



**KEY SKILLS TRAINING**

# **1:1 Tuition Policy**

Management Team

Updated: December 2018

Ratified by Management Team: December 2018

## **Introduction**

Key Skills Training recognises that all children and young people are entitled to an education of high quality 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 one to one tuition is significant in terms of the increase in tutored pupils' attainment and also in elements of their life that are harder to measure such as confidence, improved parental relationships, and a change in attitude to learning and themselves.

## **Aims**

All students should have their educational needs identified quickly and receive the appropriate educational support they require as soon as possible. Key Skills Training is flexible and sensitive to the changing needs of pupils and one to one tuition is an effective method of minimising the interruption and disruption to those pupils who are particularly vulnerable or hard to reach in order that they continue to have access to as much education as possible, so that they are able to maintain the continuity of their education.

The following guidelines are to support both staff and pupils and should be read alongside the Key Skills Training Child Protection and Safeguarding Policy.

## **Principles**

Any members of staff who work outside of school with students must ensure that they are clear of the procedures in place to protect themselves and the students they are working with. • Tutors should be seen to be working in an open and transparent way.

- Tutors should always act, in the child's best interests.

## **Confidentiality**

Tutors should be clear about what information about a student can be shared and in what circumstances it is appropriate to do so. Please refer to Key Skills Training'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 adult is also in the home.
- Personal mobile phones should not be used whilst teaching or in the presence of a pupil or their family members.

## **Communication**

- Tutors should comply with Key Skills Training Acceptable Use Agreement
- Tutors should not give out their personal phone number or email address to students including personal mobile phones.
- Tutors should not use the internet or web-based communications to send personal messages to a student.
- Tutors should have no secret social contact with students 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 child without the presence of parent/carer.
- Tutors should work in open areas of the home where the doors are left open.
- Parents/carers must remain as a visible presence at 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 pupil or parent/carer 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
- Tutors should have clear planning for the work to be undertaken by the pupil.
- Always communicate any times where the pupil becomes upset or distressed with the pupil's parent/carer
- Always report any situation where a pupil 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 pupil's home. All of 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 child or the tutor.

Arrangements for meeting and dismissing the child should be agreed with parent/carer before the tuition takes place. Transportation of an individual pupil should be avoided however the individual needs of the pupil should be taken into consideration. If deemed necessary, it should take into account 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 student's risk assessment. This is particularly important where there are known risk around Domestic Violence, Drug and Alcohol use and offending behaviour.

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

Everyone 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

<b>Type of Activity:</b>	1:1 Tuition
<b>Person Completing the Risk Assessment:</b>	Head of Education Stacey Taylor
<b>Date of initial assessment:</b>	September 2018
<b>Risk Assessment for: 1:1 Tutor –</b>	
<b>Brief Description of Work:</b> All pupils should have their educational needs identified quickly and receive the appropriate educational support they require as soon as possible. Key Skills Training is flexible and sensitive to the changing needs of pupils and one to one tuition is an effective method of minimising the interruption and disruption to those pupils who are particularly vulnerable or hard to reach in order that they continue to have access to as much education as possible, so that they are able to maintain the continuity of their education.  One to one tuition is a teaching opportunity that is provided in the pupil's home or designated place of tuition such as library or public building.  Arrangements for meeting and dismissing the pupil should be agreed with parent/ carer before the tuition takes place. Transportation of an individual pupil should be avoided however the individual needs of the pupil should be taken into consideration. If deemed necessary, it should take into account 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/riskassessments> for details.

HAZARD	RISK L/M/H	CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)
<b>1. Contact</b>	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
<b>2. Programme of work</b>	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 pupil and parent. This should include clear objectives; content; timing; and duration of sessions; ground rules; child protection and confidentiality statements.
<b>3. Pupil Supervision</b>	M	There should also be an agreement that the parent or other suitable adult will remain in the home throughout the session. The members of staff teaching the student must be clearly visible to the parent and carer. If the parent or suitable adult is not at the home or has to leave the home during the tutoring session or is not adequately monitoring the teaching the tutor must end the session and leave.
<b>4. Changes to arrangements</b>	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 of Education Safeguarding Lead as appropriate
<b>5. Record Keeping</b>	N/A	A record of a home visit should be made noting time of arrival, departure, work undertaken and any concerns.
<b>Violence/ Pupil Behaviours:</b>		
<b>1. Verbally aggressive behaviour from pupils/parents/carers/other appropriate adults.</b>	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 Key Skills Training promptly to report the incident. In high risk situations dial 999 for the Police.
<b>2. Physically aggressive behaviour from pupils/parents/carers/other</b>	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 Police promptly to report the incident. In high risk situations dial 999 for the Police.
<b>3. Safe routes home after work</b>	M	Plan out 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
<b>4. Pupils/parents/carers/other appropriate adults and alcohol</b>	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 student's risk assessment. This is particularly important where there are known risk 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 Key Skills Training promptly to report the incident.
<b>5. Use of positive handling</b>	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 student'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 pupil or other people in the house. Leave immediately, contact the school or the Police directly.
<b>Individual:</b>		
<b>1. Personal medical conditions</b>	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.
<b>Work Pattern:</b>		
<b>1. Avoidance of lone out of hours working</b>	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.
<b>2. Log in/out procedures</b>	N/A	When lone working is unavoidable, contact Key Skills Training to initiate a check-in/check-out system to log your presence in the building.
<b>Workplace/process:</b>		

<b>1. Slips and trips</b>	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)
<b>2. Fire or another emergency</b>	M	Ensure that you are familiar with emergency procedures, contact appropriate emergency services (if necessary). Contact Link School.
<b>3. Electrical accident</b>	L	During home visits, do not interfere with plugs, cables etc, when any item is connected to the power supply.
<b>4. Working at height</b>	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 – eg 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

<b>Is suitable supervision in place? (Identify all necessary supervisory measures).</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Periodic telephone contact with lone workers	X		
Periodic site visits to lone workers		X	
Regular contact (phone call, text)	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 pupil's home. All of 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 child 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 Head of Education:

Date: