

BOARDING TUTOR CODE OF CONDUCT

Guidelines for Professional Conduct in Boarding Environments

This Code of Conduct outlines the standards of behavior expected from all boarding tutors. It is designed to protect the welfare of students, maintain professional standards, and uphold the reputation of the school/institution. All boarding tutors are required to adhere to this code.

1. PROFESSIONAL RESPONSIBILITIES

As a boarding tutor, I will:

1. Prioritize the safety, welfare, and educational needs of students at all times
2. Maintain appropriate professional boundaries with students and their families
3. Act as a positive role model for students in behavior, dress, language, and attitude
4. Uphold the values, policies, and reputation of the school/institution
5. Maintain confidentiality regarding student information, except when disclosure is required for safeguarding purposes
6. Engage in continuous professional development to enhance my skills and knowledge
7. Collaborate effectively with colleagues, parents, and external professionals
8. Fulfill all assigned duties and responsibilities diligently and punctually
9. Maintain accurate and timely records as required
10. Report any concerns about student welfare promptly through appropriate channels

2. SAFEGUARDING AND STUDENT WELFARE

I understand that safeguarding is everyone's responsibility, and I will:

1. Familiarize myself with and adhere to all safeguarding policies and procedures

2. Complete all required safeguarding training
3. Report any safeguarding concerns immediately to the Designated Safeguarding Lead
4. Never engage in any form of physical punishment, emotional abuse, or inappropriate behavior
5. Maintain appropriate physical contact with students, limited to situations where necessary for their safety, wellbeing, or instruction
6. Ensure that one-to-one meetings with students take place in appropriate settings
7. Be vigilant for signs of bullying, self-harm, abuse, or neglect
8. Never form inappropriate relationships with students or engage in any form of sexual contact
9. Respect students' privacy while maintaining appropriate supervision
10. Follow all health and safety procedures to create a safe living and learning environment

3. COMMUNICATION AND RELATIONSHIPS

I will maintain appropriate professional communication by:

1. Using professional language at all times when communicating with students, parents, and colleagues
2. Communicating with students through official channels only, not personal social media or messaging platforms
3. Ensuring all electronic communications with students are transparent, professional, and related to educational matters
4. Maintaining appropriate boundaries on social media, including not connecting with current students
5. Being mindful of my online presence and ensuring it does not compromise my professional standing
6. Addressing conflicts or disagreements with colleagues privately and professionally
7. Communicating with parents in accordance with school protocols
8. Treating all members of the school community with respect, regardless of background, beliefs, or personal characteristics

4. RESIDENTIAL ENVIRONMENT

When working in the boarding environment, I will:

1. Respect the boarding house as students' home and create a welcoming, supportive atmosphere
2. Enforce house rules consistently and fairly
3. Maintain appropriate supervision while respecting students' need for privacy
4. Promote positive relationships among students and address conflicts promptly
5. Support students in developing independence and life skills
6. Ensure that my personal living space (if residing on campus) is maintained appropriately
7. Follow all protocols regarding entering student rooms, including appropriate knocking and announcement
8. Maintain appropriate dress when in communal areas
9. Respect quiet hours and students' need for rest
10. Ensure that visitors to the boarding house follow appropriate protocols

5. ACADEMIC SUPPORT

When providing academic support, I will:

1. Maintain high expectations for all students while providing appropriate support
2. Create a positive learning environment that encourages questions and engagement
3. Prepare thoroughly for tutoring sessions
4. Adapt my approach to meet individual learning needs
5. Provide constructive feedback that supports growth and development
6. Maintain academic integrity and discourage any form of cheating or plagiarism
7. Collaborate with classroom teachers to ensure consistent support
8. Stay informed about curriculum requirements and assessment criteria
9. Support students in developing effective study skills and independent learning
10. Maintain appropriate records of academic progress

6. PERSONAL CONDUCT

I will maintain appropriate personal conduct by:

1. Refraining from consuming alcohol or being under the influence while on duty
2. Never using, possessing, or being under the influence of illegal substances
3. Maintaining appropriate professional appearance and attire
4. Using appropriate language at all times
5. Managing personal stress and seeking support when needed
6. Maintaining a healthy work-life balance
7. Declaring any potential conflicts of interest
8. Using school resources responsibly and ethically
9. Respecting the property of the school and others
10. Adhering to all school policies regarding personal conduct

7. COMPLIANCE AND REPORTING

I understand that:

1. Violations of this Code of Conduct may result in disciplinary action
2. I have a duty to report any concerns about the conduct of colleagues
3. I must cooperate fully with any investigation into alleged misconduct
4. I should seek clarification if I am unsure about any aspect of this Code
5. This Code of Conduct supplements, but does not replace, legal obligations and school policies

I have read, understand, and agree to abide by this Code of Conduct.

Signature

Full Name (printed):

Date: