A close-up of a logo

Description automatically generated  
Behaviour Policy

15 April 2024

Review 15 April 2025

# Policy Purpose and Scope

Cambridge Online Tuition (“*The Company*”) recognises that the values we promote within lessons play an important part in the spiritual, moral, and social development of the children for whom it holds a responsibility and that, as adults, we play a key role in role modelling behaviour for children. These values include: care, respect and concern for oneself and others, care and respect for property and for the environment. Whilst values are sometimes explicitly expressed, they are more often implicit in the ways we behave ourselves and in the ways we expect others around us to behave. For this reason it is important to provide clear guidelines for a consistent and coherent approach to behaviour and discipline within the lessons that we offer.

The Company’s behaviour strategy is aimed at improving educational outcomes for all pupils by promoting and supporting their engagement in education. The Company aims to develop a more positive focus on improving children’s engagement, motivation and well being. The Company believes that self-esteem affects all thinking and behaviour and impacts on learning and performance. The Company aims to provide positive everyday experiences so that children are self confident and secure, with a strong sense of belonging, and so more likely to reach their full potential.

This behaviour policy outlines the conduct that the Company expects from all Tutors. The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people. The Company is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

This policy outlines guidance for:

* behaviour of adults
* behaviour of children,
* Bullying
* Attendance

# **Aims of this policy**

This code of behaviour is there to make sure everyone who takes part in COT’s activities knows what is expected of them and feels safe, respected and valued. COT must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour. We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

**This code of behaviour aims to:**

* Identify acceptable and unacceptable behaviour
* Encourage cooperation, honesty, fairness and respect
* Create an environment where your self-esteem, self-respect and self-confidence will grow
* Encourage you to recognise and respect the rights of others
* Encourage you to take responsibility for your own behaviour
* Help resolve conflicts and make it clear what will happen if you decide not to follow the code.

## Behaviour of Adults

# Roles and Responsibilities of Tutors

Tutors act in a position of trust and authority and have a duty of care towards the children and young people they work with. Tutors are likely to be seen as a role model by young people and are expected to act appropriately. The Company expects people who take part in its services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Turos are accordingly responsible for:-

* Prioritising the welfare of children and young people;
* Providing a safe environment for children and young people;
* Ensuring equipment is used safely and for its intended purpose;
* Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate;
* Following our principles, policies and procedures o including our policies and procedures for safeguarding and child protection, whistleblowing and online safety;
* Staying within the law at all times;
* Modelling good behaviour for children and young people to follow;
* Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Laura Brown DSL and Owner/Director of the Company;
* Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age; and
* Respecting children and young people.

# Respecting Children and Young People

Tutors should:-

* Listen to and respect children at all times;
* Value and take children’s contributions seriously, actively involving them in planning activities wherever possible; and
* Respect a young person’s right to personal privacy as far as possible. If Tutors need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

# Diversity and Inclusion

Tutors should:-

* Treat children and young people fairly and without prejudice or discrimination;
* Understand that children and young people are individuals with individual needs;
* Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation;
* Challenge discrimination and prejudice; and
* Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

# Appropriate relationships

Tutors should:-

* Promote relationships that are based on openness, honesty, trust and respect;
* Avoid showing favouritism;
* Be patient with others;
* Exercise caution when discussing sensitive issues with children or young people; and
* Ensure contact with children and young people is appropriate and relevant to the nature of the activity.

# Inappropriate Behaviour

When working with children and young people, Tutors must not:-

* Allow concerns or allegations to go unreported;
* Take unnecessary risks;
* Smoke, consume alcohol or use illegal substances;
* Develop inappropriate relationships with children and young people;
* Make inappropriate promises to children and young people;
* Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person;
* Let children and young people have personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account;
* Act in a way that can be perceived as threatening or intrusive;
* Patronise or belittle children and young people; or
* Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

# Upholding this Code

Tutors and affiliates of the Company should always follow this code of behaviour and never rely on your reputation or that of the Company to protect them. If Tutors have behaved inappropriately, they will be subject to the Company’s disciplinary procedures. Depending on the seriousness of the situation, Tutors might be asked to leave the Company. The Company might also make a report to statutory agencies such as the police and/or the local authority child protection services. If Tutors become aware of any breaches of this code, they must report them to Laura Brown, Director/Owen of the Company. If necessary, Tutors should follow the whistleblowing procedure and safeguarding and child protection procedures.

## Behaviour of Children and Young Persons

# **The dos and don’ts for children and young people**

As a student you should:

* Be supportive and kind to others
* Be friendly
* Listen to others
* Be helpful
* Have good manners
* Treat everyone with respect
* Take responsibility for your own behaviour
* Talk to your tutor/parent/guardian about anything that worries or concerns you
* Follow this code of behaviour and other rules (including the law)
* Join in and have fun!

As a student you shouldn’t:

* Be disrespectful to anyone else
* Bully other people (online or offline)
* Behave in a way that could be intimidating
* Be abusive towards anyone

# **What happens if I do not follow the code of behaviour for this policy**

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

**Minor or first-time incident**

If you behave in a way that doesn’t follow our behaviour code, our tutors will remind you about it and ask you to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

**Formal warning**

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the tutor. They will make a record about what happened and inform your Laura Brown the DSL/Director/Owner of COT who will contact the parents or carers. Together, they will talk and agree on what support you need to improve your behaviour in the future.

**Final warning**

If the support we have put in place isn’t helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we’ll inform your parents or carers as appropriate. At this point, we might need to talk with your parents or carers about other services that might be more able to give you the support you need.

# **The role of parents and carers**

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

Cambridge Online Tuition (“*the Company*”) works with children and families to provide online tuition. The purpose of this policy statement is-

* To prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities;
* To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need; and
* To provide information to all staff, volunteers, children, and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working within the Company community, whether that is Tutors, students or parents/guardians.

## Bullying

# **What is Bullying?**

Bullying includes a range of abusive behaviour that is:-

* Repeated; and
* Intended to hurt someone either physically or emotionally.

# **Legal Framework**

This policy has been drawn up on the basis of legislation, policy, and guidance that seeks to protect children in the UK. NSPCC Learning provides summaries of the key legislation and guidance on:-

* Bullying and cyberbullying (<https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>);
* Online abuse (<https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>); and
* Child protection in each nation of the UK (<https://learning.nspcc.org.uk/child-protection-system>).

# **Company Stance**

The Company believe that:-

* Children and young people should never experience abuse of any kind; and
* We have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them.

The Company recognises that:-

* Bullying causes real distress and affects a person’s health and development;
* In some instances, bullying can cause significant harm;
* All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse; and
* Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

The Company will therefore seek to prevent bullying by:-

* Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave;
* Putting clear and robust anti-bullying procedures in place;
* Practising skills such as listening to each other;
* Respecting the fact that we are all different;
* Making sure that no one is without friends;
* Dealing with problems in a positive way; and
* Checking that our anti-bullying measures are working well.

# **Responding to Bullying**

The Company will make sure our response to incidents of bullying takes into account:-

* The needs of the person being bullied;
* The needs of the person displaying bullying behaviour;
* Needs of any bystanders; and
* Our organisation as a whole.

The Company will review the plan we have developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

# Diversity and Inclusion

The Company recognises that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about:-

* Seeking opportunities to learn about and celebrate difference;
* Increasing diversity within our staff, volunteers, children and young people; and
* Welcoming new members to our organisation.

# Attendance

Regular attendance is vital for the ongoing support and progress of children’s learning. Both Tutors are expected to:

* Ensure all learning content is uploaded to the system prior to the session
* Open the session within 5 minutes of the starting time
* Keep to the session duration, allowing for an extension of 5-10 minutes if needed.
* Complete a session report within 24 hours of session

If any Tutors fail to attend the session, a log will be triggered within the system. Parents will contact Dr Laura Brown at the first instance to report the issue. If possible the Company will investigate and arrange a re-scheduled session. Persistent absence of the Tutor could lead to termination of their contract.

Sickness by the Tutor should be reported to the Company as soon as possible and a replacement session offered.

Pupils are expected to:

* Arrive in the session promptly no more than 5 minutes late
* Contact the Dr Laura Brown directly if there is a issue logging into the system
* Ensure any contact made with the Tutor is within the chat or discussion area of the system

If a pupil fails to attend the session a log will be triggered within the system. Sickness by the pupil should be reported as soon as possible. The tutor will contact the company directly. They, in turn will contact the parents/school directly to discuss the reasons for absence. If a child is missing from the session and parents and school cannot provide a reason a safeguarding log will be completed and sent to the school ASAP. Persistent absence could lead to the termination of their contract and payment may still be sort for the remainder of the contract.

# **Contact Details**

Nominated anti-bullying lead and DSL

Name: Dr Laura Brown

DSL: Ms Lucy Wallis

Phone/email: [07725908167/contact@cambridgeonlinetuition.co.uk](mailto:07725908167/contact@cambridgeonlinetuition.co.uk)

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and practice at least once a year.