Code of Conduct for Pupils

At Tutor The Nation, it's very important to us that pupils feel safe and happy in tutoring sessions. All schools who partner with Tutor The Nation agree to and receive the following code of conduct for their pupils involved in online sessions. All sessions are recorded by Tutor The Nation to keep you and your tutor safe.

What is expected of me?

During your sessions, it is your responsibility to:

- Arrive punctually.
- Work hard and concentrate at all times.
- Be honest about what you are finding difficult.
- Be dressed appropriately for an online lesson.
- Access your lesson in a quiet space where you will not be disturbed.
- Keep all messages and lessons on the Tutor The Nation platform.

It is important that you do not:

- Record your sessions or take photographs.
- Use any offensive or discriminatory language.
- Disclose any of your personal details to your tutor.
    - This includes your personal email address, phone number, or address.
- Try to find or contact your tutor on social media, or anywhere outside the Tutor The Nation platform.
- Move your conversations off the Tutor The Nation platform.
- No show - if you miss two or more sessions without informing your tutor, we may need to unallocate you. Make sure you communicate if something comes up and you cannot attend your agreed session.

If your tutor asks to contact you anywhere else, say no and tell us straight away.

What should I do if I'm concerned about something?

If you are worried about something related to your tutoring sessions, including if something your tutor says or does makes you feel uncomfortable, you can speak to your teacher, or you can contact Tutor The Nation directly at safeguarding@tutorthenation.org. You can choose whichever feels easier. You will never get in trouble for telling us.

If you're not comfortable speaking to your teacher or Tutor The Nation, you can contact Childline on 0800 1111 or via their website childline.org.uk.

What happens if I don't follow this Code of Conduct?

If you behave in a way that doesn't meet our expectations, we will first of all warn you about this and explain how we would like you to change your behaviour. We will also notify your school about your behaviour, and they may choose to take their own action.

However, if you continue to not follow the code of conduct, or your behaviour is more serious, we will contact your school again and discuss this with them in more detail.

Tutor The Nation may choose to remove you from the tutoring scheme if we feel that it is not possible or safe for us to support you.

Agreement

Before you start tutoring with us, you will be asked to confirm that you have read this code of conduct and that you agree to it. Your school also has a copy, and you can come back to this page at any time.

Policy information for schools

This code of conduct outlines acceptable and unacceptable behaviour for young people receiving tutoring from a Tutor The Nation volunteer. All pupils are made aware of it before working with a tutor through Tutor The Nation, and are asked to confirm they have read and agree to it.

Enforcement

Any alleged breach of the code of conduct will be reported to and handled by the Designated Safeguarding Lead. Any allegation will, in the first instance, be referred to the young person's school. In most cases a breach will be treated as a safeguarding concern and managed using the Procedure for Dealing with Concerns About a Child.

Questions or concerns

Questions or concerns about this code of conduct, or about Tutor The Nation's other safeguarding policies and procedures, should be raised with the charity's Designated Safeguarding Lead via safeguarding@tutorthenation.org. The most up to date information about our Designated Safeguarding Lead is at https://tutorthenation.org/safeguarding/.

Further questions concerning safeguarding and child protection can be directed to the NSPCC Child Protection Helpline on 0808 800 5000.

Owned and approved by: Sally Hakmi, Programme Delivery Manager and Designated Safeguarding Lead

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Next scheduled review date: August 2027 or sooner if statutory guidance changes.