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# Informatics Tutoring Scheme

# Code of Practice, Privacy Statement and Further Security Considerations

This document describes the code of practice for interactions between the University of Edinburgh School of Informatics students (‘tutors’) and the school pupils they are tutoring (‘pupils’). It also codifies the tutors’ and pupils’ interactions with the scheme organisers (‘organisers’).

## TUTORS' CODE OF PRACTICE

All tutors participating in the scheme are required to:

* Attend all training sessions or review the recordings, including:
  + STEM Ambassadors sessions
  + Tutoring: approaches and boundaries (training and support for tutors)
* Register as STEM Ambassadors and apply for a PVG check
* Attend sessions that they have committed to
* Give the scheme organisers and/or coordinators reasonable notice of absences
* Inform the Informatics Tutoring scheme organisers (by emailing achudzin@ed.ac.uk) when any concerns about the scheme, pupils or their own participation in the scheme arise

## PUPILS' CODE OF PRACTICE

All pupils participating in the scheme are required to:

* Attend sessions that they have committed to
* Give their class teachers or scheme organisers reasonable notice of absences
* Inform Informatics Tutoring scheme organisers (by emailing achudzin@ed.ac.uk) when any concerns about the scheme, tutors or their own participation in the scheme arise

## THE SUDANESE COMMUNITY EDINBURGH

* Should inform the Informatics Tutoring scheme organisers (achudzin@ed.ac.uk) when any concerns about the Informatics tutors arise

## CONFIDENTIALITY AND PRIVACY

1. The content of Informatics Tutoring Scheme activities is confidential to those within the group. Pupils must have confidence that their discussions and individual contributions to sessions or activities will not be repeated outside the group.
2. If either the tutor or the pupil feels uncomfortable they should feel free to excuse themselves and leave the session. Leaving the session does not imply anything inappropriate has taken place, only that a situation occurred that either the tutor or the pupil was not sure how to handle. If either party doesn’t feel comfortable coming back into the session at this point, the session should be terminated and the scheme organisers should be notified about what occurred.
3. No one-to-one sessions will be carried out. All online sessions will be 2+2, or 1+2 (with a session supervisor present). The in-person sessions for the Sudanese Community Edinburgh are expected to be group sessions, with adult members of the Sudanese Community Edinburgh to be at hand.
4. Discussion within tutoring sessions should remain focused on the subject matter and on issues around learning the material. Tutors may discuss issues relating to their experience of studying. Tutors should not discuss personal matters unrelated to their studies, and if the pupils start to do this, tutors should explain that this is not appropriate.
5. Pupils’ personal data (name, email addresses – if provided) will only be kept on file for the duration of the project and deleted at the end of it.
6. Any notes kept by tutors referring to the content of the sessions should be anonymised and used solely for the purpose of evaluating the project.

## CONTACT BETWEEN TUTORS AND PUPILS

Contact with pupils will at all times be professional and appropriate to the role of tutor:

1. Tutors and pupils will treat each other with respect and courtesy at all times. If a tutor is troubled by the behaviour of a pupil, they will report it to the local coordinator and, if necessary, remove themselves from the situation.
2. Tutors and pupils must not exchange contact details and should not interact outwith the sessions.
3. If a pupil raises a welfare concern about themselves or another, or requests an individual meeting outside the group, tutors will immediately advise the pupil that such discussions are not part of their role, and tell the scheme organiser that such a request was made. The tutor will not engage in an in-depth discussion of the problem, both for their protection and that of the pupil concerned.
4. If tutors witness inappropriate behaviour during the sessions (i.e. arguments, rude language) they will not attempt to mediate any conversations between students and should end the meeting and report it to the member of The Sudanese Community Edinburgh present and scheme organisers.
5. If a tutor ever has any concerns either during or after a session with pupils, they are asked to raise it as soon as possible with the scheme organizer and a member of The Sudanese Community Edinburgh so that any necessary action can be taken.
6. If pupils have any concerns about anything that has happened in their session, they should report it to a member of The Sudanese Community Edinburgh. They ensure that this is reported to the scheme organisers.

## CONTACT BETWEEN TUTORS AND THE INFORMATICS TUTORING SCHEME ORGANISERS

1. Tutors will be contacted on their University email address unless they have provided the organisers with another personal email address.
2. At the conclusion of the project scheme organisers will contact all tutors to ask if they would like their contact details to be retained if the project is to be continued in the next academic year, provided tutors don’t graduate before. The organisers will still retain a secure record of former tutors’ names and contact details. If the project doesn’t continue, tutors’ contact details will be deleted.
3. Tutors are encouraged to join the project Teams channel. At the conclusion of the project, the organisers will ask all tutors’ whether they would like to retain access to the channel in case the project is to be continued in the next academic year, provided tutors don’t graduate before. If the project doesn’t continue, tutors’ contact details will be deleted and the channel discontinued.

## SESSION CONTENT

Informatics Tutoring Scheme tutors are not formally trained tutors or lecturers. Content will be responsive to the needs of pupils, and should not be directed by tutors. Content will be determined by assessing pupils’ needs and input from their teachers where applicable.

## PLATFORM SECURITY

All online sessions will be carried out using MS Teams. The platform is fully integrated into University infrastructure and highly secure. It is also a platform of choice used by the majority of Scottish schools.

## RISK ASSESSMENT

The risk assessment has been carried out on 11 January 2024 and is available on request.

## UNIVERSITY POLICY

University Protection of Children and Protected Adults Policy: <https://www.ed.ac.uk/sites/default/files/atoms/files/protection_of_children_and_protected_adults_policy_-_golden_copy_-_september_2023.pdf>

## CHILD PROTECTION IN SCOTLAND

<https://www.gov.scot/policies/child-protection/>

***I agree to abide by the terms of the above Code of Practice and Code of Confidentiality while volunteering as a Tutor for the Informatics Tutoring Scheme***

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| Signed |  |
| Name Printed |  |
| Email Address |  |
| School |  |
| Date |  |
| On behalf of the Informatics Tutoring Scheme Organisers |  |