



## CODE OF CONDUCT & ETHICS FOR TUTORS

This Code of Conduct & Ethics is for tutors of Tutortoo and establishes standards by which you agree to comply when working through our agency. The Code of Ethics is designed to protect our clients and students as well as our reputation and the reputation of our tutors.

### Integrity

- I agree to comply with the terms and conditions of my contract with Tutortoo.
- I understand that my role is to support students with their work but that I must not complete homework, assignments, coursework, or any other work for them as this will be regarded as plagiarism.
- I will ensure that my interactions with students and clients of Tutortoo remain positive.
- I will share any concerns that I have about a student with Tutortoo at the earliest possible opportunity.

### Objectivity

- I understand that my role as a tutor is to support the learning and improve the confidence of all the students I work with.
- I understand that all students are individuals and I will provide them with a personalised plan of learning to help them reach their own academic potential.
- I will show respect to all students and clients of Tutortoo.
- I will respect cultural, individual and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language or socioeconomic status.

### Professional competence

- I will keep up to date with all developments in my subject specialism and all changes to external assessments.
- I will commit to engaging in additional training to support my subject specialism and my role as a tutor.
- I will adapt my tutoring methods and resources to each individual student's needs.
- I will inform Tutortoo immediately if I find I am working with a student who has special educational or other needs which require more specialised skills and abilities than I have.

### Confidentiality

- I will adhere to the GDPR Privacy statement provided by Tutortoo.
- I will ensure that all client and student details which I am given will remain private and confidential at all times.
- I understand that if a student discloses something to me that this information cannot remain confidential and that I should tell the student this and inform my Designated Safeguarding Lead at Tutortoo immediately in compliance with the Safeguarding and Child Protection policy which is in place.

### Professional behaviour

- I understand that my relationship with the students I work with is professional and not personal and I will not engage in inappropriate relations with tutees.
- I will arrive punctually for each tutoring session with all students I tutor.
- I will complete session reports within 48 hours of each session and maintain accurate records of the progress made with tuition on the CRM system provided.
- I will arrive at tutoring sessions dressed appropriately.
- I will act honourably at all times and treat all employees and colleagues of Tutortoo with courtesy and respect.

I agree to comply with this Code of Ethics and understand that if I fail to do so I will no longer be able to work as a tutor through any branch of Tutortoo.

PRINT NAME: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_