



One to One Tuition Guidance Policy

Achieve

We have the highest of expectations of both ourselves and our learners. We believe that all of our learners can make progress and achieve academically, socially and emotionally.

Effort

We recognise that our work has a positive impact on our learners and their families/carers, improving outcomes for all. We work tirelessly to improve the lives of our learners.

Date:	September 2021
Date approved by Management Committee:	7 th December 2021
Signature of Chair of Management Committee:	
To be reviewed:	Annually

Introduction

The Link School recognises that all learners are entitled to a high-quality education and is committed to ensuring that the needs of the most vulnerable groups of learners are met. One-to-one tuition is taking place on a regular basis across our school. The impact of our one-to-one tuition programme is significant, in terms of ensuring that all learners can progress and achieve to their expected standard and beyond. Just as important, the programme allows learners to develop other elements of their life that are harder to measure, such as confidence, improved family relationships, and a positive change in their attitude to learning.

Aims

All learners should have their educational needs identified quickly and receive the appropriate educational support they require at the earliest opportunity. The Link School is flexible and sensitive to the changing needs of learners and one-to-one tuition is an effective method of minimising the interruption and disruption to those learners. The programme is designed to ensure that learners including those who are particularly vulnerable or hard to reach have access to as much education as possible, enabling them to maintain continuity in their education.

The following guidelines are to support both staff and learners and should be read alongside the Link School's Child Protection Policy.

Principles

Any members of staff who work outside of school with learners must ensure that they clearly understand the procedures in place to protect themselves and the learners they are working with.

- Tutors should be seen to be working in an open and transparent way.
- Tutors should always act, in the learner's best interests.

Confidentiality

Tutors should be clear about what information regarding a learner can be shared and in what circumstances it is appropriate to do so. Please refer to the Link School's Child Protection Policy for more details. Tutors should always seek advice from a senior member of staff if they are in doubt.

Propriety and Behaviour

Tutors must follow any codes of conduct deemed suitable by their organisation. All tutors should wear suitable attire which would convey their professionalism.

- Tutors should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.
- Tutors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.
- Tutors should not administer medication – the parent/carer should do this if necessary.
- Tutors should only deliver tuition if another responsible adult is also in the home.
- Personal mobile phones should not be used whilst teaching or in the presence of a learner or their family members.

Communication

- Tutors should comply with the Link School Acceptable Use Agreement.
- Tutors should not give out their personal contact number or email address to learners.

- Tutors should not use the internet or web-based communications to send personal messages to a learner.
- Tutors should have no secret social contact with learners or their parents.
- Tutors should be aware of Health and Safety Regulations.

Home tuition

- Tutors should record any initial home visit with office staff and ring the office before and after the visit is completed.
- Tutors should ensure that any cause for concern is discussed with senior management and that safeguarding procedures are followed.
- Tutors should never enter a house to tutor a learner without the presence of responsible adult.
- Tutors should ensure that when lone working they have their IDENTICOM device switched on.
- Tutors should work in open areas of the home where the doors are left open.
- The responsible adult must remain as a visible presence at the home and be available for the duration of the tuition.
- Always keep discussions on a professional level.
- If at any point during tuition the tutor feels uncomfortable about any behaviour from the learner or responsible adult, they should end the session and leave the setting. The circumstances should be reported to a senior member of staff as soon as possible.

Tutors should:

- Remain in the designated room of the home for the tuition session.
- Ensure there is plenty of light.
- Keep a clear focus on the work undertaken.
- Have clear plans for the work to be undertaken by the learner.
- Always communicate any occasions where the learner becomes upset or distressed with the responsible adult.
- Always report any situation where a learner becomes upset or distressed to a senior leader at the school.

Other venues

If it is thought necessary, tuition can take place in a nearby library or public building rather than the learner's home. All the above guidelines apply but in addition, ensure the venue is suitable for tuition, there is a table and chairs available, and the type of building does not in itself pose a risk to the learner or the tutor.

Arrangements for meeting and dismissing the learner should be agreed with responsible adult before the tuition takes place. Transportation of an individual learner should be avoided; however, the individual needs of the learner should always be taken into consideration. If deemed necessary, it should consider any relevant risk assessment and prevailing circumstances.

Health and Safety

The very nature of one to one tuition lends itself to potential risks. Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual learners' risk assessment. This is particularly important where there are known risks around Domestic Violence, Drug and Alcohol use and offending behaviour.

To promote the safety of our one-to-one tutors; they are issued with mobile phones which should be switched on all times. One to one tutors must contact the school before they arrive and when they leave each scheduled appointment. Every one-to-one tutor must have a risk

assessment completed, be aware of the what the risks are and sign to say that they understand all policies and procedures. Appendix 1 is an example of the risk assessment to be carried out.

Appendix 1

Lone Worker Risk Assessment

Title of Activity:	One-to-One Tuition
Person Completing the Risk Assessment:	Head Teacher – Donna Walker
Date of Initial assessment:	September 2018

Risk Assessment for: One to One Tutor –

Brief Description of Work:

All learners should have their educational needs identified quickly and receive the appropriate educational support they require at the earliest opportunity. The Link School is flexible and sensitive to the changing needs of learners and one-to-one tuition is an effective method of minimising the interruption and disruption to those learners. The programme is designed to ensure that learners including those who are particularly vulnerable or hard to reach have access to as much education as possible, enabling them to maintain continuity in their education.

One-to-one tuition is a teaching opportunity that is provided in the learner’s home or designated place of tuition such as library or public building.

Arrangements for meeting and dismissing the learner should be agreed with responsible adult before the tuition takes place. Transportation of an individual learner should be avoided; however, the individual needs of the learner should always be taken into consideration. If deemed necessary, it should consider any relevant risk assessment and prevailing circumstances.

HAZARD IDENTIFICATION: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork.

See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

HAZARD(s)	RISK / M / H	CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)
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One to One Tuition - Before a home visit a risk assessment needs to be made. This risk assessment should include an evaluation of any known factors regarding the learner, responsible adult and others living in the household. Risk factors such as hostility, child protection concerns,

complaints or grievances can make adults more vulnerable to an allegation. Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed.

1.Contact	L	A mobile phone should always be taken by staff conducting a home visit as part of risk management measures with an emergency contact numbers.
2. Programme of work	L	Where a programme of work is to be undertaken in the home an appropriate works space should be provided and a written work plan/contract should be agreed with the learner and responsible adult. This should include clear objectives; content; timing; and duration of sessions; ground rules; child protection and confidentiality statements.
3. Learner Supervision	M	There should also be an agreement that the responsible adult will remain in the home throughout the session. The members of staff teaching the learner must be clearly visible to the responsible adult. If the responsible adult is not at the home or must leave the home during the tutoring session or is not adequately monitoring the teaching the tutor must end the session and leave.
4. Changes to the arrangements	M	Where the situation is such that changes in agreed work arrangements are required, a quick assessment will be necessary to determine if the session can continue. The Head Teacher/Head of School should then be informed as soon as is practically possible. Emergency situations should be reported to the police or social care and to the Head Teacher/Head of School/Designated Safeguarding Lead as appropriate.
5. Record Keeping		A record of a home visit should be made noting time of arrival, departure, work undertaken and any concerns. These should be recorded via Sleuth or CPOMs (as appropriate) on return to school.
Violence/Learner Behaviours:		
1. Verbally aggressive behaviour from the learner, responsible adult and others living in the household.	L	Do not enter the home and leave premises immediately. If it happens during the tuition, end the one-to-one tuition and leave the premises. Ensure that you contact the Link School promptly to report the incident. In high-risk situations dial 999 for the Police.
2. Physically aggressive behaviour from the learner,	L	Do not enter the home and leave premises immediately. If it happens during the tuition, end the

responsible adult and others living in the household.		one-to-one tuition and leave the premises. Ensure that you contact the Police promptly to report the incident. In high-risk situations dial 999 for the Police.
3. Safe routes home after work	M	Plan how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g., well-lit routes etc.
4. Alcohol issues with the learner, responsible adult and others living in the household	H	The very nature of one-to-one tuition lends itself to potential risks. Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual learner's risk assessment. This is particularly important where there are known risks around Domestic Violence, Drug and Alcohol use and offending behaviour. Do not enter the home (if you do not feel safe to do so) and leave premises immediately. If it happens during the tuition, end the one-to-one tuition and leave the premises. Ensure that you contact the Link School promptly to report the incident.
5. Use of Positive Handling	M	The very nature of one-to-one tuition lends itself to potential risks. Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual learner's risk assessment. Behaviour policy shared on induction and updates regularly given. Positive handling only to be used as a last resort. Team Teaching training is compulsory for all staff to complete. If there is a real threat of danger to yourself, the learner, responsible adult and others living in the household. Leave immediately, contact the school or the Police directly.
Individual:		
1. Personal medical conditions etc.	L	Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.
Work Pattern:		

1. Avoidance of lone and out of hours working	N/A	Consider how your work pattern integrates with those of other workers, in terms of both time and geography, with a view to avoiding lone working as far as is practicable.
2. Log in/out procedures	N/A	When lone working is unavoidable, contact The Link School to initiate a check-in/check-out system to log your presence in the building.
Workplace/Process:		
1. Slips and trips	L	Ensure, during home visits, that you are aware of any such hazards, e.g., torn carpets, trailing cables etc. Do not work alone out of normal hours if your mobility is temporarily impaired (e.g., leg injury)
2. Fire or another emergency	M	Ensure that you are familiar with emergency procedures, contact appropriate emergency services (if necessary). Contact Link School.
3. Electrical accident	L	During home visits, do not interfere with plugs, cables etc, when any item is connected to the power supply.
4. Working at height	L	There should be no reason during a home visit that you need to work at a height or use steps/ladders. Ensure, during home visits, that you are aware of any such hazards, that constitute working at height – e.g., reaching up to shelves, placing things on walls (if applicable). Do not work alone out of normal hours if your mobility is temporarily impaired (e.g., leg injury)

Supervision: Identify the level of supervision required

Is suitable supervision in place? (Identify all necessary supervisory measures).	Yes	No	N/A
Periodic telephone contact with lone workers	X		
Periodic site visits to lone workers		X	
Regular contact (telephone, radio, etc)	X		
End of visit contact	X		
Other, specify...	X		

Additional Information: Identify any additional information relevant to the lone working activity, including emergency procedures, first aid provision, etc.

Mobile Phone to be provided for use during home visits.

If it is thought necessary, tuition can take place in a nearby library or public building rather than the learner's home. All the above guidelines apply but in addition ensure the venue is suitable for tuition, there is a table and chairs available, and the type of building does not in itself pose a risk to the learner or the tutor.

Training	Yes	No	N/A
Has necessary information, instruction and training been given?	X		
Expand and clarify, if necessary.	X		

Signature of lone worker:

Date:

Signature of assessor:

Date: