



# Inspire Education Trust

Together we achieve, individually we grow

## One to One Tuition and Working Alone with Children Procedures

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**Policy Date:** January 2022

**Review Date:** January 2025

## Document History

Version	Status		Date	Author	Summary Changes
V1			Jan 22	MAT pastoral	Review of names/date changes

## Introduction

Guidelines for Staff One to One or Small Group Tuition.

One to One or small group tuition is taking place on a regular basis across our school. The following guidelines are to support both staff and pupils.

1. Key colleagues must be informed of any planned sessions on a weekly basis. The Head Teacher for sessions taking place both during the school day and for sessions taking place out of school hours. Information should include the children's names, start and finish times, the location and any concerns.
2. Whenever possible be visible e.g. window, door kept ajar: there are many places where 1:1 work can take place outside of a single room.
3. Relevant safeguarding and child protection checks will have taken place prior to 1:1 or small group tuition taking place for external tuition provider through National Tutoring Programme etc.

Whenever possible, 1:1 or small group tuition work should take place in a single area within an establishment (i.e. so that other staff know that this activity is taking place).

Is there an opportunity/need for a witness to be present or close by?

Think carefully about seating arrangements (e.g. avoid placing yourself between pupil and door). Proximity considerations, body language, tone of voice, attitude.

Any specific issues e.g. behavioural, cultural, gender, emotional

Name

One to One Tuition w/b

<b>Child's name</b>	<b>Location</b>	<b>Date</b>	<b>Start</b>	<b>Finish</b>

Reviewed by: MAT Pastoral January 2022  
Next Review Date: January 2025  
Approved by Head of Education, Primary: 25 January 2022

Signed:

A handwritten signature in black ink that reads "R. Darling". The signature is written in a cursive style with a large, sweeping loop at the end of the name.

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Rob Darling  
Head of Education, Primary