



One to One and Home Tuition Policy

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2nd Edition

Author: Philip Parker

This policy gives guidance on one to one and Home Tuition provision and should be read alongside Safeguarding, Child Protection and Teaching and Learning Policies.

Introduction

Staff at InspirED PD recognise that all children and young people are entitled to an education of a high quality and are committed to ensuring that the needs of the most vulnerable groups of learners are met. One to One and home tuition is taking place on a regular basis to support learners. 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 and receive the appropriate educational support they require as soon as possible. InspirED PD 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 education. At InspirED PD we aim to offer high quality one to one provision to boost engagement through connection and trust, which will result in accelerated learning.

Types of One to One/Home Tuition

InspirED PD can provide one to one tuition in the following circumstances:

- Home tuition to pupils with medical needs which manifest in significant barriers to accessing education
- Home tuition to students who have been placed on EOTAS package
- Online tuition to those where it relevant due to additional needs
- One to one tuition in the InspirED PD hub

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.
- Tutors should focus on ensuring that pupils' are making progress. This will be different for each student in your care

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 InspirED's Safeguarding, GDPR and privacy policies 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 codes of conduct and policies stated by InspirED PD. 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.
- Tutors working online should use InspirED zoom PRO account and record all sessions.

Communication

- 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/Online

- Tutors should record any initial home visit with the Director/line manager.
- Tutors should ensure that any cause for concern is discussed with Director/Line manager and that safeguarding procedures are followed.
- Tutors should never enter a house to tutor a child without the presence of parent/carers or other responsible adult who has been agreed with parent/carers (must be age 18+).
- Tutors should work in open areas of the home where the doors are left open.
- Parents/carers/appropriate adult 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/carers they should end the session and leave the setting. The circumstances should be reported to a Director/Line Manager as soon as possible.
- Remain in the designated room of the home for the tuition session (not a bedroom).
- 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/carers.
- Always report any situation where a pupil becomes upset or distressed or behaves inappropriately to a Director/Line Manager
- When working online, all sessions should be recorded and stored securely. Please refer to GDPR/Privacy policies.

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. Please see Use of car policy for further guidance on transporting students.

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. They need to make sure they are aware and have a copy of the individual pupil's risk assessment (see Appendix B). This is particularly important where there are known risk around Domestic Violence, Drug and Alcohol use and offending behaviour. A risk assessment of the location of One to One tuition will also be carried out (see Appendix A) prior to the commencement of tuition.

Roles and Responsibilities

It is everyone's responsibility to ensure that both staff delivering and pupils receiving one to one tuition for whatever reason are free from risk of harm.

Key roles and responsibilities include:

- The Director defining and agreeing the principles underlying the school policy and in monitoring and reviewing its application.
- The Director in framing the policy and organising support for the implementation of the policy and the monitoring of the progress pupils receiving one to one/home tuition make.
- One to one tutors in ensuring that they read and understand information regarding each pupil including individual Pupil Risk Assessments prior to delivering any one to one teaching. That they complete any necessary Risk Assessments on arrival at any one to one teaching venue.
- Parents/Carers must endeavour to have their child out of bed, dressed appropriately and ready to learn before the one to one tutor arrives, that they provide a space free from noise and distraction, that they or another responsible adult is on site at all times and there are no mobile phones or other transmitting devices in the area where teaching takes place.
- Pupils must be ready to learn and must treat one to one tutors with respect and dignity at all times.

HOME VISITING RISK ASSESSMENT		
Name of pupil:		
Address of pupil:		
Contact details:		
Name of person completing Risk Assessment:		
Date completed:		
OBSERVATIONS	YES	NO
Have any risks been identified by any other agency?		
Are the entrances/exits to the property easily accessible?		
Are there any dangers/hazards associated with the property?		
Are you aware of any intimidating/threatening clients, relatives or friends living at or likely to visit the property?		
Are there pets in the household?		
If yes to the above, are they threatening?		
Are you confident all safety measures are in place?		
Do any members of the household smoke?		
If yes to the above, have you discussed the Bishopton's smoking policy?		
Is there safe and accessible parking?		
Is there a basic standard of hygiene?		
AREAS OF CONCERN		
ACTION(S) TO ELIMATE/REDUCE RISK?	BY WHOM	

Staff Signature:		Date:	
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Individual Pupil Risk Assessment

Name of child/young person:		Name of person completing the form:	
Organisation:		Date of completion:	

Please complete the table below giving as much detail as possible. Please consider the likelihood of occurrence (L.o.O) using the score rating below:

- 1 = Very remote
- 2 = Improbable
- 3 = Possible
- 4 = Probable
- 5 = Likely
- 6 = Certainty

Risk Indicator	Y/N	Details (Inc. triggers & recommendations)	L.o.O
History of absconding from placement?			
History of verbal aggression towards staff?			
History of verbal aggression towards peers?			
History of physical aggression towards staff?			
History of physical aggression towards peers?			
History of damage to property?			
History of fire setting?			
History of self-harm?			
History of sexualised behaviour?			
History of causing distress to animals?			
History of causing distress to younger children?			
History of carrying and/or using weapons?			
History of bullying?			
History of being bullied?			
History of offending behaviour?			
History of stealing?			
History of alcohol abuse?			
History of substance misuse?			
Vulnerability towards becoming radicalised, or hold extremist views?			

Any other info deemed relevant?			
Can you foresee any issues with their behaviour in a car or bus?			
History of making allegations against staff?			
Any other comments you think are important?			

Monitoring Learning 1-1 Parent/Carer Survey				
Date	My Child			
	1-1 Tutor	Year Group	Gender (M/F)	
July 2016				
Leave any questions that do not apply	Please tick the box you most agree with.			
	Strongly Agree	Agree	Disagree	Strongly Disagree
I believe my child enjoys the learning sessions with the 1-1 tutor				
The tutor expects my child to do their best.				
I can talk to the tutor if I am worried about any issues concerning my child				
The tutor sets behaviour boundaries and has clear expectations for my child				
The tutor tells me when my child has made progress				
The tutor keeps me informed on my child's achievement and next steps				
The tutor sets homework for my child				
The school talks to my child about the next steps for their future				
What do we do well and what can we do to improve things?				

It is good because ...	
It would be even better if...	
Any questions?	

APPENDIX D

Monitoring Learning 1-1 Student Survey					
Date	About Me				
	1-1 Tutor	Year Group	Gender (M/F)		
Leave any questions that do not apply		Please tick the box you most agree with.			
		Strongly Agree	Agree	Disagree	Strongly Disagree
I enjoy learning sessions with the 1-1 tutor.					
The tutor expects me to do my best.					
I can talk to the tutor if I am worried about any issues.					
The tutor expects my behaviour to be good.					
The tutor praises me when I do good work.					
The tutor sets me targets so I know my next steps to learn.					
The tutor tells me how to improve my work.					
The tutor regularly sets me homework.					
Staff ask me what I would like to do when I leave school.					
What do we do well and what can we do to improve things?					
It is good because ...					
It would be even better if...					
What I plan to do when I leave school...					