

The ContinU Plus Academy



2020 -
2023

Offsite Tuition School Protocol

Off-Site Tuition & Lone Working in School Policy Principles

The ContinU Plus Academy is fully committed to working in line with Health and Safety Legislation and is keen to promote good working practices. This policy has been devised to support staff who are lone working, both inside and outside of the school premises.

The aim of this policy is:

- to safeguard all students and staff involved in off-site tuition provided by The ContinU Plus Academy
- to safeguard and support staff who work outside of the school building on their own

This policy document contains the responsibilities of all persons engaged in off-site one-to-one tuition, including all staff, students, parents/carers. It is important that all persons working on behalf of The ContinU Plus Academy are aware of this policy and have familiarised themselves with the school's safeguarding procedures.

This policy should be read and understood before engaging in any off-site one-to-one tuition and the responsibilities and procedures therein adhered to. Contravention of the policy document could lead to suspension and/or disciplinary procedures being put in place.

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. Tutors should make sure they are aware and have a copy of the individual student's risk assessment. This is particularly important where there are known risks around domestic violence, drug and alcohol use and offending behaviour.

1. Off-site Tuition

1.1. It is the responsibility of the Headteacher to ensure that all agreed venues are appropriately supervised, that appropriate furniture is available, and the type of building does not in itself pose a risk to the student or the tutor.

1.2. Venues should only be used for off-site tuition if there is another responsible adult present in the building at all times.

1.3. All venues and changes of venue should be agreed in advance by the Headteacher with the parent/carer and tutor.

1.4. Arrangements for meeting and dismissing the student should be agreed by the Headteacher with the parent/carer and tutor before the tuition takes place.

1.5. Transportation of an individual student should be avoided. However, the individual needs of the student should be taken into consideration. If the transport of students by staff is deemed

necessary, any relevant risk assessment should be taken into account and the normal procedures required for staff transporting students should be followed. This should be agreed in advance by the Headteacher.

2. Home Tuition

2.1. Tutors should ensure that colleagues are aware of their whereabouts and expected return times.

2.2. Tutors should work in open areas of the home where the doors are left open. Tutors should never enter a house alone to tutor a student without the presence of parent/carer.

2.3. Parents/carers must remain as a visible presence at home and be available for the duration of the tuition.

3. Tutor Requirements

3.1. Any tutor who works offsite with students must ensure that they are fully aware of the procedures in place to protect themselves and the students they are working with.

3.2. Tutors should be seen to be working in an open and transparent way.

3.3. Tutors should always act in the student's best interests.

3.4. Tutors should be mindful of their own safety and security.

3.5. Tutors should always seek advice from the Headteacher, designated SLT member if they are in doubt.

4. The Welfare of Students

Tutors shall consider the welfare of the student and shall:

4.1. Treat students fairly and without prejudice or discrimination; students who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the student's wellbeing.

4.2. Ensure language is appropriate and not offensive or discriminatory.

4.3. Not make any improper suggestions to a student.

4.4. Value and take students' contributions seriously.

4.5. Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant tutorial session.

4.6. Report any dispute with a student or parent/carer to the Headteacher.

4.7. Report, as soon as is appropriate/possible, any inappropriate behaviour or illegal activity identified within a tutorial session by the student or third party.

4.8. Communicate any times where the pupil becomes upset or distressed to the Headteacher and ensure that any cause for concern or safety is referred to the Designated Safeguarding Lead.

5. The Welfare of Tutors

Tutors shall consider their own safety, welfare and professionalism through the following:

5.1. There will be no email, text or phone communication directly between tutors and students or tutors and parents/carers. All correspondence with the parent/carer will be the responsibility of the Headteacher.

5.2. Tutors should only deliver tuition if another adult is present in the building.

5.3. Tutors should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.

5.4. Tutors should always keep discussions on a professional level.

5.5. Tutors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.

5.6. Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family members.

5.7. Tutors should not give out their personal phone number, mobile phone number, home address or email address to students or parents/carers for any reason

5.8. Tutors should not use the internet or web-based communications to interact with students.

5.9. Tutors should have no secret social contact with students or their parents.

5.10. Tutors should keep all personal items, purse/wallet, car keys, etc safe and secure.

5.11. Tutors should not administer medication – the parent/ carer should do this if necessary.

5.12. Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - www.hse.gov.uk

5.13. Tutors must follow The ContinU Plus Academy Code of Conduct in their behaviour and approach.

6. Guidance for the Safe Delivery of Tuition Sessions

For each tuition session, tutors should follow the guidelines below. Tutors should:

6.1. Make sure you are aware and have a copy of the individual student's risk assessment (where one exists).

6.2. Ensure an appropriate adult is always present in the building, whether the tuition session is in the home, or using a public building or hired space. If no responsible adult can be present in the building for the duration of a tutorial session then the session will terminate/be cancelled.

6.3. Familiarise yourself with the risk assessment of each venue you use.

- 6.4. Ensure the student is aware of the risk assessment regarding the venue, including the location of the fire exits and toilets.
- 6.5. Always have a mobile phone charged, available and switched on during the session
- 6.6. Record attendance of the student, including any times they arrive late or leave early.
- 6.7. Remain in the designated room for the tuition session with the student
- 6.8. Have clear planning for the work to be undertaken by the student and keep a clear focus on the work undertaken
- 6.9. Keep a running record of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with student and/or parent/carer.
- 6.10. Ensure regular contact with the Headteacher and report any concerns to the Headteacher as soon as possible.
- 6.11. Always communicate any times where the pupil becomes upset or distressed to the Headteacher and ensure that any cause for concern is discussed with the Designated Safeguarding Lead.
- 6.12. If a student is not following the normal expectations for learning and their behaviour is disruptive, deliberately distracting or dangerous you should terminate the session and contact main school reception to arrange for support including requesting that arrangements be made to have the parent/carer collect the student. This should be recorded and reported to the Headteacher as soon as possible.
- 6.13. If you suspect that a student is under the influence of drugs or alcohol, you should terminate the session and contact main school reception to arrange for the student to be collected by a parent/carer. This should be recorded and reported to the Headteacher as soon as possible.
- 6.14. If at any point during tuition a tutor feels uncomfortable about any behaviour from the student or parent/carer they should end the session and call main school reception to make arrangements for the student to be collected. The circumstances should be reported to the Headteacher as soon as possible.
- 6.15. If at any point the tutor feels threatened they should ensure the student is left with a responsible adult and terminate the session. Any concerns for personal safety should be reported to the Headteacher immediately.

If school requires you to take an offsite, tuition session please read the following;

Additional documents you will need to have-

- The relevant student work file compiled by the SENCO, A Wootton
- An up to date anonymised ILP
- A risk assessment for the tuition venue
- A HT1 and HT2 form per pupil
- A risk assessment for the pupil if necessary

When taking a pupil to offsite tuition a **school vehicle** will be used where possible.

A pupil packed lunch is supplied so that all pupils are provided with food and drink.

In the event of a session taking place in a coffee shop, petty cash is available for a drink for both student and tutor.

On arrival at the student's house, the tutor should

- Knock the door and greet the parent/carer in a positive way. This is the opportunity to ask for any relevant information about the student that may affect the session or inform practice at school in the future. This is also the opportunity for parents/carers to ask questions about the provision.
- The tutor will inform the parent/carer about the venue used and length of the tuition session.
- If the tutor session is to take place within the home but a responsible adult is not present the session should not take place.
- In the event of the door not being answered, the tutor will complete a HT1 form and post it through the door. This is reported to the SENCO/attendance officer at this point.
- If the child is present, the parent/carer should verify any phone or internet enabled device has been left at home. The tutor will have a school phone available for student use if necessary. Refusal to leave phones at home will result in termination of the session.
- The student and tutor should now proceed to the tuition venue, with the student sitting in the back of the vehicle unless there is a reason for them to be in the front (discussed with SLT).
- The tuition session should proceed and be of specified length.
- The session is to be completed on the specified site.
- The tutor cannot make decisions on length of session or venue unless it has been pre-discussed and risk assessed with SLT.

In the event of-

A student refusing to work	A student refusing to work and exhibiting low level behaviours	A student refusing to work and exhibiting high level behaviours	Absconson
Change of task	As before	Contact school	Report to school at SLT meeting immediately
Use computer to discuss current affairs	Report to school- EWO	SLT will make decision on next step.	If the pupil is old enough (KS4/5) and able to navigate his/her way home independently, return to base. If the pupil is vulnerable- follow the pupil.
Play an educational game	As before	Either- session is terminated pending meeting with home	School with notify carer/parent and will notify police after 20 minutes if pupil is out of sight/contact.
Talk about pupils life and interests	Report to SLT – ask for guidance	Support staff are sent to assist and then session is terminated pending meeting with home	If pupil remains in sight and is, being tracked school will support tutor with transport or additional staff where appropriate.
Use humour to re - engage	A decision will be made due to the nature of behaviour and relationships, whether to terminate the session or to continue.	Police may be called to venue	
Have a break	The tutor and home will be informed of the decision and the behaviours		
Stick it out – complete the session			

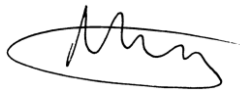
In the event of a parent/carer not being home if a session is terminated, school will make a decision on whether to transport the student to the parent or to return the pupil temporarily to school.

- When a student completes work set and works well, they should have a RAISE score logged and reported to school. This score is tracked and the rewards structure will be applied.
- The student log is to be completed, and work is returned to SENCO with requests for further work made.
- The SENCO will ensure work is marked, annotated and returned to the student in order to inform the next tutor session.
- The student will be returned home at the designated time.

A policy summary is included in the ContinU Plus Academy's Prospectus and the Offsite Tuition Protocol is published in its entirety on the CPA's website (www.continuplus.org.uk).

Date Policy Created:	June 2020 - reviewed and adapted annually
Member of Staff Responsible:	Mark Venross (Deputy Headteacher)
Review Date:	July 2023

Signed:



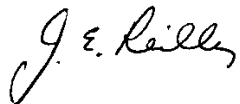
(Staff member responsible)

Signed:



(Headteacher)

Signed:



(Chair of Governors)

HT1



You were visited today by _____, a member of staff
at The ContinU Plus Academy who arrived at your house at _____ (time)
for a tuition session with _____.

Unfortunately, no-one responded when they knocked the door and therefore
we couldn't complete the session.

At least one further safe a well call will be made by the school office during
the day to ensure the safety of your child.

Please contact our office on 01562 822463 at your earliest convenience to
give a reason for the absence and to arrange another session.

Best wishes

Sara Devo

Headteacher



As a parent/carer of _____ I hereby give my consent to them having one 5-10 minute break outside the tuition venue. I would like to request that, during this time, my child is (circle as appropriate):

- Supervised**
- Unsupervised**

I am aware that the tuition venue being used for the session today is

- _____ (venue)

and, understand that if I have requested for the break to be unsupervised, take full responsibility for the safety, welfare and behaviour of my child during this time.

Signed

Print

Dated