

Code of Practice for all Tutors, Visiting Tutors & Guest Speakers

For all Apprenticeship Programmes

1. Purpose of this Code of Practice

This Code of Practice sets out the expectations and responsibilities of all tutors, visiting tutors and guest speakers working with our apprentices. It ensures that everyone who supports learning does so safely, professionally and in alignment with statutory safeguarding duties, including the **Prevent Duty** and relevant National guidance.

Our safeguarding framework reflects current statutory expectations across education, including the principles outlined in **Keeping Children Safe in Education (KCSIE)** which outlines the legal duties organisations should follow to safeguard young people.

2. Safeguarding Responsibilities

- **General Safeguarding Duties**

All Tutors, visiting tutors and guest speakers must:

- Prioritise the safety and wellbeing of learners at all times
- Report any safeguarding concerns immediately to the NFTS Designated Safeguarding Lead
- Ensure their conduct, communication and content are appropriate for a diverse learning environment
- Support our commitment to fostering a safe, inclusive and respectful learning culture
- Tutors/Lead tutors (regular delivery) must complete the following NFTS online training modules:
 - Sexual Harassment
 - Unconscious Bias
 - Prevent
 - GDPR
 - Safeguarding
 - Health & Safety
 - Bystander Training
 - Diversity in Learning and Teaching
 - Information Security Smart

- **Keeping Children Safe in Education (KCSIE) Alignment**

Although all of our apprenticeship learners are adults, we adopt KCSIE principles where possible. KCSIE sets out what educational institutions must do to safeguard learners and highlights responsibilities around staff conduct, information sharing, safer recruitment and responding to concerns.

Tutors, Visiting tutors and guest speakers are expected to uphold these standards during delivery.

2. Prevent Duty Compliance

The Prevent duty requires education providers to have due regard to preventing learners from being drawn into terrorism. This national duty emphasizes early intervention, awareness of radicalization, and appropriate handling of concerns.

Visiting tutors and guest speakers must therefore:

- Avoid content that could be interpreted as endorsing extremist views
- Be alert to indicators of radicalization or concerning behaviour
- Report any Prevent related concerns immediately
- Ensure all teaching materials are neutral, unbiased and do not promote extremist ideology.

3. Professional Conduct

All Tutors, visiting tutors and guest speakers must:

- Behave professionally, ethically and respectfully
- Model inclusive behaviour and avoid discriminatory language or actions
- Use appropriate language and avoid any behaviour that could be seen as intimidating, offensive or inappropriate
- Maintain professional boundaries with learners at all times

4. Content and Materials Approval

To ensure alignment with safeguarding expectations:

- All session content must be educational, inclusive, and appropriate for a professional learning environment
- Materials must be submitted in advance for review
- Content must not include explicit, graphic, discriminatory or extremist material
- Digital resources must adhere to online safety expectations consistent with KCSIE which highlights risks such as misinformation, disinformation and online harms.

5. Working with Apprenticeship Learners

All Tutors, visiting tutors and guest speakers must:

- Engage learners in a respectful, supportive and professional manner
- Ensure that learners understand how to seek support or report concerns
- Create an environment where learners feel safe, valued and able to participate fully

6. Use of Technology and social media

- Recording sessions or learners without explicit organisation permission is prohibited
- Use only approved platforms and technologies during delivery
- Follow cybersecurity expectations consistent with updated safeguarding guidance, including safe digital practice and risk awareness

7. Data Protection and Confidentiality

- All personal information must be handled in line with UK data protection law
- Confidential information about learners must not be shared outside the session except when reporting a safeguarding concern
- Tutors, visiting tutors and guest speakers must not retain any learner data unless authorised.

8. Managing Concerns or Incidents

If a safeguarding or Prevent concern arises:

- **Report it immediately** to apprenticeship staff, who will escalate it to Eleanor Wheal, the NFTS Designated Safeguarding Lead
- **Do not investigate independently**
- **Record factually** what you witnessed or heard
- Maintain confidentiality except with authorized safeguarding personnel

These expectations align with safeguarding processes outlined in statutory educational guidance

9. Compliance with NFTS Policies

All visiting tutors and guest speakers must comply with:

- This Code of Practice
- The NFTS Safeguarding Policy
- Prevent Duty procedures
- The NFTS policies on equality, diversity and inclusion
- Health & Safety procedures
- Data protection and confidentiality policies

Failure to comply may result in termination of the session, removal from the approved contributor list or further action where necessary.

10. Acknowledgement of Requirements

All Tutors, visiting tutors and guest speakers will be required to confirm that they:

- Have read and understood this Code of Practice
- Agree to follow all safeguarding and Prevent expectations
- Understand how to report concerns during their engagement with learners

Tutor Name	
Session Delivering	

Signature	
Date	