

Top 10 Tips for Setting Boundaries

Follow effective practice in supporting students. Act in accordance with the UKAT Core Values of Personal Tutoring and academic advising, follow the competencies articulated in the UKAT professional Framework for Academic Advising and personal tutoring and make use of resources to personal tutors through UKAT (<https://www.ukat.uk>).



COMMUNICATION

Communicate your departmental tutoring model early and often.



TECHNOLOGY AND DIGITAL TOOLS

Use digital tools as appropriate to support students, e.g. virtual meeting platforms, booking and scheduling apps and portfolio tools.



TIMESCALES

Advise students of your timescales for responding to email and use Out of Office to signpost to other services.



REFERRALS

Use supportive referral techniques to ensure referrals are positive and productive.



PRIVACY AND SHARING

Maintain professional boundaries with your tutees. Manage your privacy settings on social media and consider what personal contact details you share.



MAINTAIN WORK/LIFE BALANCE

When working flexibly, manage notifications on digital devices to maintain a healthy work/life balance.



POWER DYNAMICS

Recognise the power dynamic between your role as a personal tutor and your tutees, and maintain an equitable approach to all students.



SCHEDULE COMMUNICATIONS

Use 'schedule send' for any work emails out of hours.



CONFIDENTIALITY

Discuss confidentiality with students and respect it when appropriate.



USE YOUR SENIOR COLLEAGUES

Your 'Senior Tutor' is there to support you. Make sure you discuss your tutoring practice with them, and seek guidance, particularly when you believe boundary issues are becoming a concern.