



ST. MARY'S CE
PRIMARY SCHOOL

Love, Trust & Hope

One-to-One Tuition Policy

Review date April 2022

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Statement of intent

St Mary's Primary School understands its responsibility to provide additional support and teaching to pupils who require it. Staff who take on this responsibility will comply with the procedures outlined in this policy, for the safety of pupils and themselves, and to ensure the most effective delivery of additional support and teaching.

This policy aims to:

- Support teachers who offer additional one-to-one support and teaching to pupils who require it.
- Inform teachers of the appropriate behaviour that is expected of them when they are supporting and teaching pupils on a one-to-one basis.
- Outline the procedures that should be followed when teachers are working one-to-one with pupils.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Equality Act 2010
- Data Protection Regulation 2018
- General Data Protection Regulation

1.2. This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2018) 'Keeping children safe in education'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'

1.3. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Staff Handbook
- Allegations of Abuse Against Staff Policy
- Supporting Pupils with Medical Conditions
- Behavioural Policy
- Data Protection Policy

2. Background

2.1. One-to-one tuition refers to when the school organises for a teacher to offer additional support and teaching to a pupil who requires it, e.g. pupils with SEND.

2.2. Working on a one-to-one basis with pupils can mean a higher level of exposure to risks, such as accusations of inappropriate behaviour, compared to working with a full class of pupils; as such, additional precautionary action will be implemented prior to one-to-one tuition being offered.

2.3. School-organised one-to-one tuition will only be used as a method of teaching when it has been established by the head teacher and other relevant members of staff, such as the SENCO and DSL, as the most appropriate and effective way of working with a particular pupil.

2.4. For the purposes of this policy, 'the teacher' refers to the teacher who is delivering the one-to-one tuition to the pupil concerned.

- 2.5. For the purposes of this policy, 'the pupil' refers to the pupil who is receiving one-to-one tuition.
- 2.6. For the purposes of this policy, the 'tutor' refers to a member of staff offering **private** one-to-one tuition sessions to a pupil, i.e. tutoring that has not been directly arranged by the school, but by the tutor.
- 2.7. For the purposes of this policy, the 'tutee' refers to a child who is receiving **private** tuition from a teacher at the school, who is not necessarily a pupil at the school.

3. Roles and responsibilities

3.1. The head teacher is responsible for:

- Assessing, in conjunction with other relevant members of staff, if one-to-one tuition is the most appropriate form of teaching for the pupil and approving the tuition.
- Monitoring the progress being made during school-organised one-to-one tuition against set targets.
- Relaying progress made to the parents of the pupil, when appropriate, during a meeting.
- Ensuring that the teacher has the necessary level of checks, such as an enhanced DBS.
- Ensuring that the teacher delivering school-organised one-to-one tuition has the appropriate and necessary levels of training.

3.2. The teacher is responsible for:

- Behaving in an appropriate manner when conducting one-to-one tuition sessions.
- Ensuring that another member of staff, e.g. the SENCO, is aware of any scheduled one-to-one tuition sessions.
- Ensuring that when out-of-school tuition sessions, e.g. home visits, are scheduled, written parental permission is obtained first.
- Ensuring that a parent's emergency number is obtained prior to any one-to-one tuition sessions.
- Meeting with the SENCO on a termly basis to communicate the pupil's progress.
- Informing the head teacher (DSL) of any developments that could lead to any perceived risks, e.g. a pupil acting inappropriately towards the teacher.

- Submitting applications to the head teacher to provide private tutoring.

3.3. The SENCO is responsible for:

- Assessing, in conjunction with the head teacher, if school-organised one-to-one tuition is appropriate for a pupil.
- Supporting the teacher with any concerns they may have regarding the progress of the pupil, or any concerning developments in the pupil's behaviour.

3.4. The DSL is responsible for:

- Ensuring that the pupil feels comfortable and safe during school-organised one-to-one tuition sessions.
- Ensuring that the teacher is operating the school-organised one-to-one tuition sessions in a safe and secure manner.
- Monitoring the school-organised one-to-one tuition sessions for any concerning behaviour displayed by either the pupil or the teacher, and handling them accordingly.
- Attending school-organised one-to-one session that either must be conducted at the pupil's house, or where the location of the tuition session is inappropriate, i.e. visibility into the room is limited.

3.5. The pupil is responsible for:

- Behaving in accordance with the school's Behavioural Policy.
- Working to the best of their ability.
- Treating the teacher with respect.

3.6. The tutor is responsible for:

- Submitting applications for approval to the head teacher where they are planning to offer private tutoring to children, regardless of whether they are pupils at the school or not.
- Taking complete responsibility for private tutoring that they offer.
- Arranging appropriate insurance to offer private tuition.
- Conducting an appropriate risk assessment to ensure the tutee's and their own safety during private tuition sessions.
- Conducting themselves in an appropriate and professional manner when undertaking private tuition.
- Behaving in a way that does not pose a risk to the reputation of the school or endanger their position at the school.

- 3.7. The school will not accept responsibility or liability for teachers wishing to offer private tuition sessions to children.

4. Staff behaviour

- 4.1. All staff will be familiar with the Child Protection and Safeguarding Policy.
- 4.2. The teacher will be mindful of maintaining professional boundaries with the pupil.
- 4.3. The teacher will not treat the pupil as a friend, e.g. communicating via social media or sharing personal stories with the pupil.
- 4.4. The teacher will be aware that, despite them working in a school-organised one-to-one tuition setting, they are still in a position of trust and authority and will act accordingly.
- 4.5. For tutors offering private tuition, the school expects professional standards to be maintained, to protect the staff member's position and the reputation of the school.

5. Allegations against staff

- 5.1. Any allegations made against a member of staff will be treated with the utmost severity – allegations will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.
- 5.2. The teacher may be disciplined in accordance with the school's Disciplinary Policy and Procedure if they do not conduct themselves in a professional manner.
- 5.3. If an allegation is made against any member of staff, the head teacher will discuss the matter with the DDSL and establish the appropriate action.
- 5.4. If the school becomes aware of an incident between a tutor and tutee in private tuition, the school may investigate the staff member's conduct at work.
- 5.5. Any staff member who is subject to an allegation investigation will be provided with the support that they are entitled to, in accordance with 'Keeping children safe in education'.

6. School-organised one-to-one tuition procedures

- 6.1. The class teacher will confer with the parents of the pupil concerned and will inform parents of the decision to begin school-organised one-to-one tuition.
- 6.2. School-organised one-to-one tuition session will be held in St Mary's CE School.
- 6.3. The teacher will ensure that the pupil is aware of the boundaries of what the teacher can and cannot offer, e.g. understanding the difference between the teacher being able to offer academic support but not emotional personal support.
- 6.4. One-to-one tuition sessions will cover specific matters that are established and agreed to by the teacher delivering the tuition, the class teacher, and where appropriate, the pupil's parents, or the pupil themselves.
- 6.5. The duration of one-to-one tuition sessions will be decided on a case-by-case basis by the class teacher, other relevant members of staff and the pupil's parents, where appropriate.
- 6.6. The head teacher will ensure that the teacher delivering the one-to-one tuition has the appropriate training.
- 6.7. Full and ongoing training regarding child protection, physical restraint and the use of reasonable force, and one-to-one tuition procedures will be provided for all staff with regular one-to-one tuition responsibilities.
- 6.8. The teacher will be aware of the school's Child Protection and Safeguarding Policy and will promote the welfare of the pupil.
- 6.9. One-to-one tuition sessions with the pupil will never be held in remote or secluded areas, and will always be held in clear visibility of other members of staff, such as in the library.
- 6.10. Where possible, doors to rooms where one-to-one tuition is being held will not be shut when the tuition is in progress.
- 6.11. Where it is not possible for doors to be open and to have desks between the pupil and the teacher, e.g. in a music lesson, the teacher will ensure that both parties can be seen through one or more windows.
- 6.12. In cases where one-to-one tuition session are conducted as home visits, e.g. during an exclusion, the pupil's parents will be present where possible. In cases where the parents cannot be present, the DSL or DDSL will attend the meetings with the teacher.

- 6.13. If a pupil becomes emotional, distressed or angry during tuition, the teacher will seek the appropriate assistance from the DSL or other relevant member of staff. The incident will be reported to a senior member of staff, such as the DSL, and a record will be kept of the teacher's concerns.
- 6.14. Other members of staff will be available to give the appropriate assistance during one-to-one tuition, if necessary.
- 6.15. Pupils and their parents will be invited to meetings with the head teacher and the one-to-one tuition teacher, where the progress of the pupil, and any additional concerns the parents or pupil may have, will be discussed.
- 6.16. The head teacher will be informed of any changes to scheduled sessions.
- 6.17. If the teacher feels that there is an increased or changed level of risk, e.g. if the pupil begins to act inappropriately, the teacher will leave the session and inform the DSL of the development.
- 6.18. If the pupil requires medical attention, the teacher will be trained for such occurrences, or sessions will be overseen by a member of staff who is trained to deal with the relevant medical condition. Detailed procedures regarding pupils with medical conditions can be found in the school's Supporting Pupils with Medical Conditions Policy.
- 6.19. Tutors will not use school time to plan or prepare for private internal tutoring sessions.
- 6.20. The school encourages tutors to follow the same principles for private internal tutoring as they would for school-organised sessions, as explained in this policy.
- 6.21. The school will allow teachers to advertise their services in the school.
- 6.22. The school understands that tutor-tutee confidentiality is important, and will not ask tutors to conflict their private tutoring duties with their teaching position. Confidentiality arrangements between tutors/teachers, tutees/pupils and the school should be discussed by the head teacher, tutor/teacher and the tutee/pupil's parents.

7. Monitoring and review

- 7.1. This policy is reviewed annually by the headteacher and the DSL.
- 7.2. Any changes made to this policy will be communicated to all members of staff.

7.3. All members of staff directly involved with one-to-one tuition are required to familiarise themselves with this policy.