

StreetGames Training Academy Code of Conduct for Approved Tutors, Assessors & Internal Verifiers

StreetGames tutors have primary responsibility for ensuring learners have a positive learning experience by helping them to have fun while gaining knowledge and skills. The StreetGames Training Academy Tutor Code of Conduct offers tutors a guide to best practice when tutoring, assessing or internally verifying StreetGames workshops and courses.

Personal Responsibility

Tutors should demonstrate excellent personal behaviour and conduct at all times. This includes:

- Being a positive role model
- Refraining from smoking during the workshop/course and particularly in front of learners
- Refraining from drinking/taking illegal substances before or during the workshop/course
- Being appropriately dressed, consistent with the working environment and the objectives of the workshop/course being delivered
- Using appropriate and equitable language
- Respecting the rights of every learner
- Being approachable, supportive and sensitive to all learners
- Being non-judgemental and allowing others to state their own point of view
- Refraining from public criticism of fellow colleagues. Differences of opinion should be dealt with in private whenever possible.
- Liaising with facility staff, where you are delivering, to ensure that a safe working environment is established and maintained for the workshop/course

Professional Responsibilities

The tutor should act in a professional manner and with integrity at all times. This includes:

- Remembering they are representing StreetGames when delivering workshops/courses
- Striving for the highest possible tutoring standards as listed in the StreetGames Training Framework
- Using resources and delivering workshops/courses in the manner intended by StreetGames
- Adhering to the StreetGames Record Management policy and not divulging information to a third party without express approval of the learner and StreetGames
- Adhering to StreetGames Equal opportunities policy by not discriminating or treating anyone less favourably, on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. Encourage learners to follow suit by actively discouraging and challenging any inappropriate behaviour, e.g. racist, sexist or homophobic jokes, comments or abuse.
- Adhering to StreetGames Health and Safety policy and ensuring that learners are advised of any risks associated with their involvement in activities, e.g. hazards in the environment or if they have any pre-existing injuries etc.
- Adhering to StreetGames Safeguarding policy ensuring all learners have a positive and enjoyable experience in a safe environment and are protected from abuse while participating
- Adhering to StreetGames malpractice policy being sure to not act in a way that may compromise the integrity of StreetGames

- Keeping up to date with all relevant StreetGames policies such as fair assessment, complaints, and accident reporting
- Ensuring the tutor syllabi and resources are not, at any time copied, disclosed and/or published to other organisations without permission from StreetGames Training Academy.

Misconduct and Disciplinary Procedure

Your willing and active commitment to these standards is essential in promoting and maintaining the professional image of the StreetGames Training Academy. Personal misconduct by tutors may give rise to disciplinary action by StreetGames. Any individual or organisation wishing to make a complaint against a tutor within the context of this Code of Conduct should in the first instance contact the StreetGames Workforce Development Manager.

These procedures exist to ensure we work together effectively and that everyone is treated fairly and reasonably. The exact nature of the offence will determine the appropriate course of action in any particular situation. All Tutors will be treated impartially and no acts of favouritism or discrimination will be permitted.

The Tutor will be informed of the nature of the complaint as soon as possible and will have the opportunity and the right to state their case before any decision is taken.

When the facts have been established and responsibility is clear, disciplinary action can comprise of any of the following:

- Formal verbal warning
- Written or final warning
- Withdrawal of tutor Licence

Please sign to say that you agree to the guidelines set out in this code of conduct

Name:			
Signature:		Date:	