



*More than words Tuiton*

# **Behaviour Policy**

Last updated: 1st June 2025

By: Maeve Ryan (Director)

## **Principles**

The aim of this policy is to create a caring, safe and calm environment in which effective learning can take place, where there is mutual respect between all members of the community.

We envisage to promote the development of children and young people's self-worth, identity and achievement; and to support them in becoming independent, self-disciplined and responsible life-long learners who are able to make positive choices.

## **Behaviour and abuse**

We aim to promote an environment of trust and understanding. Those working with children and young people should not tolerate unsociable behaviour but should try to ensure good working relationships.

All self-employed tutors, employees, workers and volunteers at More than words Tuition Ltd. have a strict duty never to subject any child to any form of harm or abuse. This means that it is unacceptable, for example, to treat a child in any of the following ways:

- to cause distress by shouting or calling them derogatory names
- to slap
- to hold them in such a way that it causes pain, or to shake them
- to physically restrain them except to protect them from harming themselves or others
- to take part in horseplay or rough games
- to allow or engage in inappropriate touching of any kind
- to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them unless another adult is present)
- to allow or engage in sexually suggestive behaviour within a person's sight or hearing, or make suggestive remarks to or within earshot
- to give or show anything which could be construed as pornographic

- to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.
- to engage with them online in an unacceptable manner.
- Suspicions of abuse

Any worker who witnesses or suspects abusive behaviour towards a student should record the details and report it to the safeguard lead, Maeve Ryan. It is NOT the individual's responsibility to investigate his/her suspicions.

## **Confidentiality**

Tutors should be clear about what information about a student can be shared and in what circumstances it is appropriate to do so.

## **Tutor Code of Conduct**

- Tutors should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.
- Tutors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.
- Tutors should not administer medication - the parent/carer should do so, if necessary.
- Tutors should only deliver tuition if another adult is present.
- Personal mobile phone use should be avoided whilst teaching.
- Tutors should not have secret social contact with students or their parents.
- Tutors should be aware of the Health and Safety Regulations as set out by the Health & Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk).

## **Online Tuition Conduct:**

While adhering to the above code of conduct we also expect tutors to abide by these additional terms when providing online/video tuition.

## **Further Policies**

- Do not record online tuition sessions unless instructed by the director of More than words Tuition
- Only used tuition platforms known to parent/director
- Do not ask the pupil to turn on their camera unless it is necessary for the tuition
- Ensure that your appearance and dress adhere to normal standards
- If the pupil engages in any unacceptable behaviour (undressing, exposing themselves inappropriately, or being in possession of any inappropriate material), immediately terminate the session and inform Maeve Ryan, Director More than words Tuition.
- If a pupil types anything inappropriate in the chat, it is to be reported to Maeve Ryan immediately
- Only contact the pupil via video for tuition and at times agreed with More than words Tuition and the parent/guardian/carer
- If a pupil logs out of the session during tuition report it to Maeve Ryan immediately who will then contact the parent/guardian/carer