



# Firm Foundation Course

## Code of practice for Tutors

- All tutors must complete an induction and familiarise themselves with the *Tutors' handbook*.
- All tutors must adhere to the Firm Foundation Course's policies and procedures.
- All tutors must agree to having an enhanced DBS check.
- Tutors are expected to act in a professional and responsible manner at all times.
- Tutors are expected to arrive at least 5 minutes before a lesson begins, to familiarise themselves and prepare the classroom.
- Tutors must maintain professional standards of dress and appropriate behaviour.
- Tutors should teach and supervise classes effectively and to the best of their ability.
- If a tutor is unable to attend a session, they must let the co-ordinator know as soon as possible.
- Tutors must comply with and be committed to equal opportunities, giving equal care and attention to every person, irrespective of race, gender, class, disability or religion/culture.
- If a tutor has any queries or concerns, they should raise them immediately with the co-ordinator.

Signed by tutor at induction \_\_\_\_\_ Date \_\_\_\_\_

Adopted by the Management Committee

Signed: ..... Date: .....

Date implemented:	Future review dates						
	2019	2020	2021	2022	2023	2024	2025
Date reviewed							