



New Way Tuition

Code of Conduct

Written by: Managing Director, Mandy Ward on 6th August 2024.

To be reviewed: August 2025

New Way Tuition Code of Conduct

Rationale:

All staff have a duty to keep pupils safe and protect them from physical and emotional harm. They also have a duty of care to themselves.

All pupils working with New Way Tuition have significant social, emotional and behavioural needs and an aspect of this is that many have little trust in adults. This is equally true of their families, many of whom have not had positive relationships with schools or other outside agencies. Because of this, staff at New Way Tuition have an additional responsibility due to the vulnerability of the cohort of young people who work with staff at the organisation. Acting as a role model at all times becomes particularly important. It is vital that this is demonstrated both through our behaviour and our interaction with other members of staff; respect should be shown not only to the pupils but towards each other. There is a need to behave in such a way that no one would ever question our suitability to work with children.

Aims:

To ensure that pupils are safe at all times.

To ensure that staff are clear of the expectations of them so that they are not put at risk as a result of working at New Way Tuition.

To ensure that there is a level of consistency across the organisation relating to how staff behave and carry out their job.

Guidelines:

All staff are expected to read and adhere to the New Way Tuition policies which particularly relate to safeguarding. These are:

The Safeguarding Policy

The Child Protection Policy

The Health & Safety Policy

The Attendance Policy

The E-Safety Policy

The Staff Code of Conduct for ICT

The Whistleblowing Policy

The Behaviour Management Policy

The Use of Restraint Policy

The Anti Bullying Policy

The Sex & Relationship Policy

The Race Equality Policy

The Drugs & Substance Misuse Policy

The Lone Working Policy

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1. Safeguarding pupils

- 1.1. In accordance with KCSIE 2021, all staff members have a responsibility to safeguard pupils and protect their welfare.
- 1.2. All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.
- 1.3. To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the [Child Protection and Safeguarding Policy](#), ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- 1.4. In accordance with the organisations [Child Protection and Safeguarding Policy](#), staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:
 - Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Peer-on-peer abuse
 - Serious violence
 - FGM
 - Child sexual exploitation (CSE)
 - Child criminal exploitation
- 1.5. In accordance with the school's [Child Protection and Safeguarding Policy](#), staff will also be aware that the following factors could increase a pupil's risk of being subject to safeguarding issues:
 - Pupils who need a social worker (Child in Need and Child Protection Plans)
 - Pupils requiring mental health support
 - LAC and previously LAC
 - Pupils with SEND
- 1.6. If a staff member identifies a pupil who is subject to, or at risk of, the abuse and neglect mentioned in 2.4, they will follow the necessary reporting and referral procedures outlined in the [Child Protection and Safeguarding Policy](#).
- 1.7. Any staff member that has concerns about a staff member's (including volunteers and supply staff) actions or intent that may lead to a pupil being put at risk of harm will report this in line with the [Child protection Safeguarding Policy](#) or [Whistleblowing Policy](#) immediately to: Mandy Ward:DSL 07985686992 so appropriate action can be taken.

- 1.8. Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.
- 1.9. If a tutor/staff member feels unable to raise an issue with the organisation, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing.
- 1.10. If the concern is regarding the Director of SLT, staff will report this to the **Managing Director (Mandy Ward)**.
- 1.11. All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates but at least annually.
- 1.12. Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's **Child Protection and Safeguarding Policy**.
- 1.13. Staff will be aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:
 - The harm test is satisfied in respect of that individual
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
 - The individual has been removed from working in regulated activity or would have been removed if they had not left their post

2. Appearance and dress

- 2.1. The school expects that staff members will:
 - Ensure that their appearance is clean and neat when at work or representing the school.
 - Dress in a manner that is appropriate to their role.
 - Remember that they are role models for pupils, and that their dress and appearance should reflect this.
 - Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
 - Cover any tattoos or body art whilst in school; small earrings are acceptable, but all other body piercings must be removed.
 - All staff to read and follow COVID 19 rules and DFE guidance (staff to read safeguarding policy)

3. Attendance

- 3.1. The Organisation expects that staff members will:

- Attend work in accordance with their agreement of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's [Staff Leave of Absence section](#) if they need time off for any reason other than personal illness (tutors will not be paid if they do not attend tuition session unless agreed with the SLT team).
- Follow the absence reporting procedure when they are absent from work due to illness or injury.

4. Professional behaviour and conduct

- 4.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 4.2. The use of foul and abusive language will not be tolerated.
- 4.3. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- 4.4. Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- 4.5. Staff members will inform the [DSL](#) if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- 4.6. Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.
- 4.7. Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

5. Conduct outside of work

- 5.1. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- 5.2. Staff will not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.

- 5.3. Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in [section 15](#).

6. Smoking, alcohol and other substances

- 6.1. Staff will not smoke on, or within a **five**-mile radius of, the education premises.
- 6.2. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.
- 6.3. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 6.4. If alcohol or drug usage impacts on a staff member's performance, New Way Tuition has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

7. Health and safety

- 7.1. Staff members will:
- Be familiar with and adhere to the school's **Health and Safety Policy** and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
 - Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
 - Comply with hygiene requirements.
 - Comply with accident reporting requirements.
 - Inform the **Managing Director** of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

8. Declaration of interests

- 8.1. Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of New Way Tuition.
- 8.2. For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.
- 8.3. The term 'financial interest' means anything of monetary value, including the following:
- Payments for services
 - Equity interests

- Intellectual property rights
 - Hospitality or gifts
- 8.4. Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.
- 8.5. Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.
- 8.6. Examples of situations that could give rise to non-financial conflicts of interest include the following:
- Pressure or temptation to accept gifts, inducements or hospitality
 - Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
 - Where a member of staff has or develops a close personal relationship with a colleague
- 8.7. Membership to a trade union or staff representative group does not need to be declared.
- 8.8. Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- 8.9. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- 8.10. All declarations, including nil returns, will be submitted in writing to the **Directors** for inclusion on the **Register of Business Interests**.

9. Relationships with pupils

- 9.1. The school expects that staff will:
- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
 - Act in an open and transparent way that would not lead to others questioning their actions.
 - Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
 - Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
 - Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

- 9.2. Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

10. Physical contact with pupils

- 10.1. The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.
- 10.2. When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.
- 10.3. Staff will seek the pupil's permission, where possible, before initiating contact.
- 10.4. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.
- 10.5. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.
- 10.6. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.
- 10.7. Staff will not engage in rough play, tickling or play fights with pupils.
- 10.8. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.
- 10.9. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the [Managing/Directors](#) and appropriate procedures will be followed.
- 10.10. Where it is necessary in PE classes for tutors to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.
- 10.11. If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

- 10.12. Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the school's [Use of Reasonable Force Policy](#).

11. Transporting pupils

- 11.1. When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.
- 11.2. Staff will gain consent from the DSL or Deputy DSL before taking a pupil in their vehicle. This is after all documents are passed to meet legal requirements for transporting a pupil for education purpose.
- 11.3. Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

12. Financial inducements

- 12.1. Staff members will:

- Familiarise themselves and comply with the financial regulations.
- Declare to the SLT, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

13. Acceptable use of technology

- 13.1. Staff will adhere to the procedures outlined in the school's [Online Safety Policy](#) and [Acceptable Use Agreement](#) at all times.

- 13.2. Staff are required to employ the highest security settings on any personal profiles they may have.
- 13.3. Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.
- 13.4. Staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.
- 13.5. Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

14. Premises, equipment and communication

- 14.1. School equipment and systems are available only for New Way Tuition related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the [SLT](#).
- 14.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 14.3. Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the [SLT](#).
- 14.4. The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- 14.5. Communication systems may be accessed when the organisation suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the [SLT](#), only with the permission of the [Directors](#).
- 14.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the [Directors](#) or [SLT](#). Breaches of this confidentiality may be subject to disciplinary action.
- 14.7. School equipment that is used outside the premises, e.g. laptops, will be returned to the organisation when the employee leaves employment or if requested to do so by the [Directors](#).

15. Photography and videos

- 15.1. Photographs and videos will only be taken of the pupils work – using personal mobile phones for taking photos or videos of pupils is prohibited, in accordance with New Way Tuition rules and guidance..

- 15.2. Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.
- 15.3. The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the [LA, Directors](#) and a pupil's parents (where appropriate).
- 15.4. Pupils who have not provided consent, either personally or via their parents, or local authority, to have their photograph taken or be filmed will have their wishes respected.
- 15.5. The [Directors](#) will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.
- 15.6. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.
- 15.7. Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

16. Data protection and confidentiality

- 16.1. Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018, to:
 - Consider the legal basis for collecting the data, ensuring that this is documented.
 - Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
 - Securely dispose of the data when the relevant retention period ends.
- 16.2. Staff members will not disclose sensitive information about the organisation, its employees or the LA to other parties.
- 16.3. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.
- 16.4. Staff members have the right to request access to data that is held about them. Such requests will be made to the [DSL](#) in writing in accordance with the school's [Data Protection Policy](#).

17. Probity of records

- 17.1. The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

18. Contacts

- 18.1. Staff members will not use New Way Tutions business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

19. Monitoring and review

- 19.1. This document will be reviewed on an **annual** basis by the **Directors** and any changes made will be communicated to all members of staff.
- 19.2. The next scheduled review date of this document is **August 2025**.
- 19.3. All members of staff are required to familiarise themselves with this document as part of their induction programme.

Code of Conduct

Contact & Communication

- Always speak respectfully to pupils and to each other, avoiding sarcasm or making demeaning comments.
- Do not give your personal details to pupils or parents.
- Do not use a personal mobile phone to contact pupils or take pictures of pupils.
- The permission of both the student and parent must be obtained before photo or video images are taken and the student must be aware
- Friendship with past and present students on social network sites is prohibited
- Any unwelcome communication from pupils or parents should be reported immediately

Confidentiality

- Do not share confidential information about a pupil with any person, other than on a professional need to know basis
- Never pass on confidential information to 'outsiders' without first seeking guidance from Head of Centre
- All data covered by the Data Protection Act should be treated in accordance with the Act i.e. with real care

Transporting Pupils

- You should not transport pupils in your own vehicle, especially 1:1 without consent
- You must have valid insurance
- Never transport a pupil to hospital in your own vehicle following an accident. Call an ambulance
- When making a home visit always refer to the Lone Working Policy

Behaviour Management

Do not use your power to intimidate, threaten, coerce or undermine pupils.