



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

HEALTH AND SAFETY POLICY

Rationale

The promotion of the safety, health and welfare of our tutors and students is a priority at Educ8. A safe and healthy working environment is essential for effective teaching and learning and the wellbeing of tutors and students.

Our policy itself cannot prevent accidents or ensure safe and healthy working environments. This can only be achieved through the adoption of safe methods of work and good practice by every individual. It is therefore the policy so far as is reasonably practical to take the necessary steps to ensure the safety of tutors and students. We will take all reasonable steps to identify and keep hazards to a minimum, but tutors must appreciate their own safety and carry out their own risk assessments on each visit.

Aims

- To ensure that all reasonable practical steps are taken to ensure the health and welfare of tutors and students.
- To establish and maintain a safe and healthy tutoring environment for tutors and students.
- To establish and maintain safe working procedures.
- To establish procedures in the event of an accident.
- To provide and maintain adequate welfare facilities.
- To ensure that all legal requirements in terms of transportation for tutors is met.
- To teach safety to students as required by the curriculum provided by schools.
- To liaise closely with the Local Authority's health and safety issues.

To achieve our aims, we will:

- Regularly review health and safety arrangements and implement new arrangements where necessary.
- Ensure that a referral form (Appendix 1) is completed in regard to the student prior to tuition starting.
- Ensure that risk assessments are carried out when deemed necessary prior to tuition using all of the appropriate and relevant information provided by schools.
- Seeking specialist advice on health and safety issues where necessary.
- Ensure that tutors received the necessary information on students in order for them to make their own informed judgements about their own wellbeing and safety.
- Provide regular training for tutors in regard to health and safety issues and safeguarding.
- Health and safety issues will be prioritised and dealt with accordingly.
- All health and safety incidents are logged and recorded accurately to improve future practice.
- All tutors will report any health and safety issues that arise to the Company Director, Nigel Jones as soon as is practically possible and within at least 24 hours.
- Establish clear expectations for the tutoring environment to both maximise learning and to promote health and safety and staff wellbeing.
- All tutors will have the contact number of the Company Director on their ID cards to contact whenever necessary.
- All tutors to have received Safeguarding Level 1 training and the Company Director and Business & Finance Manager Level 2 Safeguarding training.



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- All staff to have received training in preventing radicalisation.

Success Criteria

- A reduction in accidents recorded.
- Health and safety issues are prioritised and dealt with accordingly.
- Tutors and students have a clear understanding of health and safety issues and expectations.

References:

Health and Safety at Work Act (1974)
DFE Health and Safety in Schools (2014)
Keeping Children Safe in Education (2022)

Appendix 1:

Referral Form (Page 3)

Appendix 2:

Expectations Letter for Parents (Page 5)

N K Jones
Review Date

September 2023
September 2024



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Appendix 1

REFERRAL FORM

STUDENT SURNAME *		STUDENT FORENAME *	
D.O.B *		GENDER *	
HOME ADDRESS *			
PARENT/CARER *		CONTACT TELEPHONE NO. *	
KEY WORKER *			
SCHOOL *			
SCHOOL CONTACT *		YEAR GROUP *	
SAFEGUARDING * <i>Are there any particular triggers or concerns that we need to be aware of?</i>			
LAC *		EHC *	
ULN *		UPN *	
REFERRED BY *		REFERRAL DATE *	

Further Information:

What is the reason for the referral? *	
What is the student's availability? *	
How many hours of tuition does the student require? * Please state the no. of hours per week.	
What subjects are to be covered by the tutor? * Please state the examination board.	
Are there any specific subject areas to be addressed?	



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What level is the pupil currently working at?	
What exams is the pupil to be entered for?	
Are the sessions to take place at the student's home? * <i>If no, please state otherwise.</i>	
Is there any other relevant information?	

You will receive the student's reports via email at the end of every week.

Please provide us with an email address: *

* Required field. Please state if not applicable.

For office use <u>only</u> :	
Date	Signature

STAMP
HERE



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Appendix 2

Date

Dear _____

We have received a request from _____ to support your child's education by providing 1:1 tuition. Tuition has been agreed for a period of _____ weeks. During this period, an experienced and specialised Tutor will visit you on the agreed times and dates. The school will provide the work and the Tutor will guide your child through the material and ensure that support and feedback is given. Your child is encouraged to complete all homework that is set. The aim of this tuition is to ensure that your child does not fall behind in his/her course work. The Tutor will of course be sensitive to your child's medical needs, if any, and be as flexible as possible, but there is an expectation that as much of the work will be completed as possible.

Please ensure that the following is in place when your Tutor arrives to support your child:

- Your child has the necessary equipment conducive for their learning, i.e., pen, pencil, etc.
- Your child is ready to begin the session on time.
- Your child is dressed appropriately i.e., not wearing their pyjamas.
- The teaching environment is clean and tidy and supports learning. Please can we ask that there is a suitable desk or table for working on.
- There are no potential hazards in the vicinity intended for tutoring.
- The room in which the Tutor works must be of an acceptable temperature.
- Your child should refrain from eating during the session.
- ALL electronic devices are turned off during the session to avoid distractions.
- ALL animals should be shut away safely before the Tutor's arrival and during the session.
- There are no siblings or other family members in the room that will distract from learning.
- The home should be smoke free for the Tutor's arrival. Please can we ask that there is no smoking in the home during the session.
- Your child and the Tutor must not under any circumstances be left alone in the home, an adult must be present at all times.

The Tutor will work with you and the school to ensure that your child's needs are met. Any concerns that they may have with regard to your child's progress or safeguarding will be passed on to the school or appropriate professionals.

We take the privacy and security of your child's personal information very seriously; every reasonable measure and precaution will be taken to protect and secure his/her personal data. Your child's information is uploaded onto our website, but it can only be accessed by tutors and myself. Under no circumstance do we share our login and password details. For further information, please visit www.educ8luton.co.uk/policies, 'Data Protection Policy'. If you have any questions or concerns, please do not hesitate to contact me.

We look forward to working with you and your child.

Yours sincerely

Nigel Jones
Company Director
Educ8 (Luton) Ltd