

Code of Conduct

Clare Saunders, trading as Dr Clare Science Tutor

This policy will be formally reviewed once per year.

Professional Conduct:

I will:

- treat all of my students with respect.
- recognise that special caution is required when discussing sensitive issues with young people.
- challenge unacceptable behaviour from students.
- strengthen privacy settings on my social media accounts so that my students cannot access my online profiles.
- block any students that approach me via social media.
- report all safeguarding concerns following the processes outlined in my Safeguarding Policy.
- conduct myself in an appropriate manner at all times when delivering sessions online.

I will never:

- Seek out or add students on any social networking site.
- Respond to any online communication from a young person, for example on a social networking site.
- Arrange to meet a young person outside of the allocated tutoring time.
- Make suggestive or derogatory remarks in front of young people.
- Have inappropriate physical or verbal contact with young people.
- Show favouritism to any individual.
- Be under the influence of alcohol or other substances when delivering tuition sessions.

Conduct of Communication:

All Personal Data comprising telephone numbers and email addresses will be managed in accordance with my Privacy Policy.

I will never take a student's telephone number unless:

- A parent/carer gives consent for me to set up a What's App group comprising:
 - one/both parents/carers,
 - the student and
 - myself, Clare Saunders

This is solely for the purpose of ease of communication when organising tuition sessions/dealing with queries. I will never communicate with a student via telephone outside of the What's App group.

I will never take a student's email address unless:

- A parent/carer gives me consent to do so, in which case, the parent/carer will be copied into any email communication from myself, Clare Saunders, to the student. In the case of online sessions, Zoom links will be sent via email to the student with the parent/carer copied in.

Updated 31st August 2025