



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

## The Dyslexia Guild Code of Practice

The Dyslexia Guild Code of Practice outlines the professional conduct and behaviours expected of all Guild Members whatever their grade of membership and is updated regularly. The Code encourages and supports all members to improve and maintain their professional practice and to abide by the rules and regulations of their work place setting.

The Dyslexia Guild Code of Practice is written with particular relevance to the work of specialist teachers, specialist teacher assessors and support tutors and assistants but is relevant to all Guild members. It is not intended to replace more general codes of ethics to which those employed in the fields of education, guidance and training may be subject. Dyslexia Guild members and practitioners agree to abide by this Code.

### General Principles

#### ***Practitioners should:***

1. Practice within the boundaries of their competence
2. Avoid claims for expertise that are potentially misleading
3. Recognise the limits of their expertise and of the methods used, and seek advice from appropriate sources when faced with issues which are at the limits of their professional expertise
4. Give professional, balanced advice that is not guided by financial interest
5. Respect individual and cultural differences amongst their clients and take steps to avoid discrimination and promote equality of access to services offered
6. Respect clients' rights to confidentiality
7. Respect and commit to all Safeguarding and other Child Protection requirements
8. Conform to current standards and recommendations from relevant professional organisations, including The Dyslexia Guild
9. Conform to the Guild's policies regarding Continuing Professional Development, keeping up to date with scientific, ethical, and legal developments relating to their professional activities
10. Keep up-to-date with developments in regulations, assessment test materials and procedures and ensure that their practice conforms to contemporary standards
11. Respect the copyright of published materials

12. Behave at all times in a professional manner, avoiding public behaviours and social media commentary that might bring the profession and/or The Dyslexia Guild into disrepute
13. Respond to complaints and take appropriate action quickly  
(For example correcting any errors in assessment reports, or, when appropriate, offering a reassessment or returning any fee)
14. Co-operate with any investigation into a breach of this code and accept the findings of the Dyslexia Guild Board, which may include the withdrawal of membership or the withholding of an Assessment Practising Certificate and the publication of the findings of the investigation.

### When Providing Specialist Teaching, Assessment or Support Services

#### ***Practitioners should:***

15. Be honest and accurate in advertising their professional services and avoid ambiguous statements or claims that might be misleading to the public
16. Provide services in appropriate settings, using materials and equipment that are fit for purpose
17. Ensure that, as far as possible, clients are informed of the purposes and potential outcomes of an assessment or of other services offered
18. Seek to obtain the informed consent of all clients to whom services are offered
19. Have particular regard to the unequal power relationship of a teaching, support or assessment situation and take all reasonable measures to ensure that the client does not feel pressured or coerced into taking part in something against their will.

### When Charging Fees for Services

#### ***Practitioners should:***

20. Ensure that there is clarity, particularly in relation to consent and the disclosure of findings, in situations where several parties are involved in the commissioning of assessment services.  
(Examples here are: client-school-parent; client-examination body.)
21. When relevant, ensure that clients are aware as soon as possible of any costs that may be involved in the provision of services.
22. Be open about any financial interest in any goods and services which may be recommended.

### When Providing Reports

#### ***Practitioners should:***

23. Report their findings and professional conclusions accurately and honestly, resisting pressure to make statements or recommendations, even when under pressure to do so, which are not supported by the assessment data.

24. Express conclusions taking due regard of the full circumstances of the assessment and all relevant contextual and situational factors.
25. Avoid judgments that are based on hearsay, uncorroborated evidence and subjective opinion.
26. Remain within the parameters of established conventions of decision-making, when necessary, checking on these conventions through discussions with colleagues.
27. Be aware of the potential limitations of the methods used and express conclusions and recommendations with due caution.
28. Not normally recommend only one course of action, but make the client aware of a range of recommended options from which the client may choose.
29. Acknowledge, and provide references to, any information, recommendations and other materials mentioned in a report, that are derived from the work of other individuals or organisations.
30. Record Keeping:
  - Agree a time limit with the client, explaining in a disclaimer that you will only keep reports for a limited time
  - Ensure personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes in accordance with General Data Protection Regulation (GDPR)

## With regard to Confidentiality

### ***Practitioners should:***

31. Avoid forming relationships that may impair professional objectivity or otherwise lead to exploitation of, or conflicts of interest with, a client.
32. Maintain the confidentiality of records with due regard to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), and to take steps to avoid inadvertent disclosure during the processing of assessment information. More information can be found from the Information Commissioner's Office (ICO): [ico.org.uk](https://ico.org.uk)
33. Only disclose confidential information with the consent of clients or their authorised representatives, unless compelled to divulge information by a Court of Law.
34. Restrict the circulation of reports to those authorised by the client, or their representative(s).
35. Take steps to limit the use of reports to the purposes for which they were produced.