

# Our Lady's RC Primary School



## One to one tuition policy

Date Adopted	Spring 2020
Last reviewed by Staff	Spring 2020
Last reviewed by Governors	Spring 2020
Person Responsible	C. Calvey
Date of Next Review	Spring 2022
Version	1.0
Document Reference	

**Signed:** \_\_\_\_\_ (Person Responsible) **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Headteacher) **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Chair/Governor) **Date:** \_\_\_\_\_

*"Learning and loving together; we grow with Jesus"*

## 1.1 Our Core Values

During Summer 2020 workshops, we revisited both our Mission Statement and Core Values. This involved everyone in discussion, reflection and prayer about the values, Mission and Aims of our Catholic school. There was a calling to all to re-commit to our purpose and to work together to understand our roles and responsibilities as part of Our Lady's



During the workshops, the feedback from parents, and the views expressed by the children during sessions played a prominent role in the decisions we made.

Our Mission Statement is:

**"Learning and loving together; we grow with Jesus"**

The Core Values that provide the foundation for that Mission are:

1.2 Faithful

1.3 Positive

1.4 Safe

1.5 Nurturing

1.6 Forgiving

1.7 Fair

1.8 Respectful

1.9 Honest

### NURTURE

The School's six nurturing principles sum up our practice and theory. They underpin the context, organisation and curriculum.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. the importance of nurture for the development of wellbeing
4. Language as a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives



Our Mission is represented by this design. As with the statement itself, the logo was developed by all stakeholders, with the children in particular providing the symbolic ideas of **growth – the tree, love – the hearts** and **Christ – the Cross**



## **Contents:**

Statement of intent

1. Legal framework
2. Background
3. Roles and responsibilities
4. Staff behaviour
5. Allegations against staff
6. School-organised one-to-one tuition procedures
7. Monitoring and review

## **Statement of intent**

Our Lady's 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 staff who offer additional one-to-one support and teaching to pupils who require it.
- Inform staff 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 staff are working one-to-one with pupils.

This policy also includes stipulations regarding teachers who wish to provide private tutoring to pupils of our school and other children. Teachers who intend to offer private tutoring should read the conditions of the policy carefully and speak to the headteacher and HR adviser.

## **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 (including allegations against staff members)
  - Disciplinary Policy and Procedure
  - Supporting Pupils with Medical Conditions
  - Behavioural Policy
  - GDPR Policy

## **2. Background**

- 2.1. One-to-one tuition refers to when the school organises for a member of staff 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 headteacher 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.

## **3. Roles and responsibilities**

- 3.1. The headteacher is responsible for:
  - Conducting a risk assessment prior to each school-organised course of one-to-one tuition sessions beginning.
  - 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 member of staff delivering school-organised one-to-one tuition has the appropriate and necessary levels of training.

3.2. The member of staff delivering 1-1 support is responsible for:

- Behaving in an appropriate manner when conducting one-to-one tuition sessions.
- Liaising with the class teacher on a weekly basis to communicate the pupil's progress.
- Informing the headteacher of any developments that could lead to any perceived risks, e.g. a pupil acting inappropriately towards the teacher.

3.3. The SENCO is responsible for:

- Assessing, in conjunction with the headteacher, 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 member of staff 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.

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.

## **4. Staff behaviour**

4.1. All staff will be familiar with the Child Protection and Safeguarding Policy.

- 4.2. The member of staff who is carrying out 1-1 support will be mindful of maintaining professional boundaries with the pupil.
- 4.3. The member of staff who is carrying out 1-1 support will not share details of their personal life with the pupil and will discourage the pupil from sharing details of their life beyond the professional limits of the session.
- 4.4. The member of staff who is carrying out 1-1 support will not treat the pupil as a friend, e.g. communicating via social media or sharing personal stories with the pupil.

## **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 Safeguarding Policy.
- 5.2. The member of staff who is carrying out 1-1 support 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 headteacher will discuss the matter with the DSL and establish the appropriate action.
- 5.4. 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 SENCO 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. One-to-one tuition sessions will cover specific matters that are established and agreed to by the class teacher.
- 6.3. The duration of one-to-one tuition sessions will be decided on a case-by-case basis by the SENCO, in conjunction with the teacher, other relevant members of staff and the pupil's parents, where appropriate.
- 6.4. The headteacher will ensure that the teacher delivering the one-to-one tuition has the appropriate training.
- 6.5. 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.
- 6.6. The member of staff who is carrying out 1-1 support will be aware of the school's Safeguarding Policy and will promote the welfare of the pupil.
- 6.7. 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.

- 6.8. Where it is not possible for doors to be open and to have desks between the pupil and the , e.g. in a music lesson, the teacher will ensure that both parties can be seen through one or more windows.
- 6.9. If a pupil becomes emotional, distressed or angry during tuition, the member of staff who is carrying out 1-1 support will seek the appropriate assistance from the class teacher or other relevant member of staff.
- 6.10. Other members of staff will be available to give the appropriate assistance during one-to-one tuition, if necessary.
- 6.11. The headteacher will be informed of any changes to scheduled sessions.
- 6.12. If the teacher feels that there is an increased or changed level of risk, e.g. if the pupil begins to act inappropriately, the member of staff who is carrying out 1-1 support will leave the session and inform the DSL and the headteacher of the development.

## **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.
- 7.4. The scheduled review date for this policy is May 2021.



