Staff Code of Conduct

Purpose and Scope

This Code of Conduct outlines the professional standards and ethical behaviours required of all tutors and staff at Junior Cub Scholars. Adherence to this code is a condition of engagement to ensure the safety of students and the reputation of the agency.

Safeguarding and Student Welfare

DBS Compliance: All tutors must hold a valid Enhanced DBS certificate and are strongly encouraged to register with the DBS Update Service.

- Mandatory Reporting: Any safeguarding concern or disclosure of abuse must be reported immediately to the agency's Designated Safeguarding Lead (DSL) or local authorities without delay.
- Supervision: Tutors should ensure an adult is within earshot during sessions. For online tutoring, sessions must occur in a quiet, non-public space.

Communication and Boundaries

- Personal Contact: Tutors must not share personal mobile numbers, email addresses, or social media profiles with students under 18.
- Social Media: Staff are prohibited from contacting students or parents via personal social media or accepting "friend" requests.
- On-Platform Communication: All professional communication regarding lessons must take place through the agency's official channels.

Professional Standards

- Dress Code: Clothing must be professional, appropriate for the role, and free from offensive or political slogans. Must wear hi-vis at all times.
- Academic Integrity: Tutors must not engage in or assist with any form of plagiarism, such as completing a student's homework or coursework.
- Punctuality: Tutors are expected to be ready at least five minutes before the scheduled start time.

Data Protection and Confidentiality

- GDPR Compliance: Student data must be handled in accordance with the Data Protection Act 2018. Personal information should never be shared with third parties without explicit consent.
- Session Recordings: Recordings may only be made with prior parental consent and must be stored securely for a limited period (e.g., 6 months).

Financial and Commercial Ethics

- Disintermediation: Tutors are strictly prohibited from providing private services to clients introduced by the agency outside of the agency's framework.
- Gifts: Small tokens of appreciation (e.g., under £10) may be accepted but must be declared to the agency. Significant gifts or cash are prohibited to avoid conflicts of interest.

I have read, understood, and agree to abide by Junior Cub Scholars; Staff Code of Conduct.

Signed: _____ Date: _____