



Extra-curricular Tutor/Coach Registration & Declaration Form (Effective Sept 2009)

Personal Details

English Name: _____
Surname Other name in full Chinese name (if any)

Sex: _____ HKID/Passport No.: _____ Nationality: _____

Address: _____

Mobile: _____ Home Tel.: _____ Email: _____

Person to Notify in Emergency: _____
Name Contact Number

Lessons Details*

Period: From _____ / _____ / _____ to _____ / _____ / _____

Name of the Student	Class (e.g. 5A or non-ESF student)	Nature of class	Teaching Room Number	Teaching Days	Starting and Finishing Time	Emergency Contact for the Student (Home / Mobile)

* Please provide supplement if there is not enough space for details of all student tutorials / coaching sessions. If there is any change, you have to notify the designated staff member and school office before the scheduled activity.

Declaration on Criminal Record and Working with Children

Have you ever had criminal conviction/s either in or outside HKSAR? Yes** No

**If yes, please provide details, including jurisdiction: _____

Is there any reason why you should not be working with children? Yes*** No

***If yes, please specify: _____

Are you covered by your own (or your company's) public liability insurance over the period?
 Yes No****

Yes, I have read and accept the attached Code of Conduct for Extra-curricular Tutors and Coaches.

<p>Endorsed by: Principal / Designated Staff Member*****</p> <p>Sign: _____</p> <p>Name: _____</p> <p>Date: _____</p>	<p>I confirm that all information being provided is accurate and complete: Extra-curricular Tutor / Coach</p> <p>Sign: _____</p> <p>Name: _____</p> <p>Date: _____</p>
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**** Principal / designated staff member please refer to Facilities Dept "Use of School Premises Policy" Section 5.2(d)
***** The form MUST be submitted with a copy of HKID or passport copy (with working visa).
Please also make a copy for School office.

Appendix II Code of Conduct for Extra-curricular Tutors and Coaches

The English Schools Foundation values opportunities for students to learn and develop new skills through the provision of extra curricular activities. Tutors and Coaches utilising ESF premises to conduct such activities are obliged to comply with the following Code of Conduct.

1. Commitment to the Students

- 1.1 As a Tutor or Coach, you must act in the best interests of the students at all times.
- 1.2 The education and development of the students is your primary duty.
- 1.3 You must consider the moral, social, intellectual, physical and ethical needs of every student and ensure that your teaching/coaching does not conflict with these individual requirements.
- 1.4 You must not discriminate against any student on any grounds whatsoever.
- 1.5 You must promote a safe, comfortable and positive environment for students to develop their talents freely.
- 1.6 You must not take advantage of your professional relationship with any student for your own personal or private gain.
- 1.7 You must report immediately to the school authorities concerned any case of child abuse that you observe during the course of your professional or official duties.

2. Commitment to Parents or Guardians

- 2.1 As a Tutor or Coach, you must respect the rights of parents to enquiry and consultation regarding their children.
- 2.2 You shall seek to engage in a co-operative relationship with parents, guardians and care workers of the students that you tutor and coach.
- 2.3 You must truthfully present the parents with information regarding the conduct or development of their children.
- 2.4 You must respect the individual aspects and dynamics of each student.
- 2.5 You must not divulge any confidential information that you are exposed to regarding any student or their family.

3. Commitment to the Community

- 3.1 As a Tutor or Coach, you must show respect for the law and customs of Hong Kong.
- 3.2 Whilst or prior to teaching or coaching, you shall not drink alcohol or take any illicit substances that would affect your competency to teach or coach.
- 3.3 You shall never smoke whilst providing services on ESF premises.

4. Integrity

- 4.1 You may be asked to provide professional references from employers for whom you have conducted services during the previous five years.