



CODE OF CONDUCT FOR TUTORS

This Code of Conduct is intended as a guide and a help to all Music Heroes Tutors. It sets out standards of conduct which tutors are expected to follow when within, or representing Music Heroes. This code is not exhaustive but is written to assist tutors and it is important that tutors should take advice and guidance if necessary.

The underlying purpose is to ensure that Music Heroes provides a high quality service to its students, student's parents and participating schools. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the business, its tutors and its customers. It should be read in conjunction with Music Heroes Policies.

- Tutors are requested to read this Code carefully and consider the issues which it raises.
- Copies will be given to all tutors and available on the website.
- Tutors off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:
 - making online associations/friendships with current students via social networking sites such as Facebook,
 - using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.

SPECIFIC ASPECTS

Discrimination

Tutors must at all times practice equal opportunities and operate in a non-discriminatory manner. They must observe the equal opportunities policies that are in place at any participating schools.

Health and Safety: Tutors must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All tutors must comply with the Music Heroes Health and Safety policy.

Safeguarding

- Tutors must comply with the Music Heroes Safeguarding and ICT Use policy.
- Tutors should take note of the safeguarding Leads in any school that is visited for peripatetic teaching and the procedure for reporting concerns.
- Tutors should be aware of the needs and behaviours of children

- Tutors should be aware of their own behaviour and that of their colleagues.
- Tutors should always be prepared to listen and support the needs of children.
- As a general principle, Tutors are advised not to make unnecessary physical contact with their students.
- Tutors should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Tutors who have to administer first-aid to a pupil, should ensure wherever possible that this is done in the presence of other children or another adult. However, no Tutor should hesitate to provide first-aid in an emergency simply because another person is not present.
- Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- Following any incident where a Tutor feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Safeguarding Lead in the relevant school and to Gayle Kinsey.

Fire

Tutors must familiarise themselves with the fire precautions, procedures and drill routines in place in the schools where they teach. They must regard practice fire drills or building evacuations in a positive manner.

Copyright

Tutors shall observe copyright laws on computer software, audio- visual and printed material.

Data Protection Act: It is the responsibility of all tutors to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All tutors should maintain the security of all computerised databases of information on individuals, whether they are tutors, students or members of the general public. Tutors should refer any queries to the Data Protection Manager, Gayle Kinsey.

GENERAL POINTS

- Tutors should display the highest possible standards of professional behaviour that is required in an educational setting
- Tutors should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
- Tutors should not use their position in the School for private advantage or gain.
- Tutors should avoid words and deeds that might bring Music Heroes into disrepute.
- Tutors should be aware of, and should follow Music Heroes policies systems and procedures.
- Periodically, employees will be required to attend certain training activities.
- Tutors should attend their place of work punctually .
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ADMINISTRATIVE DUTIES

- Tutors shall maintain and properly complete a register for all classes.