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## GoWise Learning - Code of Conduct Policy for Tutors

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Last reviewed: November 2025

Next review: November 2026

### Purpose and Scope

This Code of Conduct outlines the professional standards, behaviours, and responsibilities expected from all adults working with children and young people through GoWise Learning. It applies to tutors, staff, contractors, volunteers, students on placement, and agency workers across all activities and environments — in person, at home, in schools, agreed venues or online.

The purpose of this policy is to ensure that children and young people are protected from harm, abuse, neglect, or exploitation; every adult acts with integrity, care, and professionalism; and our values of respect, compassion, safety, and growth are embedded in daily practice.

All adults associated with GoWise Learning must confirm that they have read, understood, and agreed to follow this Code. Failure to do so may result in disciplinary action or termination of engagement.

### Our Shared Responsibility

Working with children and young people is a position of trust. As a representative of GoWise Learning, you are expected to act as a positive role model, upholding high standards of conduct at all times — including outside work and online.

- Prioritising the safety, wellbeing, and dignity of every learner.
- Providing a safe, inclusive learning environment where all children can thrive.
- Following all organisational policies and procedures, including Safeguarding, Behaviour, Code of Conduct, and Online Safety policies.
- Responding appropriately to any concerns about a child's welfare or behaviour.
- Reporting all safeguarding concerns or breaches of this code immediately to the Designated Safeguarding Lead (DSL).
- Acting lawfully and ethically at all times.

## **Respecting Children and Young People**

At GoWise Learning, every child's voice matters. Tutors and staff must listen carefully, treat learners with respect and patience, and promote independence and confidence in line with their abilities.

Tutors and staff must respect privacy and confidentiality, only sharing information when necessary to keep a child safe. If confidentiality must be broken to follow safeguarding procedures, explain this clearly and compassionately to the child at the earliest opportunity.

## **Diversity, Inclusion and Equality**

We value and celebrate the individuality of every learner. All adults must treat every child, family, and colleague fairly, without discrimination, and respect differences in background, belief, or ability.

- Use inclusive communication, teaching materials and approaches.
- Challenge discriminatory behaviour or language immediately and report concerns to the DSL.
- Support children and young people with SEND, SEMH or communication differences in ways that promote dignity, independence and self-esteem.

## **Appropriate Professional Relationships**

Professional boundaries are essential to safeguarding. Tutors and staff must build relationships based on trust, honesty, kindness, and respect while avoiding favouritism or personal bias.

- Communicate only through approved GoWise Learning channels — never personal social media, phone numbers or messaging apps.
- Never share personal contact details or engage in personal relationships with learners or their families.
- Ensure one-to-one sessions take place in open, observable and appropriate environments (online or in person).
- Maintain professional boundaries at all times — including during online communication.
- Only provide personal or intimate care if it is part of your agreed role and you are trained and authorised to do so.

## Maintaining Professional Standards

- Act as a role model for learners and the community.
- Present yourself appropriately and dress professionally.
- Arrive on time, prepared, and ready to deliver quality teaching and support.
- Keep accurate records of attendance, progress, and incidents or concerns.
- Use equipment and materials safely and appropriately.
- Promote positive behaviour and emotional regulation through empathy and consistency.

## Prohibited and Inappropriate Behaviour

- Ignore or conceal safeguarding concerns.
- Smoke, consume alcohol, or use illegal substances while working.
- Engage in or encourage behaviour that could be perceived as sexual, aggressive, or exploitative.
- Make promises of secrecy or engage in private communication with learners.
- Humiliate, ridicule, or use sarcasm toward a child or young person.
- Allow children or families access to personal social media or contact information.
- Take or share photographs, videos, or personal data without written consent.
- Engage in discrimination, bullying, harassment, or prejudice.
- Act in a way that could bring GoWise Learning into disrepute.

## Upholding this Code

All adults working with GoWise Learning must follow this Code at all times. If you breach this Code, you may be subject to investigation and disciplinary action, including termination of engagement. Serious breaches will be reported to statutory agencies such as the Local Authority Designated Officer (LADO), the police, or safeguarding partnerships.

If you witness or become aware of behaviour that breaches this Code, report it immediately to the Designated Safeguarding Lead. If you believe the issue has not been handled appropriately, use the Whistleblowing Procedure.



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### **Acknowledgement**

All tutors, staff and volunteers must sign to confirm that they have read, understood and agree to comply with this Code of Conduct. A signed copy will be retained in your personnel file as part of GoWise Learning's safeguarding records.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

 Return completed form to: [info@gowiselearning.co.uk](mailto:info@gowiselearning.co.uk)