

Tutor Code of Conduct

Student safety is our top priority. These rules should guide you as you exercise your professional discretion. This Code of Conduct is not intended to cover every situation and it is acknowledged that in some cases actions other than what this Code outlines should be preferred. When in doubt, discuss your course of action with a manager.

Management, staff, volunteers and contractors at FT are required to abide by this Code:

1. Be child-focused
 - 1.1. Treat children with respect
 - 1.2. Meaningfully consider children's opinions
 - 1.3. Encourage children to speak freely
 - 1.4. Behave according to all Child Safety principles outlined here and otherwise
 - 1.5. Maintain a valid Working With Children Check
 - 1.6. Be a good role model
 - 1.7. Prioritise children's best interests
2. Use appropriate language
 - 2.1. Moderate use of language according to students' age
 - 2.1.1. Do not discuss topics of an adult nature in the presence of a child
 - 2.2. Use positive language wherever possible
 - 2.3. Never comment on a student's body
 - 2.3.1. If you want to compliment a student's appearance, talk about aspects they have control over like a new haircut or nice shirt. Do this sparingly.
 - 2.4. Do not discuss the cost of tutoring with the student, especially for the purpose of motivation/guilt
 - 2.5. Do not discriminate or say discriminatory things on the basis of race, gender, sexuality or other protected classes
3. Dress appropriately
 - 3.1. Do not wear clothing that is too revealing, tight or short
 - 3.2. Do not wear clothing that features inappropriate words or images
 - 3.3. Wear clothing that is in good condition
 - 3.4. Avoid overly casual clothing like tracksuits, pyjamas or activewear
 - 3.5. Maintain good personal hygiene
4. Meeting in-person
 - 4.1. Never be alone with a student unless the parent or guardian has provided a Meeting In-Person Form with the relevant permissions
 - 4.2. Never touch students (high-fives are acceptable)
 - 4.3. No inappropriate body language
 - 4.4. Do not meet in-person if you are sick; wear a mask if requested
 - 4.5. If you meet in public at a library or similar, be familiar with the environment
 - 4.5.1. Know the locations of bathrooms, potential hazards, whether it is legal to conduct business there, etc.
 - 4.6. Do not meet in places that are unsafe (eg. a house with a dog that you or the student are allergic to)
5. Meeting online
 - 5.1. When screen-sharing ensure that no inappropriate content is displayed

- 5.1.1. This includes private data eg files of other students, internal notes about the current student, financial data etc
- 5.2. Do not send links to unsafe sites
- 5.3. Ensure the background of the call does not feature anything inappropriate
- 5.4. Ensure that that no-one else appears in the call
- 6. Personal boundaries
 - 6.1. Maintain a professional relationship with your student. You should be friendly and trustworthy but the student should not come to think of you as their friend or counsellor
 - 6.2. Use your official FT accounts for email, chat, Google Drive, etc wherever possible
 - 6.2.1. Use your personal phone number as an urgent communication form only
 - 6.3. Do not inquire about personal aspects of your students' life. Personal topics do not include their sports, hobbies or other subjects at school. Personal topics include their relationships with family members, romantic relationships, or mental health.
 - 6.4. Use discretion when discussing your own personal life with students
 - 6.5. Use social media carefully
 - 6.5.1. Set your personal accounts to private or anonymous
 - 6.5.2. Do not look at your students' social media accounts
 - 6.5.3. Do not exchange social media accounts with your students or facilitate them finding yours
 - 6.6. Do not make contact with the student outside of tutoring activities
 - 6.7. Do not photograph, make video or audio recordings of a student without permission from the guardians
 - 6.8. Do not develop a favouritism between the student and yourself
 - 6.8.1. Do not provide gifts without first consulting FT Management
 - 6.9. Do not promote or encourage lifestyle choices to the student which are illegal, age-inappropriate, or can be reasonably deemed as socially or ethically unacceptable, regardless of your personal beliefs
- 7. Mental health
 - 7.1. Do not assume the role of counsellor for your students
 - 7.1.1. Stress is a normal part of school, so you should share your advice and anecdotes for school-related stress
 - 7.1.2. Before giving advice, make it clear to your student that it is not your role to provide counselling services and that you encourage them to reach out to another trusted adult or counselling professional
 - 7.1.3. If a student initiates a conversation about their mental health issues in a way that you are not qualified to assist with, do your best to be a good listener and encourage them to reach out to another trusted adult or professional. Do not dismiss their issues but do not feel pressured to say or do anything more than what you're comfortable with. Report the incident straight away to Management after the session and we will take appropriate further steps as a care team.
 - 7.2. Do not initiate discussions of a student's mental health with them unless necessary for harm reduction or prevention
 - 7.3. If you are concerned, report it to FT Management so that we can discuss it with the student's parents, guardians, and healthcare professionals as necessary
- 8. Report safety concerns
 - 8.1. If you are concerned that the child is unsafe, report it to FT Management and/or police as appropriate

9. Alcohol and drugs

- 9.1. Do not work with students while under the influence of alcohol, nicotine or illegal drugs
- 9.2. Do not promote alcohol or illegal drug use to students

If you breach this Code of Conduct you may face disciplinary action up to and including the termination of your contract and cessation of engagement with FT.