

Tutor Code of Conduct & Induction Checklist

Handbook · HR · Applies: Child Safe Standards; centre policies

Document ID	TUTOR-CODE-O	Version	2026.2	Owner	Managing Director
Approved	Governing body	Review due	Sep 2027	Status	Current

Our standard

Every tutor at Bright Path Tutoring Pty Ltd is a professional educator and a role model. This Code describes the behaviour students, families and colleagues can expect, and what happens if it is not met.

I will

- Hold a current, verified Working With Children Check and tell the Director immediately if my status changes.
- Prepare for every session against the student's term plan and write a session note within 24 hours.
- Keep every interaction observable: open rooms, centre platforms, parent-visible online sessions.
- Report any concern about a child's safety the same day.
- Respect privacy: no photos, no sharing of student information, no personal contact.
- Be on time, dressed appropriately, and free of alcohol or drugs.

Induction checklist

Item	Completed
WWCC verified and recorded	■
Reference checks (2)	■
Child Safe Standards training	■
Platform and portal training	■
Session-plan and reporting walkthrough	■
Code of Conduct signed	■

Breaches

Breaches are managed under the Complaints and Disciplinary Procedure. Any conduct that places a child at risk results in immediate stand-down and reporting to the relevant authorities.

Acknowledgement

Tutor: _____ Director: _____ Date: ____ / ____ / ____

About this sample. This is one document from the Nemco setup pack, watermarked for evaluation. The full pack is branded to your business, tailored to your registration groups and state, delivered in Word and PDF with a user manual, and updated for 12 months through the Owner Hub. Fictional organisation names are used.