

# Code of conduct for staff when working with young people

## Introduction

This code of conduct outlines acceptable and unacceptable behaviour for Tutor The Nation staff when working with young people. This code of conduct is nearly identical in content to the Code of conduct for volunteers, as generally the same expectations apply to both volunteers and staff.

## Code of conduct

[See attached document](#)

## Enforcement of code of conduct

Any alleged breach of the code of conduct for staff 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*.

Any alleged breach of the code of conduct by the Designated Safeguarding Lead will be reported to and handled by a member of senior staff or a trustee.

## 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](mailto: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 staff when working with young people

### Introduction

Safeguarding is central to Tutor The Nation's work, and it's important that our staff 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 staff member with Tutor The Nation, it is your responsibility to:

- Prioritise the safety and welfare of the young people you work with.
- Support volunteers to create 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 volunteers and 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 any tutees and their parents/guardians that I contact with respect.

- 1.2. I will listen to and respect the views of young people I interact with at all times.
  - 1.3. I will refrain from using any offensive or discriminatory language when interacting with young people or their parents/guardians.
  - 1.4. I will value and take the contributions of young people seriously.
2. Diversity
- 2.1. I will treat young people fairly and without prejudice or discrimination.
  - 2.2. I understand that young people are individuals 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 young people to speak out about attitudes or behaviour that makes them uncomfortable.
3. Confidentiality
- 3.1. I will respect young people's right to personal privacy as far as possible.
    - 3.1.1. Where I need to break confidentiality in order to follow safeguarding procedures, I will explain this to the young person in question at the earliest opportunity.
  - 3.2. I will ensure my handling of personal data is at all times compliant with the relevant sections of the General Data Protection Regulation (GDPR).
  - 3.3. I will seek advice from the Designated Safeguarding Lead before sharing information which has been passed on to or requested from me.
4. Social Contact
- 4.1. I will avoid all social contact with young people that Tutor The Nation supports and their parents/guardians.
  - 4.2. I will inform the Designated Safeguarding Lead of any social contact I have with young people that Tutor The Nation supports or their parents/guardians.
5. Sexual Contact
- 5.1. I will not have romantic or sexual relationships with any young person that Tutor The Nation supports or their parent/guardian.
  - 5.2. I will not have any communication with any young person that Tutor The Nation supports or their parent/guardian which may be interpreted as sexually suggestive or provocative.
  - 5.3. I will not discuss my own sexual relationships with or in the presence of any young person that Tutor The Nation supports or their parent/guardian.

## 6. Raising Concerns

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

## Enforcement of Code of Conduct

Any breaches of the Code of Conduct for staff working with young people will lead to a full investigation carried out by the charity's Designated Safeguarding Lead. This investigation may lead to formal disciplinary proceedings and, where necessary, reported to the police or other relevant authorities.

## Signature

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



Signature: _____ _____	Date: _____
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