SPM Development Services Ltd

Code of Conduct for Self-Employed Tutors

Reviewed and Updated: September 2025

Next Review: September 2026, or sooner if statutory guidance changes.

Introduction

This Code of Conduct sets out the professional standards expected of tutors delivering 1-1 tuition for SPM Development Services Ltd. Tutors represent our organisation when working on behalf of local authorities and commissioning services. Compliance with this Code ensures learner safety, inclusivity, and educational quality.

This Code should be read alongside SPM's Safeguarding and Child Protection Policy (2025), Whistleblowing Policy (2025), Lone Working Policy (2025), Attendance and CME Policy (2025), Privacy and GDPR Policy (2025), Equality and Diversity Policy, and relevant statutory guidance including Keeping Children Safe in Education (KCSIE 2025) and the Prevent Duty.

1. Professional Conduct and Behaviour

• Conduct yourself professionally and maintain appropriate boundaries with learners, families, and staff.
• Be punctual, reliable, and prepared for every session.
• Notify Simon Piper-Masha immediately of any changes to session details (e.g., time, duration, or location) for safeguarding purposes.
• All tuition sessions must:
  - Be scheduled Monday to Friday between 8 AM and 6 PM.
  - Take place in the agreed week; hours cannot be rolled over without prior approval.
• Maintain confidentiality in line with GDPR and organisational policies.
• Communicate clearly, professionally, and promptly with SPM staff.

2. Safeguarding and Child Protection

• Follow SPM's Safeguarding and Child Protection Policy (2025) and escalate concerns immediately to the Designated Safeguarding Lead (DSL).
• All tutors must complete safeguarding training at induction and receive annual updates, with formal refresher training at least every two years.
• All tutors must complete Prevent awareness training.
• If a learner is absent:
  - Record the absence in the weekly report.
  - Notify Simon Piper-Masha immediately for safeguarding purposes.
  - Escalate any concerns about persistent absence or welfare issues.

• All attendance must be recorded accurately in line with SPM's Attendance and CME Policy (2025).
• Ensure all sessions occur in appropriate, agreed settings.
• Avoid lone working with learners without following safeguarding and lone working protocols.

3. Social Media and Communication

• Tutors may use personal phones to contact learners for professional purposes only with explicit parental/carer consent.
• All communication must remain professional and tuition-related.
• Tutors must use their SPM email account for all written communication with learners and families.
• Tutors must not connect with learners or families on personal social media platforms (e.g., Facebook, Instagram, TikTok, WhatsApp).
• Private messaging, commenting, or interacting with learners' posts is prohibited.

4. Teaching and Learning

• Deliver high-quality, inclusive tuition that meets agreed learning objectives and learner needs.
• Tutors must never complete or submit work on behalf of learners.
• Provide constructive, learner-focused feedback during and after sessions.
• Submit weekly reports by Friday each week to Simon Piper-Masha, including:
  - Attendance (noting absences and actions taken)
  - Learning objectives for each session
  - Work completed during the session
  - Progress made towards the objectives
  - Any concerns about engagement, wellbeing, or safeguarding
• Keep accurate records of all sessions and outcomes. Records must be factual, stored securely, and shared only as required by GDPR.

5. Conflicts of Interest and Private Tuition

• Declare any conflicts of interest (personal, financial, or professional) that may compromise your role.
• Tutors must not offer private tuition, accept private payments, or make independent financial agreements with learners or their families outside of SPM work.
• Any approaches for private tuition must be reported immediately to Simon Piper-Masha.

6. Cultural Sensitivity and Inclusion

• Treat all learners and families with fairness, respect, and dignity, irrespective of culture, ethnicity, race, gender, sexual orientation, religion or belief, or disability.
• Respect and accommodate learners' cultural, religious, and individual differences.

• Challenge discriminatory or prejudicial behaviour and escalate concerns.
• Adapt teaching methods to ensure accessibility, particularly for learners with SEND or diverse needs.

7. Health, Safety, and Wellbeing

• Follow SPM's Health and Safety Policy and Lone Working Policy (2025).
• Report any risks, hazards, or incidents immediately.
• Prioritise learner wellbeing and escalate concerns about a learner's emotional, social, or academic development.
• Ensure a safe and supportive learning environment, both online and in person.

8. Professional Development and Compliance

• Tutors are responsible for maintaining their own Continuing Professional Development (CPD).
• Engage in safeguarding training, standardisation exercises, and CPD sessions organised by SPM.
• Adapt teaching practices to reflect current best practice and learner needs.
• Comply fully with all organisational policies, including safeguarding, GDPR, health and safety, equality and diversity, and online safety.

9. Ethical Conduct and Integrity

• Maintain honesty and integrity at all times.
• Avoid creating unhealthy dependencies with learners; encourage independence.
• Do not engage in actions that could compromise SPM's reputation.
• Always act in the best interests of learners, families, and commissioning services.

10. Complaints and Accountability

• Escalate any complaints or concerns raised by learners, parents, carers, or commissioners to Simon Piper-Masha promptly.
• Fully cooperate with any investigation or resolution process initiated by SPM.
• Maintain professional records of any issues reported and actions taken.
• Where concerns cannot be raised internally, follow SPM's Whistleblowing Policy (2025), which includes routes to the Local Authority Designated Officer (LADO) or the NSPCC Whistleblowing Helpline.

11. Privacy and Data Protection

• Handle learner information sensitively, ensuring GDPR compliance at all times.
• Reports, records and session notes must be stored securely and shared only through approved communication channels.
• Personal learner data must never be shared with third parties without explicit consent from SPM.

• Securely delete or archive all learner records, work and materials once tuition ends, in line with GDPR and SPM instructions.
• As self-employed tutors, you are responsible for ensuring compliance with UK GDPR. All tutors must register with the Information Commissioner's Office (ICO) as a data controller if they process personal data. Evidence of registration may be requested by SPM.

Breaches of the Code of Conduct

Breaking this Code may mean you cannot continue working with SPM. Serious breaches may be referred to external authorities.

Acknowledgement

By signing below, you agree to follow this Code of Conduct.

Tutor Name: _____

Signature: _____

Date: _____