



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. A safe and healthy working environment is essential for effective teaching and learning, and for the wellbeing of tutors and students.

This policy alone cannot prevent accidents or guarantee safe working environments. This can only be achieved through the adoption of safe working practices and a shared responsibility across the organisation. It is therefore our policy, so far as is reasonably practicable, to take all necessary steps to ensure the safety of tutors and students. We will take all reasonable steps to identify and minimise risks; however, tutors must also take responsibility for their own safety and remain vigilant, carrying out dynamic risk assessments where appropriate.

Aims

- To ensure that all reasonably practicable steps are taken to safeguard the health, safety, and welfare of tutors and students
- To establish and maintain a safe and healthy tutoring environment
- To establish and maintain safe working procedures
- To establish procedures in the event of an accident or incident
- To provide and maintain appropriate welfare arrangements
- To ensure that all legal requirements relating to travel and lone working are met
- To support students in understanding safety where relevant to their learning
- To liaise appropriately with commissioning bodies and relevant agencies regarding health and safety matters

To achieve our aims, we will:

- Regularly review health and safety arrangements and update procedures where necessary
- Ensure that referral information (Appendix 1) is completed prior to tuition commencing
- Ensure that risk assessments are carried out where necessary using all relevant information provided by schools and commissioning bodies
- Seek specialist advice on health and safety issues where required
- Ensure that tutors receive sufficient information about students to make informed decisions regarding their safety and wellbeing
- Provide appropriate training for tutors in health and safety and safeguarding
- Prioritise and respond promptly to health and safety concerns



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.

- Ensure health and safety and risk management oversight is led by the Designated Safeguarding Lead (DSL) who holds IOSH training, supporting effective risk assessment and safe delivery of tuition
- Record and monitor all health and safety incidents to inform future practice
- Require all tutors to report health and safety concerns to the Company Director, Nigel Jones, as soon as practicably possible and within 24 hours
- Establish clear expectations for safe tutoring environments to support both learning and wellbeing
- Ensure all tutors have appropriate contact details to seek support when required
- Ensure all tutors have completed safeguarding training appropriate to their role
- Ensure relevant staff have undertaken additional safeguarding and risk-related training, including awareness of wider safeguarding risks such as radicalisation

Success Criteria

- A reduction in accidents and incidents over time
- Health and safety concerns are identified and addressed promptly
- Tutors and students demonstrate an understanding of health and safety expectations

References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety Executive (HSE) guidance
- Department for Education: Keeping Children Safe in Education (2024)

Appendices

Appendix 1: Referral Form (Page 3)

Appendix 2: Expectations Letter for Parents (Page 6)

Review

N K Jones
September 2026



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.

Review Date

September 2027

Appendix 1

REFERRAL FORM

STUDENT DETAILS

STUDENT FORENAME		STUDENT SURNAME	
D.O.B		GENDER	
HOME ADDRESS			
PARENT/CARER(S)		CONTACT TELEPHONE NO. & EMAIL ADDRESS	
KEY WORKER/ LEAD PROFESSIONAL			
SCHOOL			
SCHOOL CONTACT		YEAR GROUP	
IS THE STUDENT LOOKED A (LAC)?		Does the student have an EHCP?	
Unique Learner Number (ULN)		Unique Pupil Number (UPN)	

SAFEGUARDING & RISK INFORMATION

Are there any safeguarding concerns? (Please include any known risks, current safeguarding status, or involvement with external agencies)	
Are there any known triggers or behaviours we need to be aware of? (e.g. anxiety, aggression, absconding, disengagement)	



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.

Are there any risks to tutors delivering provision? (e.g. risks within the home)	
---	--

EDUCATIONAL INFORMATION

What is the reason for the referral?	
What are the main barriers to learning? (e.g. SEMH needs, attendance, medical needs, behaviour)	
What level is the student currently working at? * (Please include most recent assessment data where available)	
What subjects are to be covered? * (Please include examination board where applicable)	
Are there any specific topics or curriculum areas to be addressed?	
What examinations is the student being entered for?	

PROVISION REQUIREMENTS

What is the student's availability	
How many hours of tuition are required? (Please state number of hours per week)	
What are the intended outcomes of this provision? (e.g. reintegration, GCSE outcomes, engagement, confidence)	
Where will the sessions take place?	
Are there any access or safety considerations for the location?	
Are there any preferred days/times?	



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.

COMMUNICATION & REPORTING

Reports will be provided on a weekly basis.

Please provide email address(es) for reports:

DATA SHARING AND CONSENT

Name:

Date:

By completing this referral, you confirm that:

- The information provided is accurate to the best of your knowledge.
- Appropriate consent has been obtained to share this information.
- Information may be shared with relevant professionals and agencies to support the student's provision.

FURTHER INFORMATION

Is there any other relevant information?

For office use only:

Date

Signature

STAMP
HERE



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.

Appendix 2

Date

Address

Dear _____

Re: Expectations for Tuition

We have received a request from _____ to provide 1:1 tuition support for your child. Tuition has been agreed for a period of _____ weeks. During this time, an experienced and appropriately qualified tutor will visit your home at agreed times and dates. The school/commissioning body will provide the relevant learning materials, and the tutor will support your child in accessing the curriculum, completing work, and receiving appropriate feedback. The aim of this provision is to support continuity of education and help prevent your child falling behind in their learning. Where appropriate, the tutor will take into account any known medical needs or additional learning needs and will adapt delivery accordingly. However, there remains an expectation that students engage positively with the learning provided.

To support effective tuition, please ensure the following is in place:

- Your child has appropriate learning equipment (e.g. pen, pencil, paper)
- Your child is ready to begin the session at the agreed start time
- Your child is appropriately dressed for learning
- A suitable, clean and quiet learning environment is available (e.g. table or desk space)
- The learning area is free from hazards
- The room temperature is appropriate for learning
- Food is not consumed during the session
- All electronic devices are switched off or removed to minimise distractions
- Any pets are secured away from the learning space during sessions
- No additional individuals (e.g. siblings or visitors) are present in the room during tuition, unless agreed in advance
- The home remains smoke-free during the session
- A responsible adult is present in the home at all times during tuition (the tutor must not be left alone with the child under any circumstances)



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.
The tutor will work in partnership with you and the school to support your child's progress. Any concerns relating to learning, attendance, behaviour, or safeguarding will be recorded and reported to the appropriate safeguarding lead or commissioning body in line with statutory guidance.

We take the privacy and security of your child's personal information seriously. All data is processed in line with UK GDPR and relevant data protection legislation. Personal information is securely stored on our systems and is only accessible to authorised staff and tutors where necessary for the delivery of provision. Further information is available in our Data Protection Policy at: www.educ8luton.co.uk/policies

We look forward to working in partnership with you to support your child's education.

Yours sincerely

Nigel Jones
Company Director
Educ8 (Luton) Ltd