

Staff and Persons in a Position of Trust Code of Conduct



Approved by: Directors of SP Tutors

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Contents

1. Aims, scope and principles.....	3
2. Legislation and guidance.....	4
3. Equality and diversity.....	4
4. General obligations.....	4
5. Low level concerns.....	5
6. Safeguarding.....	6
7. Staff/pupil relationships.....	6
8. Relationships between staff.....	7
9. Communication and social media.....	7
10. Acceptable use of technology.....	7
11. Confidentiality.....	8
12. Honesty and integrity.....	8
13. Dress code.....	8
14. Conduct outside of work.....	9
15. Monitoring arrangements.....	9
16. Links with other policies.....	9
17. Further advice.....	9

Aims, scope and principles

Our vision:

We aim to provide high-quality, evidence-informed tutoring to pupils from disadvantaged backgrounds and help widen access to tutoring whilst contributing to reducing the attainment gap.

Our values:

- ❖ Reflective
- ❖ Aspirational
- ❖ Collaborative
- ❖ Evidence-Informed
- ❖ Integrity

Scope

This code of conduct is designed to give clear guidance on the standards of behaviour all staff (Central Team and Tutors) are expected to observe. The Code of Conduct is issued with each employment contract and whenever updates are made. All staff are asked to confirm that they have read, understood and will abide by this code and the expectations upon them.

Tutors are in a unique position of influence and must adhere to behaviour that sets a good example, acting as role models to all pupils. In this document, 'staff' includes both the Central Team and Tutors, paid and unpaid roles, e.g. volunteers. [Guidance for safer working practice for those working with children and young people in education settings \(May 2019\)](#) must be read in conjunction with this code of conduct.

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of work, should not compromise their position or bring the Schools Partnership Tutors (SP Tutors), or the school(s) in which a tutor is deployed into disrepute. All staff who work with pupils provide a role model for behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct to encourage pupils to do the same.

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure SP Tutors is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

Staff have an influential position and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all tutors will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect the central team and any volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the disciplinary policy and procedure.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the pupils.

Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education \(KCSiE\)](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

Equality and diversity

SP Tutors promotes inclusivity and values diversity. We seek to ensure that the work environment for our staff is supportive and one where individual respect is shown to all. All members of staff and pupils, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be treated equally, supported and encouraged to perform to their potential.

General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language whilst professionally active (online or in school)
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Not consume or be under the influence of alcohol or any substance, including the misuse of prescribed medication, when professionally active and responsible for either pupils, parents, other colleagues and/or SP Tutors' property
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards (if applicable)

During their employment, staff must inform SP Tutors, as their employer, of any circumstance relevant to their employment in a position of trust, such as police action in relation to their conduct.

Any allegation of inappropriate behaviour made against a member of staff by a pupil, parent or other professional, unless manifestly malicious or vexatious, will be investigated and a record kept of it. HR advice must be sought, and it may be appropriate for some initial fact finding to be undertaken in order to decide whether a full investigation is necessary and, if so, what form it should take and who should conduct it.

Where the allegation is of a safeguarding nature it will be referred to the local authority designated officer (LADO) in all cases in which it meets the harms threshold, i.e. it is alleged that a current member of staff or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child, or
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Referrals to the LADO will usually be made by SP Tutors' DSL (Designated Safeguarding Lead) (01440 333 400) who will inform the Head of HR at Unity Schools Partnership. If, in an exceptional circumstance, a referral is made by someone else, the SP Tutors' DSL must be informed without delay. Please refer to the safeguarding policy for more details on handling allegations of abuse made against staff. Please also refer to the whistleblowing policy.

Low level concerns

Low level concerns that do not meet the harms threshold set out above, should be reported to the SP Tutors' DSL and the headteacher of the pupil's school. All low level concerns will be recorded in writing by the SP Tutors' DSL. The record should include details of the concern, the context in which the concern arose, action taken and the rationale for decisions.

The term 'low level' concern does not mean that it is insignificant. A low level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a nagging doubt – that an adult working on behalf of SP Tutors may have acted in a way that is inconsistent with this code of conduct, including inappropriate conduct outside of work, but that does not meet the harms threshold for referral to the LADO. Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that might look inappropriate but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. Sharing, recording and dealing with low level concerns appropriately not only keeps children safe but also protects those working for SP Tutors.

Staff are encouraged and should feel confident to self-refer where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or, on reflection, believe

they have behaved in a way they consider falls below the expected professional standards.

Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, neglect, exploitation or radicalisation.

In addition to this code of conduct, staff who work directly with children must read at least Part one and Annex B of KCSiE. Staff who do not work directly with children must read at least Annex A (a condensed version of Part one). All staff must read the safeguarding policy and the school's child protection procedures and behaviour policy, and ensure they are aware of the processes to follow if they have concerns about a child.

The safeguarding policy is available on our [website](#) and you should seek the school's child protection procedures prior to starting tutoring if the school has not yet provided you with them.

Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff or volunteer with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- This has been arranged with the Key Teacher at the school
- All at-home online tuition must be recorded and a parent/carer or responsible adult should be within earshot (secondary age pupils) or present (primary age pupils). Please refer to the At-Home Online Tuition Agreement

Staff must never groom pupils in preparation for abuse. The responsibility not to groom continues once pupils leave school and until they reach the age of 18. Staff must avoid contact with pupils and their parents outside of arranged tutoring sessions. Any personal relationships between staff and pupils or their parents must be declared to the DSL (Designated Safeguarding Lead) at the school, who will keep a register. Staff not attached to schools must inform the SP Tutors' DSL (01440 333 400) of any personal relationships they have with pupils or their parents, who will maintain a register of these declarations.

Personal contact details must not be exchanged between staff and pupils or their parents. This includes social media profiles.

While we are aware that pupils and their parents may wish to give gifts to staff, for example, at the end of the school year or tuition block, gifts from staff to pupils are not acceptable, unless sanctioned by the headteacher at the school and notified to SP Tutors.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this must be reported to SP Tutors' DSL and the headteacher (see section 5, above).

Relationships between staff

SP Tutors requires staff to disclose workplace relationships. This will allow SP Tutors to take pre-emptive steps to avoid conflicts of interest. Failure to disclose a relationship could give rise to disciplinary proceedings.

Disclosures of relationships should be made to SP Tutors Operations Manager.

Communication and social media

Staff using social media should conduct themselves with professionalism and respect.

Staff should always remain aware of both professional and social boundaries and should not therefore accept or invite 'friend' requests from pupils, or ex-pupils under the age of 18, or from parents on their personal social media accounts. All communication with parents via social media should be through SP Tutors' social media accounts.

Staff must not use private social media or any other means to attempt to contact pupils or their parents outside arranged tutoring sessions, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles. Staff will ensure they do not upload any content onto social media sites which is confidential (to SP Tutors or any school or its staff), amounts to bullying, discrimination, harassment or victimisation or is in any other way unlawful.

Staff will ensure that they do not post any images online that identify children who are pupils at schools receiving tutoring without appropriate age-related consent. Any message, photos or information must comply with existing policies.

Staff should be aware of SP Tutors' Acceptable Use and Online Safeguarding policy. Staff should not upload any content which could bring SP Tutors or the school(s) into disrepute, as outlined in the disciplinary policy and procedure.

Acceptable use of technology

Staff, whilst tutoring or in school(s), will not use technology to view material that is illegal, inappropriate or likely to be deemed offensive or technology that has been used to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. Whilst tutoring online, pupils must be protected from being exposed (accidentally or otherwise) to any of the aforementioned material. For example, clearing browsing history and closing tabs, windows and software, unnecessary for tutoring.

Staff will not use personal mobile phones and laptops/tablets, or school equipment for personal use, in front of pupils, except in case of emergency.

Images of pupils will never be recorded on the personal devices/equipment/cloud storage of staff. Online tuition sessions will be recorded in the platform provided by the school or SP Tutors. Staff will take care when recording images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or SP Tutors into disrepute.

Staff must not undertake covert recordings under any circumstances, this includes audio and video recordings. Any recordings must have the explicit consent of those present and participating in the

activity/meeting/discussion¹. Any breach of this will be considered a misconduct issue and could constitute a breach of data protection regulations.

We have the right to monitor emails, platform/online session recordings and the use of IT systems provided by SP Tutors.

Staff should be aware of the Acceptable use of ICT and Online Safeguarding Policy.

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about SP Tutors, schools, staff, pupils and their parents. This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than that which it was collected and intended for

This does not overrule staff's duty to report child protection concerns through the appropriate channels where staff believe a child is at risk of harm.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using SP Tutors' and schools' property and facilities.

Staff will not accept bribes. Gifts (including modest gifts of a promotional character, e.g. calendars, diaries and other similar articles) worth less than £25 do not have to be declared.

For any gift worth between £25 and £50 a declaration should be made to SP Tutors' Operations Manager, within 28 days, by the member of staff, authorised and retained for seven years. Gifts worth more than £50 should be refused or donated to charity. Where parents club together to buy their child's tutor a gift that is worth more than £50, it is reasonable for SP Tutors to divide the value of the gift by the number of people who contributed.

Staff will ensure that all information given to SP Tutors about their qualifications and professional experience is correct.

Dress code

All staff are models for pupils; they have a responsibility to model appropriate dress and appearance. Therefore, whenever representing SP Tutors, staff must be dressed in appropriate, smart business dress/professional attire. In addition, staff must wear their SP Tutors' photo ID badge and lanyard whenever representing the organisation.

¹ Please refer to the [Unity Schools Partnership's Photograph and Video Policy](#) for information about when pupils are able to consent to being recorded.

Conduct outside of work

Staff will not act in a way that would bring SP Tutors, any related schools or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about SP Tutors or related schools on any form of social media.

Monitoring arrangements

This policy will be reviewed at least every three years, but can be revised as needed. It will be ratified by SP Tutors' Directors.

Links with other policies

This policy links with the following policies and procedures:

- Disciplinary policy and procedure, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Safeguarding policy
- Schools' child protection procedures
- Acceptable use of ICT and Online Safeguarding policy
- Whistleblowing
- At-Home Online Tuition Agreement

Further advice

If any staff, contractor or visitor require any further information or support regarding this code of conduct, they should ask the SP Tutors' Operations Manager 01440 333 110.