

Tutor Code of Conduct

At Prospero Teaching, we are committed to providing Young People and Children with exceptional Supply Staff. When carrying out any booking, we expect all staff to continue to uphold our standards as outlined below.

- Read Prospero policies ahead of the sessions. Tutors must follow Prospero's Policies- [available on our website](#) and [Prospero Portal](#). This applies to all staff working with children and vulnerable adults who are off school roll, or being educated in any setting that is not a school setting (For example, libraries, community centres or the student's home). In the event pupil is on a school roll, school policies and procedures must be adhered to – which will be provided to the staff member on arrival to school and will always be available on the school's website.
- It is the responsibility of all adults to safeguard and promote the welfare of children. For children educated within a school setting all concerns must be reported to the school DSL or DDSL. For students educated off-site in any other setting, any safeguarding or child protection issues must be reported immediately via Prospero Teaching's Portal. The DSL or DDSL will follow LA or School Safeguarding Reporting process. If you feel a child is in immediate danger, call 999 straight away.
- You must never initiate or encourage any physical contact with a child or young person – this includes patting them on the back. Only in exceptional circumstances (for example, when someone's physical safety is at risk) should you act. Please refer to Prospero's tuition behaviour policy for further guidance. In the event of this happening, the incident must be reported via Prospero Teaching's portal.
- Work safely, responsibly and be aware of your actions and behaviour to avoid placing yourself in vulnerable situations. Avoid any conduct which would lead to questioning your professionalism – remember your actions no matter how well-intentioned could be misinterpreted.
- Tutors must ensure an adult is always present, within earshot, during tuition sessions within non-public settings e.g., pupils' home, to safeguard tutor and tutee, lone working is not approved.
- If you have any issues with your timetable, please inform your Prospero Teaching Consultant immediately.
- You must never take a pupil's personal contact details (e.g., phone number, email, social media). Tutors must not have direct contact with pupils outside of tuition. All direct communication with pupils must only take place via Prospero's Portal messaging service, which is monitored for safeguarding. Tutors may communicate directly with parents, carers, or social workers regarding tuition while an assignment is active.
- If a pupil contacts you, please report this immediately as a safeguarding concern on Prospero's portal and to your Prospero Consultant.

- Treat everyone you come into contact with, in a respectful and professional way, regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity. Ensure that your personal beliefs are not expressed in a way that could exploit others' vulnerabilities.
- We expect our candidates to be dressed appropriately at all times. You should dress in a way that is not likely to be viewed as offensive, revealing, distracting, cause embarrassment or give rise to misunderstanding.
- If you have concerns about the environment or any other concerns about the welfare of your tutee including possible signs of abuse you must report these immediately to Prospero Teaching who will then refer to the appropriate officer.
- If a tutee confides in you, you must ensure they know that you cannot keep any conversation a secret. Make notes on what the student has said and email the report via Prospero's safeguarding concern button on portal and inform your consultant that you have raised a concern.
- Tutors must not make use of personal phones during sessions, unless in an emergency.
- During your student induction, make sure the student knows that they can tell you about any concerns they have and that you are there to support them.
- Ensure that you take your photo ID and your DBS certificate to your first tuition session so that your identity can be confirmed and the setting can follow its own safeguarding procedures.
- If students need access to the internet or use of technology to complete their work, it is essential that you do not use your own personal device for the student to use (e.g. mobile phone, laptop, tablet etc.). It is also essential that you get consent from the parent/carer before allowing the student to access technology or the internet as there may be restrictions you are unaware of. Please speak to your Prospero consultant for further clarification.
- Only professional language should be used with pupils and their carers/guardians. Although you are tutoring within a home, school conduct and teacher standards must be adhered to.
- Ensure you keep professional boundaries with your students – following our guidance and policy on [Prospero's Portal](#).
- If a pupil does not attend tuition or tuition is cancelled, this must immediately be reported via Prospero's portal.
- If a pupil absconds, immediately notify parent/carer/school and Prospero Consultant. Should you be concerned about the pupil's safety, contact 999.
- The scheduled tutoring session will take place on the day and time agreed/in your booking confirmation. Should there be a request for tuition arrangements e.g., change location, days or times, this must be communicated and authorised with your Prospero Consultant.

- Tutoring sessions must only take place in the location agreed, this will either be pupils' home, within the community or school. Tuition will never take place in the tutor's home. If there is a change in tutoring location, you must inform your Prospero Consultant for safeguarding purposes.
- The tutor and carer must ensure that the authorised hours are completed each week. A timesheet must be completed each week and approved by the client/parent/carers to confirm hours completed.
- If the parent/carers is requesting additional hours please seek approval from your Prospero Consultant prior to pursuing. Any hours you work that has not been authorised by Prospero will not be paid.
- Arrival time - It is imperative that you arrive at the location in plenty of time to organise yourself before the session is due to start.
- Running late / issues with your journey - Please call parent/carers/school directly to avoid delays. Please inform Prospero Consultant.
- Attendance must be completed daily on the Prospero Portal. You must accurately record your own and your student's attendance including timing and reasons.
- As the assigned tutor it is your responsibility to plan and deliver lessons. You must report on progress with Prospero's Weekly Tuition Report Template.
- Tutors should only book holidays outside of Term Time - in special circumstances, if you require holiday during term time, please contact your Prospero consultant 4 weeks in advance to seek approval.
- Tutors should never contact the client, local authority/school directly for any reason. If you have concerns or you require work for your student please speak to your contact at Prospero and they will manage this with the client.
- Tuition is forbidden to take place 'privately' with a pupil or family that Prospero introduces you to.
- On completion of your tuition assignment, all contact with the pupil's parent/carers must end. This includes through social media.

If at any time Prospero Teaching Outreach Staff have failed to adhere to the above Code of Conduct, please do not hesitate to contact us immediately.

Kind regards
Prospero Teaching