



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **CODE OF CONDUCT POLICY**

#### **Rationale**

All schools are required by law to adopt a Code of Conduct Policy for staff as set by the school governors. As an organisation, we consider this as good practice and as such follow the same procedure. A Code of Conduct is important to give clear guidance on the standards of behaviour that all tutors are expected to observe when interacting with students, parents, and other clients. Tutors are role models and are in a unique position of influence and must adhere to behaviour and appearance that sets a good example to all concerned. The tutor has an individual responsibility to maintain their reputation and the reputation of the organisation, whether inside or outside of working hours. Our policy aims to provide guidelines to help maintain and improve standards enhancing both the reputation of the individuals and the organisation as a whole. Our Code of Conduct is not exhaustive and does not replace the general requirements of the law, common sense, and good conduct.

#### **Aims**

- To ensure that all tutors set examples of behaviour and conduct which can be admired and emulated by students.
- To ensure that all tutors avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- To ensure that tutors and students feel safe, respected and valued.
- To ensure that all tutors are professional in their appearance.
- To ensure that all tutors are punctual to tuition sessions.
- To ensure that all tutors show honesty and integrity throughout their work.
- To ensure that all tutors honour confidentiality issues which are a vital part of their role.
- To ensure that all tutors are aware of and are able to act upon our Safeguarding Policy putting the safety and welfare of students at the very centre of their role.
- To protect the rights and interests of all of our students and clients.
- To ensure that tutors know what constitutes appropriate and inappropriate behaviour.
- To ensure that tutors understand what low level concerns are

#### **Practice**

The public is entitled to expect the highest standards of behaviour from all tutors, tutors represent the organisation and are trusted to act in a way which promotes the organisation's interests and protects its reputation. Tutors are accountable for their actions and should ask for advice if they are not sure of the appropriate action to take. Tutors must take all reasonable steps to ensure that the loss, destruction, inaccuracy, or improper disclosure of information does not occur as a result of their actions. Such information includes that relating to the organisation's business and student data. Confidential information, belonging to the organisation, should not be disclosed to any person not authorised to receive it. Tutors must not use any information obtained in the course of their work to cause damage to the organisation or for personal gain or benefit, neither should they pass information on to others who may use it in such a way (The General Data Protection Regulation 2016/679).

We are firmly committed to the principles of equality and diversity and have a positive duty to promote these within the community it serves. Tutors must treat colleagues, students, parents, carers,



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.* governors, and members of the public and the local community with respect and must not discriminate unlawfully against any person.

In relation to gifts and hospitality, it is an offence under the Prevention of Corruption Act (2010) for tutors to accept gifts, loans, fees, or rewards as an inducement to act in a certain way in their official capacity. The Company Director, Nigel Jones is to be informed of any gifts given to or received from students or parents for recognition of gratitude.

Tutors should not communicate with students via social media. Communication should be only with parents or guardians. Communication with students via email or telephone should only be used due to Health and Safety precautions or due to language barriers. This must be agreed to by the Company Director.

Tutors should be aware of low-level concerns as specified in KCSIE. This is a spectrum of behaviour which can include, inadvertent or thoughtless behaviour, behaviour that might be considered inappropriate depending on the circumstances and behaviour which is intended to enable abuse. Examples of such behaviour could include being overfriendly with students, having favourites amongst students, taking photographs of students on their mobile phones, engaging with a student with no responsible adult at home, using inappropriate sexualised, intimidating or offensive language.

Tutors, recognising that they represent the organisation, should ensure that their clothing is appropriate to the professional nature of their role at the organisation, the activities they are involved in and any health and safety requirements related to these.

All tutors should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring them or the organisation into disrepute may be the subject of disciplinary action which could lead to dismissal. It is essential that tutors inform the Company Director of any police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence, but this may result in a suspension from duties while an investigation takes place. These expectations apply to everyone involved in the organisation.

### **Success Criteria**

As a Limited Company, in a public arena, all of the above is essential to our functioning as a credible, professional organisation showing complete integrity in all of our dealings with others. In a short space of time we have established a very positive reputation with those that we serve. Appropriate and first-class conduct is essential to our growth and the quality of service that we offer.

### **References:**

The Data Protection Act (1998)  
The Bribery Act (2010)  
The Equality Act (2010)  
The Prevention of Corruption Act (2010)  
The General Data Protection Regulation (2018)  
Keeping Children Safe in Education (2022)  
NSPCC Learning (2022)



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

*N K Jones  
Review Date*

*September 2023  
September 2024*