

# SPARK ACADEMY

## STAFF CONDUCT POLICY

At Spark Academy, we believe every tutor plays a vital role in creating a safe, supportive, and inspiring learning environment.

This policy outlines the standards of conduct expected from all freelance/self-employed tutors to ensure the highest quality educational experience and the safety and wellbeing of every student.

### Our Core Values

Compassion

Always put the child's wellbeing first. Be patient, kind, and supportive.

Integrity

Be dependable, honest, and punctual. Follow through on commitments and communicate clearly.

Excellence

Deliver high-quality, engaging, and well-prepared lessons tailored to each student's needs.

Inclusivity

Respect every learner. Make learning accessible and positive for children of all backgrounds, identities, and abilities.

Collaboration

Work closely with families and Spark Academy staff to ensure the best outcomes for students.

### 1. Professional Conduct

#### 1.1 Appropriate Communication

- Always speak respectfully to students, families, and colleagues.
- Avoid slang, sarcasm, inappropriate humour, or sensitive personal topics.
- Use professional and age-appropriate language at all times.
- Maintain calm and constructive communication, even in challenging situations.

#### 1.2 Professional Appearance

- Present a neat, clean, and professional appearance.
- For online sessions, ensure appropriate attire and a suitable background environment.
- Avoid clothing or visuals that may be distracting or inappropriate.

#### 1.3 Reliability and Accountability

- Arrive on time and be fully prepared for all sessions.
- Provide reasonable notice for cancellations or schedule changes.
- Complete agreed administrative tasks promptly (e.g., session notes, reports).

Tutors must never attend or deliver a session while under the influence of alcohol, illegal drugs or any substance that impairs their ability to work safely and professionally. Smoking and vaping must not take place during tutoring sessions or in the presence of students.

### 2. Professional Boundaries & Relationships

Maintaining clear professional boundaries is essential.

- Tutors must maintain a professional relationship with students at all times.
  - Do not meet students outside agreed tutoring sessions unless authorised by Spark Academy.
  - Physical contact with students must be appropriate, necessary and proportionate to the situation.
- Tutors must never initiate unnecessary physical contact and should remain mindful of individual needs, communication preferences and professional boundaries.

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### 3. Safeguarding & Student Wellbeing

- Student safety and wellbeing is always the highest priority.
- All tutors must follow Spark Academy safeguarding procedures.
- Any concerns about a student's welfare must be reported immediately to the designated safeguarding lead.
- Maintain strict confidentiality of student information.
- Never promise a student to keep safeguarding concerns secret.
- Tutors must report any concerns about the conduct or behaviour of another tutor or adult working with children to the Designated Safeguarding Lead, including concerns that may constitute a low-level concern. Tutors must never assume that someone else will report a concern.

### 4. Use of Social Media

To protect both tutors and students:

- Do not add or accept students (or parents of current students) as friends or followers on personal social media accounts.
- Do not communicate with students via personal social media platforms.
- Do not post photos, videos, or identifying information about students.
- Ensure personal social media content reflects professional standards and does not bring Spark Academy into disrepute.
- Tutors representing Spark Academy online must act professionally and align with academy values. All student communication must occur through approved Spark Academy communication channels.

### 5. Mobile Phone & Device Use

During In-Person Sessions:

- Personal mobile phones must be on silent.
- Phones should not be used during sessions except for educational purposes.
- Avoid texting, browsing, or taking personal calls during teaching time.
- Do not photograph students without parental consent.

During Online Sessions:

- Use only approved platforms for tutoring.
- Ensure devices are secure and password protected.
- Conduct sessions in a private, appropriate setting.
- Do not record sessions unless authorised by Spark Academy and with parental consent. Professional device use protects student privacy and maintains session quality.



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### 6. Online Tutoring Standards

When delivering virtual sessions:

- Log in on time and ensure all technology is working beforehand.
- Use neutral and appropriate virtual backgrounds if needed.
- Maintain professional behaviour just as in face-to-face teaching.
- Ensure communication remains transparent and, where appropriate, visible to parents or guardians.

### 7. Inclusivity & Equal Respect

Spark Academy is committed to equality and diversity.

Tutors must:

- Treat every student with dignity and fairness.
  - Challenge discrimination or bullying.
  - Adapt teaching to suit different learning needs.
  - Respect cultural, religious, and family values.
- Discriminatory language or behaviour will not be tolerated.

### 8. Confidentiality & Data Protection

- Keep all student records secure.
- Do not share personal or academic information without proper authorisation.
- Dispose of notes securely when no longer needed.
- Follow all applicable data protection regulations.
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### 9. Breach of Policy

Failure to follow this policy may result in:

- Formal review
- Additional training
- Suspension of tutoring sessions
- Termination of engagement with Spark Academy

Any allegation or safeguarding concern relating to a tutor will be managed in accordance with Spark Academy's Safeguarding Policy and relevant statutory guidance and may be referred to the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), police or other relevant authority where appropriate.

Policy Approved By: Becky Kowalski, Director & Designated Safeguarding Lead

Last Reviewed: August 2026

Next Review Date: August 2027

