



## **Tutor Code of conduct**

As a tutor, I am acting in a position of trust and authority and have a duty of care towards the children and young people I work with. I am likely to be seen as a role model by young people and am expected to act appropriately. I will ensure that I display appropriate behaviour at all times. This includes behaviour that takes place outside the organisation and behaviour that takes place online.

### **I am responsible for:**

- prioritising the welfare of children and young people;
- providing a safe environment for children and young people;
- ensuring equipment is used safely and for its intended purpose;
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate;
- following principles, policies and procedures, including my policies and procedures for safeguarding, child protection and online safety
- staying within the law at all times;
- modelling good behaviour for children and young people to follow;
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code;
- reporting all concerns about abusive behaviour, following the safeguarding and child protection procedures - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

### **Respecting children and young people:**

I will:

- listen to and respect children at all times;
- respect a young person's right to personal privacy as far as possible (If I need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.)

### **Diversity and inclusion:**

I will:

- treat children and young people fairly and without prejudice or discrimination;
- understand that children and young people are individuals with individual needs;

- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation;
- challenge discrimination and prejudice;
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

**Appropriate relationships:**

I will :

- promote relationships that are based on openness, honesty, trust and respect;
- avoid showing favouritism;
- be patient with others;
- exercise caution when discussing sensitive issues with children or young people;
- ensure my contact with children and young people is appropriate and relevant to the nature of the activity I am involved in;
- ensure that whenever possible, there is more than one adult present during activities with children and young people – When online, the child should be in an office area either sitting at a desk or table, and within earshot of another adult.
- ensure that if a situation arises where I am alone with a child or young person, that I am within sight or can be heard by other adults;
- ensure that all sessions will be recorded to ensure the safety of both myself and the child.
- dress appropriately for the session, and have a clear background behind me, with no personal information on show.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_