respect the relationship of the child or young person to their parents, siblings, other members of their family and other significant persons.
3. Facilitate the optimal growth and development of each individual child or young person to achieve his or her potential.
4. Use information appropriately, respecting the privacy of children and young people, maintaining confidentiality where appropriate, respecting the right of children and young people to be informed of matters concerning themselves, and avoiding the misuse of personal information.
5. Respect the cultural and religious beliefs of the child or young person and oppose any form of discrimination, oppression or exploitation.
6. No physical contact with children. Physical contact is only appropriate in very limited circumstances.
7. Please see the the government website for more details. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf.
8. Do not take children in a car on journeys. In the case of an emergency dial 999.
9. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
10. We do not recommend that you contact the students directly. If you need to you must ensure you have prior consent of the child's parent or guardian and ensure that you copy the parents or guardian in on any message directly to the student. Keep a record of all electronic communication with a student.
11. Never communicate with children via Twitter, Facebook or other social media.
12. Do not engage in behaviour which could be construed as 'grooming' a child (for example giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards children). If you do wish to give the tutee a small gift or reward please ensure the parent or guardian is happy for you to do so and are aware that you are doing so.
13. Always take a disclosure of abuse from a child seriously. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. If the allegation gives rise to a child protection concern it is important to follow the government procedure and refer to Go Fish Education Ltd Safeguarding policy for reporting such concerns, and not to attempt to investigate the concern yourself.
14. We expect all tutors to dress and conduct themselves in a professional manner when working in schools and wear a Go Fish Education Ltd lanyard at all times.

Tutors Policy for Online Tutoring

In addition to your normal safeguarding and data protection (GDPR) procedures, some additional planning is required to safeguard you and your students when operating remotely. All tutors should follow the rules below:

- Ensure that students are appropriately dressed for session (no nightwear) – if not the tutor should end the session immediately.
- Students or tutors should not carry out virtual meetings when either is located in a bedroom.
- No recording of the session or part of the session.
- Obtain parent or carer agreement and ensure they are aware a session is taking place.

Good practice for virtual meetings environment

- Be aware of your surroundings and background
- If using video, check lighting and quality of audio from your microphone
- Be aware of and limit noise in your environment – e.g. pets, kettles, domestic appliances etc
- For better audio quality, use a headset rather than the microphone built-in to your device
- Check what is visible on noticeboards, calendars, and family photos or 'blur' background
- If using a laptop, consider raising it so that you are looking directly into the screen
- Consider who else might be able to hear what you are saying and see your broadcast
- Be respectful of how long your client is comfortable engaging for online, as this may be a shorter duration than in traditional face-to-face settings
- Offer and take breaks during virtual meetings
- When taking a short break disconnect audio and video, or leave and re-join
- Be aware that you or your client may be interrupted – for example by family members

Security and Privacy

- Use a secure internet connection ensuring your wifi router is password protected
- Ensure your devices are protected with appropriate antivirus and security software
- Use a strong and unique password for your conferencing account and don't share it
- Be mindful your student might not have or know whether they have a secure setup
- Consider displaying a disclaimer to this effect at the start of any online 1:1 interaction
- Be familiar with the application features, security and privacy settings
- Use meeting passwords and don't share these on public sites or social media
- Use waiting room features before admitting verified participants to a meeting
- Regularly apply updates to ensure you are using the latest version of any application
- Use a headset rather than the loud-speaker, so others cannot overhear your student
- Mute yourself when not speaking or if someone enters the room in which you are working
- Avoid sharing files or links through less secure applications than you'd normally use
- Avoid sharing screens which might show your social media accounts, email or personalised search results, as these could constitute privacy breaches

- Be careful if screen sharing; only to share the required application

Transporting pupils

There may be some situations when Staff are required to transport pupils.

You should:

- ensure that you are fit to drive and free from any substances that may impair your judgement or ability to drive;
- be aware that until the student is passed over to a parent / carer, you have responsibility for that pupil's health and safety;
- record the details of the journey;
- record and be able to justify impromptu or emergency lifts and notify the Designated

Designated Safeguarding Lead

- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc.; and
- wherever practicable, you should avoid using private vehicles

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