

Code of Conduct for Volunteers

Introduction

This code of conduct outlines acceptable and unacceptable behaviour for volunteers working with Tutor The Nation. All volunteers are made aware of this code of conduct prior to working with a child through Tutor The Nation, and agreement with the code of conduct is always received in writing.

Code of conduct

[See attached document](#)

Enforcement of code of conduct

Any alleged breach of the code of conduct for volunteers will be reported to and handled by the Designated Safeguarding Lead.

Any allegation will be handled following the processes laid out in the *Procedure for dealing with allegations or concerns about a staff member or volunteer working with a child*.

In the event of questions or concerns about this statement

In the first instance, all questions and concerns about this statement, or Tutor The Nation's other safeguarding policies and procedures, should be raised with the charity's Designated Safeguarding Lead, Ros Llewelyn, via email to safeguarding@tutorthenation.org.

Further questions concerning safeguarding and child protection should be directed to the NSPCC's Child Protection Helpline - 0808 800 5000.

This policy was last reviewed on 17th August 2023.

This policy will next be due for review on 17th August 2024.

Approved By: Rosamund Llewelyn, Director of School Partnerships

Signature:



Tutor The Nation

Code of Conduct for Volunteers

Introduction

Safeguarding is central to Tutor The Nation's work, and it's important that our volunteers work in a way that enables us to keep the young people we support safe and comfortable. By following this Code of Conduct, you will be ensuring that the young people you tutor are supported to reach their full potential.

Volunteer Responsibilities

As a volunteer tutor with Tutor The Nation, it is your responsibility to:

- Prioritise the safety and welfare of the young people you work with.
- Provide a safe online environment for the young people you work with.
- Follow Tutor The Nation's principles, policies, and procedures.
- Stay within the law at all times.
- Model good behaviour for the young people you work with at all times.
- Challenge all inappropriate behaviour and report any breaches of this Code of Conduct to Tutor The Nation's Designated Safeguarding Lead.
- Report all concerns following our safeguarding procedures.

1. Respect and Privacy

- 1.1. I will treat tutees and their parents/guardians with respect.
- 1.2. I will listen to and respect my tutee at all times.
- 1.3. I will refrain from using any offensive or discriminatory language.
- 1.4. I will value and take my tutee's contributions seriously.

2. Diversity

- 2.1. I will treat my tutee fairly and without prejudice or discrimination.
- 2.2. I understand that my tutee is an individual with individual needs.
- 2.3. I will respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all young people bring something valuable and different to Tutor The Nation sessions.
- 2.4. I will challenge discrimination and prejudice.
- 2.5. I will encourage my tutee to speak out about attitudes or behaviour that makes them uncomfortable.

3. Teaching Methods

- 3.1. I understand that, as a tutor, it is my responsibility to encourage the children and young people I volunteer with to reach their individual potential.
- 3.2. I commit to identifying any particular challenges or difficulties my tutees might have with their learning and to assisting them in overcoming those barriers.
- 3.3. I will share any concerns I have about a tutee's social, emotional, and behavioural difficulties that are beyond my competency to address.
- 3.4. I understand that my relationship to tutees is professional, not personal, and that I have a duty of care towards them.

4. Confidentiality

- 4.1. I will not take photographs or make private recordings during any tutoring session.
- 4.2. I will respect my tutee's right to personal privacy as far as possible.
 - 4.2.1. Where I need to break confidentiality in order to follow safeguarding procedures, I will explain this to my tutee at the earliest opportunity.
- 4.3. I will ensure my handling of personal data is at all times compliant with the relevant sections of the General Data Protection Regulation (GDPR).
- 4.4. I will deliver lessons in a private environment with no observers present.
- 4.5. I will seek advice from the Designated Safeguarding Lead before sharing information which has been passed on to or requested from me.
- 4.6. I will only communicate with my students using my university email address if I am a university student, or the email address I registered with TTN if I am a graduate.
- 4.7. I understand that access to emails between me and my tutee may be requested in the event of a safeguarding issue.

5. Social Contact

- 5.1. I will avoid all social contact with my tutee and their parents/guardians.
- 5.2. I will inform the Designated Safeguarding Lead of any social contact I have with my tutee or their parent/guardian.

6. Sexual Contact

- 6.1. I will not have romantic or sexual relationships with my tutee or their parent/guardian.
- 6.2. I will not have any communication with my tutee or their parent/guardian which may be interpreted as sexually suggestive or provocative.
- 6.3. I will not discuss my own sexual relationships with or in the presence of my tutee or their parent/guardian.

7. Raising Concerns

- 7.1. I will ensure I maintain vigilance in looking out for signs of abuse in all forms that this may be presented.
- 7.2. I will take any disclosures of abuse seriously and follow the relevant policies made available to me.
- 7.3. I will report all non-emergency suspicions of abuse or neglect to the Designated Safeguarding Lead at the end of the lesson.
- 7.4. I will report all emergency cases of abuse or neglect immediately, suspending the lesson if necessary, to the Designated Safeguarding Lead and, if appropriate, the police.

Enforcement of Code of Conduct

Any breaches of the volunteer Code of Conduct will lead to a full investigation carried out by the charity's Designated Safeguarding Lead. This investigation may lead to an individual being removed as a Tutor The Nation or, where necessary, reported to the police or other relevant authorities.

Signature

I understand this Code of Conduct and agree to follow it whilst volunteering with Tutor The Nation

Signature: _____

Date: _____