

POLICY TITLE	Code of Conduct
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DETAILS OF POLICY UPDATES

DATE	DETAILS

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1 INTRODUCTION

We expect that all members of staff demonstrate a professional level of conduct that is appropriate in the context of working in the virtual world. Staff must ensure that communication with students is within clear and explicit professional boundaries staff must be fully aware to ensure that nothing they say or do, including using social networking sites, which would result in bringing Tute's name into disrepute.

2 PURPOSE AND AIMS

The purpose of this policy is to:

- Support the safeguarding of children in Tute's provision.
- Ensure that the conduct in the online environment meets the highest standards and keeps everyone safe.
- Create a secure, stimulating, caring environment in which effective learning can take place.
- Have the highest expectations of student behaviour to ensure that all students make outstanding progress.
- Create an atmosphere where achievement is respected and valued by all.
- Establish good working relationships and encourage mutual respect amongst all members of the class, including the teacher.
- Work with commissioning bodies and students to encourage good behaviour and to establish good patterns of behaviour where there are difficulties.
- Identify levels of behaviour and to ensure rewards and sanctions are fairly apportioned according to the behaviours demonstrate.
- Develop individual potential, recognising and celebrating personal milestones.
- Encourage students to take responsibility for their own actions and ensure that they act as responsible members of the class, giving positive impressions within it.
- Prevent bullying.

- Protect the reputation of Tute.

3 RELATED POLICIES

Safeguarding Policy:

Anti-Bullying Policy:

Behaviour Policy:

Allegations Policy:

Whistleblowing Policy:

Serious Incident Policy:

GDPR Policy:

4 STUDENT EXPECTATIONS

The requirements listed in **bold** relate specifically to the safeguarding of children and are listed separately in Tute Safeguarding Policy.

Students will be expected to:

- **Conduct themselves in the Learning Cloud in a safe, sensible, manner and show regard to others.**
- **Arrive on time to lessons.**
- Bring equipment appropriate for the lesson.
- Follow reasonable instructions given by the teacher.
- **Behave in a reasonable and respectful manner to all staff and pupils.**
- **Show respect for the opinions and beliefs of others.**
- **Show respect to the teacher and peers.**
- **Attend all lessons and remain until the end.**
- Let your teacher know if you need support.
- **Be supervised by a parent/guardian/carer/responsible adult.**
- Follow our behaviour policy expectations.
- Try your best!

Students must not:

- **Share social media details in the chat box.**
- **Use profane language.**
- **Use threatening behaviour.**
- **Ask teachers personal details.**
- **Be over familiar.**
- **Give out their login details to anyone.**

5 SCHOOLS' EXPECTATIONS

The requirements listed in **bold** relate specifically to the safeguarding of children and are listed separately in Tute Safeguarding Policy.

- Booking forms to be completed with the fullest information possible:
 - Full contact details for each member of staff listed on booking forms, including email and telephone number.
 - **A safeguarding contact must be provided.**
- Sign our terms and conditions.
 - Please read and sign Tute's terms and conditions ([link](#))
- Booking forms to be submitted in advance:
 - Virtual School: 48 hours before lessons start.
 - Tute Go: 48 hours before the lessons start.
- IT testing to be done before lesson start, if accessing from school
 - Please provide us with full contact details of your IT contact who is able to make changes to your county firewall.
 - Please note lessons cannot start if testing has not been completed.
- Prior learning
 - Provide us with attainment levels and results of any diagnostic tests your students have taken so we can plan lessons accurately.
- SEND
 - Provide details of any SEND and strategies that our Tute teachers will need to know in advance.
 - We are happy to arrange a meeting with our lead SEND teacher if needed.

- Equipment
 - Ensure your students have access to the following equipment:
 - Laptop, PC or tablet
 - Headphones with a mic
 - Reliable internet connection
- Learning environment
 - Please provide a quiet learning environment and have a member of staff on hand to help with logging on and any other queries during the lesson.
 - **Make sure students are aware of and agree to follow our student behaviour policy and code of conduct.**
- Safeguarding
 - **Schools must add safeguarding @tute.com onto your white list as this is how you will receive safeguarding reports.**
 - **Schools must provide us with the outcome of any safeguarding report.**

6 PARENTS' EXPECTATIONS

Please see Tute at-home tuition agreement

7 STAFF CODE OF CONDUCT

All staff must adhere to the below. It is necessary to have a minimum number of rules in the interests of the whole Company.

The rules set our standards of performance and behaviour. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

The following rules should ensure that:

- The correct procedure is used should you not be adhering to Tute's code of conduct.
- You are fully aware of the standards and requirements of performance, action and behaviour required of you.

The requirements listed in **bold** relate specifically to the safeguarding of children and are listed separately in Tute Safeguarding Policy.

7.1 Non-teaching staff

7.1.1 General conduct and expectations

- Arrive early for work.
- Standards or output of work.
- Be polite at all times.
- Show respect towards colleagues, students, clients, members of the public.
- Devote time, attention, and abilities to the business of our Company and its affairs during your normal working hours.
- Carry out all reasonable instructions or follow our rules and procedures.

7.2 Teaching staff

7.2.1 General conduct and expectations

- Arrive early to lessons to greet students as they log in and to begin learning promptly.
- Set Tute standards of behaviour, using positive ways of maintaining high levels of behaviour, consistently role modelling these expectations.
- Reinforce clear expectations of behaviour.
- Deliver a suitably planned and structured lesson which meets all individual needs.
- Deal with incidents of inappropriate behaviour by following Tute's procedures.
- Promote and reinforce positive behaviour in the classroom.
- Not tolerate any disrespectful behaviour.
- Give appropriate praise and reward good behaviour. Report good or poor behaviour to the commissioning organisation.
- Tute computers are for professional use, please do not use them for personal activities.
- Avoid plagiarism of online resources and uphold copyright regulations.
- Refer to the source of any online resources you use.
- Ensure that e-safety maintains a high profile by taking advantage of any opportunity to draw attention to keeping safe online.
- Remain professional at all times.

7.2.2 Planning lessons

- Create and deliver resource in line with Tute guidance and ensure that it is uploaded 10 minutes before the lesson start time.
- Have a secure knowledge of the relevant subject(s) to promote a love of learning; to foster and maintain pupils' interest in the subject, to encourage children's intellectual curiosity.
- Demonstrate a critical understanding of developments in the curriculum areas, including statutory assessment requirements.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English, whatever the teacher's specialist subject
- Contribute to the design and provision of an engaging curriculum within specialist and non-specialist subject area(s)
- Use the Tute lesson structure in planning and delivery, ensuring that the resources facilitate the three pillars of Tute pedagogy: AfL, Bloom's Taxonomy and metacognition
- Demonstrate knowledge, understanding and application of Assessment for Learning in planning and delivery and how these impacts on progress.
- Demonstrate knowledge, understanding and application of Bloom's Taxonomy in planning and delivery and how these impact on progress.
- Demonstrate knowledge, understanding and application of metacognition in planning and delivery and how these impact on progress.
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.

7.2.3 Delivering lessons in the Learning Cloud

- Have clear rules and routines for behaviour in the Learning Cloud and take responsibility for promoting good and courteous behaviour.
- In line with Tute policy, set high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

- Be well practised in identifying and raising safeguarding concerns, following Tute's reporting policy always.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Adhere to a smart, professional dress code and appearance.
- Display Tute background banner with branding
- Use only a good quality headset and hard-wired Internet connection that has been tested by Tute's IT team
- Establish a safe and stimulating environment for pupils, rooted in mutual respect by demonstrating consistently the positive attitudes, values and behaviour which are expected of them.

7.2.4 Conduct in Tute Spaces

- Take responsibility for pupils' attainment, progress and outcomes and setting goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Give pupils regular feedback and encourage them to take a responsible and conscientious attitude to their own work and study by responding to the feedback.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how to overcome these.

7.2.5 Communication

- Use Tute email for all communications using the correct channels, with Tute copied into all communication with organisations.
- Use appropriate language/tone employed, respectful relationships evident.
- Communicate effectively with customers and managers about pupils' achievements and well-being.
- Act with the understanding that customers' perception of quality is holistic and that all responsibilities outside of teaching contributes to this e.g., admin, evaluation, communication.

Teachers must not:

- **Do not befriend students on Facebook or any other social networking site.**

- **Do not communicate with pupils outside of the context of our secure learning environment. Never make arrangements to meet your students in person.**
- **Do not request personal information or contact details from students.**
- **Never insist that students use webcams.**
- **Give out any personal details.**
- **Ask students for personal details.**
- **Ask students for images.**

7.2.6 Policies

- All staff are expected to have read, acknowledged, and understood Tute policy documents.

7.2.7 Procedures

- All staff are expected to have read, acknowledged, and understood all reasonable instructions to follow our rules and procedures.
- Store all documents and resources following Tute guidelines.
- Make a positive contribution to the wider life and ethos of the business.

8 PROFESSIONAL BOUNDARIES

8.1 Behaviour at work

You should behave with civility towards fellow employees, and no rudeness will be permitted towards colleagues, students, or members of the public. Objectionable or insulting behaviour, or bad language will render you liable to disciplinary action.

You should use your best endeavours to promote the interests of the business of the Company and shall, during normal working hours, devote the whole of your time, attention, and abilities to the business of the Company and its affairs.

8.2 Behaviour outside of work

The Company recognises the importance of work/life balance. However, owing to the nature of the business, the Company insists on employing staff of the highest integrity, we expect you to maintain these standards outside of working hours. Activities that result in adverse

publicity to ourselves, or which cause us to lose faith in your integrity, may give us grounds for disciplinary action.

9 ANNUAL REVIEW

The Code of Conduct policy will be reviewed on an annual basis.