

# Code of Conduct for Tutors

03.03.26

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At Merlin Tuition Limited, professionalism and safeguarding sit at the heart of our work. Our Code of Conduct provides clear guidance on behaviour and professional boundaries. It helps protect children and families, while also ensuring our tutors feel supported and confident in maintaining high standards. We want parents and carers to feel reassured that conduct will always be appropriate, respectful and centred on a child's wellbeing. Our tutors are expected to adhere to this Code.

Tutors should:

- Prioritise the wellbeing of children and young people at all times
- Listen carefully and treat children with respect and dignity
- Act in a consistently professional manner
- Ensure behaviour, language, content and learning environments are appropriate
- Value and take children's contributions seriously
- Treat all children and young people fairly, without prejudice or discrimination
- Use a dedicated professional email address and phone number for work purposes
- Maintain clear and appropriate professional boundaries
- Exercise care and sensitivity when discussing personal or complex topics
- Challenge discrimination, prejudice or unsafe practice
- Report any safeguarding concerns promptly and appropriately
- Ensure that at least one responsible adult is present and available during in-person sessions

Tutors should not:

- Ignore or fail to report concerns
- Take unnecessary risks that could compromise safety
- Provide personal or intimate care
- Act in any way that could be perceived as inappropriate, intrusive or threatening
- Share personal contact details or connect with students via social media
- Engage in behaviour that is abusive, discriminatory or exploitative
- Show favouritism
- Conduct tutoring sessions from a bedroom