

## Tutor Guidelines

The primary goal of IFL's TutorMate programme is to enrich and improve the lives of children, and our online volunteers have a central and rewarding part to play in helping young children gain the skills and confidence that will help them to succeed in school and beyond. **Thank you very much for volunteering your time to help with this important task!**

Tutors work directly with pupils, in support of the classroom teachers, to help boost children's reading attainment, their enjoyment of reading and to provide encouragement and praise for their pupils. Appreciation and respect for each pupil as a unique individual is critical to working effectively as a tutor. Self-worth and self-confidence are important building blocks in the learning process.

Teachers are in charge of the instruction and the discipline of each pupil. The tutor's job is to guide and encourage the pupil to enjoy reading. At times children of this age may appear distracted or disengaged, especially if they find a task hard. Please persevere and give them as much encouragement as you can! The personal interest and attention tutors show pupils may well be the catalyst for the pupils to recognise their own innate abilities to improve and achieve.

The commitment that volunteers make to pupils is a significant one. As they establish relationships with their pupils, tutors are looked upon as role models. Therefore, it is imperative that volunteers conduct themselves in an appropriate and responsible manner by following these guidelines:

- It is expected that tutors consider any and all information about the pupils as private and that they hold it in the strictest confidence.
- Tutors should not share their own personal information, email addresses, mobile or telephone numbers, home addresses, or Facebook or other social media access, nor should they ask for personal and/or contact information from pupils.
- Tutors and pupils will not have in-person contact unless agreed to by the classroom teacher (for example, the end of year event).
- Tutors should report any inappropriate or questionable behavior demonstrated by their pupils to classroom teachers.
- While working with our pupils and teachers, TutorMate tutors should always respect and appreciate the extensive cultural diversity which they are likely to encounter.
- Any question concerning a child's achievement and/or learning needs should be directed to the teacher.
- When tutors register with TutorMate they are asked to read and agree to the Innovations for Learning Child Protection and Safeguarding Policy and Procedure. As indicated in the policy, if a pupil shares information which leads the tutor to be concerned about possible abuse at school or at home, the tutor should report this immediately to IFL at [help@tutormate.org](mailto:help@tutormate.org). IFL will involve the school directly.
- If a tutor has a question or concern about a tutoring programme policy or procedure, s/he should contact IFL staff at [help@tutormate.org](mailto:help@tutormate.org)
- Tutors should never proselytize or espouse any manner of religious, commercial, or political views when working with TutorMate pupils and teachers.