

lexia
Education Services
Changing the lives of young people



Code of Conduct

Lexia Education Services Ltd
61d High Street
Nailsea
Bristol
BS48 1AW

Date of Implementation: 1st April 2021
Date of Review: 2nd September 2026 (reviewed annually)
Date of Next Review: 2nd September 2027

At Lexia Education Services, we are committed to providing specialist 1:1 Tuition and Mentoring support for schools and local authorities. When carrying out any booking, we expect all our staff to continue to uphold the standards as outlined below.

- Full confidentiality of the family and student(s) you are supporting, must always be adhered to. You must use only the initials of a child in any correspondence.

- If you are based in a school setting, any safeguarding or child protection issues must be reported immediately to the schools DSL. For all tutors concerns should be reported within 24 hours to Lexia DSL and a Cause for Concern form should be completed and sent to your Co-Ordinator at Lexia and Lexia's Safeguarding inbox safeguarding@lexiaeducation.co.uk.

- If you're assignment is based within a school/Alternative Provision environment, please read and adhere to the settings safeguarding and behaviour policy documents. Abide by all guidance stated in these documents, ensuring the management of behaviours are dealt with in line with the settings policies and procedures.

- You must never initiate or encourage any physical contact with a child or young person. Only in exceptional circumstances (for example when someone's physical safety is at risk) should you act.

- If you have any issues with your day, please inform school staff or your consultant at Lexia immediately.

- Work safely, responsibly and be aware of your actions and behaviour to avoid placing yourself in vulnerable situations. Avoid any conduct which would lead to question of your professionalism – remember your actions no matter how well intentioned, could be misinterpreted.

- Treat everyone you meet in a respectful and professional way, regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity. Ensure that your personal beliefs, are not expressed in a way that could exploit others' vulnerabilities.

- Never give your personal contact details to children or young people, this includes mobile telephone number, email address or social media. Never contact the student directly using your own device, any contact should be made through the parent/carer, school/college or Lexia.

- Keep relevant staff informed of where you are and what you are doing at all times.

- Read and understand the students EHCP / other supporting documents.

- Follow appropriate risk assessments.

- We expect our candidates to be always dressed appropriately. You should dress in a way that is not likely to be viewed as offensive, revealing, distracting, cause embarrassment or give rise to misunderstanding.

AP Tutors and Mentors Only

- Trips into the community must be agreed with parent/carers and Lexia before the outing takes place.
- Higher risk activities may require at least a 2 :1 staff ratio, this will be following discussion with Lexia staff.
- Ensure your child's progress reports, are completed in detail and submitted in full and on time.
- Please always adhere to the Tutor Guide. It is the responsibility of all adults, to safeguard and promote the welfare of children.

If at any time Lexia's Staff have failed to adhere to the above Code of Conduct, please do not hesitate to contact us immediately.