

Code of Conduct

MerlinTuition

Code of Ethics for TTA members

MerlinTuition adheres to The Tutor's Association (TTA) Code of Professional Practice for Organisational and Individual Members.

Organisational and Individual members:

1. Shall conduct their business at all times in such a way as to bring credit to the tutoring profession and to the Association.
2. Shall take no action that deliberately injures the business, reputation, or interest of fellow member organisations, other than activities accepted as normal competitive business practice.

3. Shall, at all times, act honestly in their professional dealings with clients (actual and potential), tutors and employees.
4. Shall provide their tutors, with an appropriate and fair contract in respect of the assignment(s) they are about to undertake.
5. Shall ensure that they or their tutors are suitably qualified for the assignment allocated to them.
6. Shall ensure that where the tutor is tutoring children that the tutor holds a current DBS certificate. Current is defined as not more than three years old.
7. Shall when collecting monies on behalf of self-employed tutors acknowledges that the member is required to use all endeavours to collect funds from the client promptly and accepts that it has a duty of care to protect the tutor from delay or shortfall in payment. Organisational Members must pay a tutor on time even in the absence or delay in payment from a client and should consider suspending tuition if there is any unreasonable delay by a client in paying an account by its due date. An Organisational Member is entitled, however, to take into account any issue raised by a client over the quality of the tuition provided by the tutor in exercising that discretion.
8. Shall ensure that there are proper and appropriate feedback procedures between the client, tutor and the organisation.
9. Shall protect their tutors from any client behaviour deemed unreasonable or simply malicious.
10. Shall not, knowingly or recklessly, disseminate any false or misleading information, either on their behalf or on behalf of anyone else.
11. Shall keep up to date with developments in tutoring pedagogy and practice, curriculum and qualifications in order that they might diligently support the professional practice of tutoring.

12. Shall respect the confidentiality of all business information which comes into their possession, except from those persons entitled to receive it and unless it is illegal to do so.
13. Shall promote and seek business in a professional and ethical manner, being careful to avoid creating any unhealthy dependencies by suggesting a need for tutoring where no such need exists; accurately informing prospective clients as to the level of qualification and experience of tutors assigned them, and their location; and giving them a clear understanding of the workings of any assessment tools used.
14. Shall not claim the Association's endorsement in connection with any activity unless it has its prior written approval to do so.
15. Shall have regard for, and comply with, all the relevant laws of the country in which they are operating.
16. Shall observe this Code as it may be expanded and annotated and published from time to time and brought to their attention in TTA communications by the Ethics Committee.
17. Shall be subject to the complaints procedure and the authority of the Association's disciplinary committee.

Code of Ethics for Tutors

As members of The Tutor's Association (TTA), MerlinTuition has the responsibility to promote the 'TTA Code of Ethics for Tutors' among the individual tutors with whom we work with, and require our tutors to adhere to the following:

1. I understand that my role as a tutor is to encourage and enable pupils to achieve their unique potential as independent learners through

acknowledgement, encouragement, understanding, and personalised attention, whether in a one-to-one or group tutoring environment.

2. I will be careful to avoid creating any unhealthy dependencies by suggesting a need for tutoring where no such need exists; reporting in a manner that explicitly or implicitly suggests a need for further on-going tutoring; engaging in any practice that undermines the independent learning of pupils.
3. I will not engage in any form of plagiarism, such as completing pupils' homework assignments for them.
4. I will demonstrate faith in my pupils' learning ability and provide honest, positive and constructive feedback in a manner that will be beneficial to their overall learning.
5. I understand the need to be flexible in my approach to tutoring and commit to assist my pupils in discovering effective learning strategies that will help them develop the skills they need to achieve the right educational outcomes.
6. I undertake to keep up to date with advances in subject knowledge and pedagogy.
7. I undertake to comply with the Association's Child Protection Policy.
8. I am committed to identifying any particular challenges or difficulties my pupils might have with their learning and to assisting them in overcoming those barriers.
9. I will share with my client any concerns I have about any social, emotional and behavioural difficulties which my pupils are experiencing that are beyond my competency to address.
10. I will refer back to my client in respect of any pupil I consider to have special educational needs that are beyond my professional experience or ability to resolve, in order that he/she may take steps to securing for them the right kind of specialist help.

11. Any referrals I make will come with full disclosure of any personal or material interest.
12. I understand that my relationship to my pupils is professional and not personal and that I have a duty of care towards them.
13. I will keep information about the pupil whom I am assigned confidential, unless doing so would result in injury or harm being done to them.
14. I will respect my pupils' personal dignity at all times, avoiding, for example, making remarks about my pupils' personal appearance or clothing.
15. I will show respect for my pupils' cultural background and values.
16. I will maintain accurate records of tutoring sessions as expected and required.
17. In situations where I am working for a tutoring company, I will respect the terms and conditions of my contract, and in particular, will not seek to provide any educational services for any of the company's clients independently of the company.