

Referral Database Code of Conduct

For SPELD NSW Tutor and Other Professional Members

SPELD NSW operates a Referral Database to enable us to connect families and adults to tutors and allied health professionals so they can access literacy and numeracy intervention and support.

SPELD NSW Referral and Information Officers can refer families and adults seeking assistance to tutors and allied health professionals in their area (or to tutors and other professionals that operate remotely by tele-tutoring).

The SPELD NSW Tutor and Other Professional Members who are placed on the Referral Database by SPELD NSW have expertise and experience in supporting students with specific learning difficulties.

The SPELD NSW Referral Database Code of Conduct applies to all Tutor and Other Professional Members of SPELD NSW. These members are asked to confirm that they are willing and able to comply with this SPELD NSW Referral Database Code of Conduct in how they run their businesses and how they provide tutoring, treatment and support to students and clients.

Code of Conduct

1. Referral Database Members will maintain high professional standards including:
 - a. acting in a professional, courteous, positive and respectful manner;
 - b. maintaining a designated, distraction-free space available for them and their students / clients;
 - c. maintaining a high degree of confidentiality and discretion in relation to information about their students; and
 - d. maintaining a current Working with Children Check.
2. Referral Database Members will use programs, approaches and strategies that are based on the best available research and evidence surrounding high-quality literacy and numeracy instruction. In particular, when providing literacy instruction, structured, synthetic phonics programs and approaches will be preferred.
3. Referral Database Members will not use programs or approaches that have no, or very limited, research evidence to support their use in improving outcomes for individuals with specific learning difficulties.

4. Referral Database Members will:
 - a. develop an individual tutoring/treatment plan for each student/client;
 - b. base tutoring/treatment on reliable assessment information; and
 - c. monitor progress of students/clients against the plan and provide feedback to families/individuals.
5. Referral Database Members will have sufficient tools and resources to assess their clients' needs, develop a treatment or tutoring plan and deliver tutoring or treatment accordingly.
6. Referral Database Members will undertake appropriate ongoing professional learning in order to consolidate and extend their expert knowledge of literacy and numeracy acquisition, remedial approaches to teaching and supporting students with specific learning difficulties. It is expected that Referral Database Members will complete at least 6 hours of relevant professional learning per year and will let SPELD NSW know about this professional learning when asked.
7. Referral Database Members will:
 - a. keep in touch with SPELD NSW;
 - b. attempt in good faith to attend at least one Tutor and Professional Member Catch-up each year (in person or by video conference); and
 - c. respond to annual requests from SPELD NSW to update their details and provide information about ongoing professional learning completed.
8. Referral Database Members will maintain sound accounting, risk management and business practices in relation to their tutoring or professional services business including by maintaining appropriate public liability and professional indemnity insurance and appropriate bookkeeping/accounting and record keeping practices.
9. While SPELD NSW Referral Database Members are welcome to refer to their SPELD NSW membership in the context of delivering their tutoring or professional services, SPELD NSW Referral Database Members will not use the SPELD NSW name or logo in relation to the promotion of an associated or other business interest.