



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

CODE OF CONDUCT POLICY

Rationale

All schools are required by law to adopt a Code of Conduct Policy for staff as set out by governing bodies. As an organisation, we consider this good practice and therefore follow the same principles.

A Code of Conduct is important to provide clear guidance on the standards of behaviour that all tutors are expected to observe when interacting with students, parents, and other stakeholders. Tutors are role models and are in a unique position of influence and must maintain behaviour and appearance that sets a positive example.

Tutors have an individual responsibility to maintain their own reputation and that of the organisation, both inside and outside of working hours where conduct may impact professional standing.

This policy provides guidance to support consistent professional standards and enhance both individual and organisational reputation. It is not exhaustive and does not replace the requirements of law, professional judgement, or good practice.

Aims

- To ensure all tutors demonstrate behaviour that can be respected and emulated by students.
- To ensure tutors avoid behaviours that could lead to allegations of abuse or unprofessional conduct.
- To ensure tutors and students feel safe, respected and valued.
- To ensure tutors maintain professional appearance at all times.
- To ensure punctuality and reliability across all tuition sessions.
- To ensure honesty, integrity and professionalism in all duties.
- To ensure confidentiality is maintained appropriately at all times.
- To ensure tutors understand and implement safeguarding responsibilities in line with policy and statutory guidance.
- To protect the rights, safety and wellbeing of all students and clients.
- To ensure tutors understand appropriate and inappropriate professional boundaries.
- To ensure tutors understand the nature and management of low-level concerns.



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Practice

The public is entitled to expect the highest standards of behaviour from all tutors. Tutors represent the organisation and are trusted to act in a way that promotes professionalism and protects reputation.

Tutors are accountable for their actions and should seek guidance from the Company Director where uncertainty exists.

Tutors must take all reasonable steps to ensure that information relating to the organisation, students, and families is protected from loss, misuse, or unauthorised disclosure. This includes compliance with UK GDPR and the Data Protection Act 2018.

Confidential information must not be shared with unauthorised persons. Information obtained through employment must not be used for personal gain or to cause detriment to the organisation or others.

We are committed to equality, diversity and inclusion and expect all tutors to treat colleagues, students, parents, carers, schools and the wider community with respect and without unlawful discrimination.

Gifts and Hospitality

Tutors must not accept gifts, loans, fees or rewards that could be perceived as an inducement to act in a particular way.

All gifts offered to or received from students or parents must be declared to the Company Director (Nigel Jones) for transparency and record keeping.

Communication and Social Media

Tutors must not communicate with students via social media under any circumstances.

Communication should normally take place with parents or carers. Direct communication with students via email or telephone should only occur where there is a safeguarding, operational, or accessibility need, and must be approved by the Company Director in advance.



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Low-Level Concerns

Tutors must be aware of low-level concerns in line with *Keeping Children Safe in Education (2024)*. These refer to behaviour that is inconsistent with professional boundaries and may include:

- Being overfriendly with students
- Showing favouritism
- Using inappropriate language
- Being alone with a student inappropriately
- Taking images of students on personal devices
- Any behaviour that could be misinterpreted or undermine safeguarding standards

All concerns, however minor, must be reported in line with safeguarding procedures.

Professional Appearance

Tutors must dress in a professional manner appropriate to their role, setting, and health and safety requirements.

Professional Conduct and Disclosure

Serious misconduct, criminal behaviour, or behaviour that brings the organisation into disrepute may result in disciplinary action, including dismissal.

Tutors must disclose immediately any police investigation, charge, caution, reprimand or conviction. All disclosures will be treated confidentially but may result in suspension pending investigation.

These expectations apply to all individuals working on behalf of the organisation.

Success Criteria

As a professional organisation operating in the education sector, consistent high standards of conduct are essential to maintaining credibility, safeguarding learners, and ensuring trust with schools and commissioning bodies.

We have established a strong reputation, and continued professional conduct is essential to sustaining and developing this.



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References

- Bribery Act 2010
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Keeping Children Safe in Education (2024)
- NSPCC Learning

Review

N K Jones
September 2026

Review Date
September 2027