

Appendix 1 Safeguarding - Regent Home Tuition

1.1 Welfare in the teacher's home

Regent home tuition has identified that home tuition students may be at risk due to the fact that they are living in the home(s) of their teacher(s). Strategies to ensure that students are safeguarded in the home include ensuring that all teachers hosting under 18's have valid and current DBS checks, that the annual house inspections are conducted by the relevant RDOS, and that the student is aware of the welfare role of the RDOS. If a student is unhappy RHT policy is to move them within 48 hrs. All issues / incidents reported to RH are recorded are logged, investigated, signed and dated in the 'Incident log' spreadsheet.

1.2 Abusive Behaviour

Home tuition students may be at risk of experiencing abusive behaviour in the home of their teacher. The Regent Home Tuition 'Policy on Abusive Behaviour statement' is now included in the student confirmation / enrolment documents and students are made aware of the welfare role of the RDOS. The policy on Abusive Behaviour also appears in the 'Teacher Handbook 2015'.

1.3 Fire Risk Assessment

Home tuition students may be at risk of fire in the teacher's home; therefore all teachers are asked to carry out a fire risk assessment of their homes using the 'Fire Risk Assessment form'. Completed forms are stored on the 'R' Drive. RDOSes also check students know how to get out of the home in the event of a fire in the 1st day meeting.

1.4 Risk Assessments for trips / activities

Under 18's may be at risk when participating in trips / activities / excursion with the home tuition teacher and their family. An 'Activity Risk Assessment form' is now completed by the teacher in advance of any booked trips / activities / excursions. A copy can also be found in the 'Teacher Handbook 2015'.

1.5 First Aid & the Administering of Medicines

The 'Parental consent form' includes a statement regarding administering medicines to under 18's. The Safety & Welfare form also asks for the contact details and level of spoken English for all parents / guardians of under 18's. Teachers are instructed of what action to take in the case of an emergency. The emergency phone number appears in both the teacher and the student confirmation documents and handbooks.

Related Documents:

Incident Log

Policy on Abusive Behaviour

Teacher Handbook 2015

Fire Risk Assessment form

Activity Risk Assessment form

Parental consent form

Safety & Welfare form

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