



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.

STAFF INDUCTION POLICY

Rationale

Our policy aims to provide all new tutors with a sense of belonging within their new working environment and to ensure they feel confident in their role and responsibilities as members of our organisation.

The role of a tutor can differ significantly from traditional school-based roles. As such, a structured induction process is essential to ensure both tutors and students are supported to settle quickly, safely, and effectively, enabling positive progress from the outset.

The most important resource in our organisation is our tutors. Communication and professional support are encouraged through our secure systems, email, and scheduled meetings held at least half-termly at venues funded by the organisation.

The wellbeing, confidence and professional support of tutors is a priority. When tutors feel supported, valued and confident, this has a direct positive impact on student outcomes and the quality of provision.

Aims

- To ensure new tutors are competent and confident to deliver assigned programmes and schemes of work to the required standard.
- To ensure new tutors settle quickly into organisational routines, ethos and expectations.
- To ensure tutors clearly understand their roles, responsibilities and professional boundaries.
- To ensure tutors know how and when to contact the Company Director (Nigel Jones) for support and guidance.
- To ensure tutors are fully aware of safeguarding and child protection expectations.
- To ensure tutors have read, understood and signed all relevant organisational policies.
- To provide access to induction training, ongoing CPD, observations and external training opportunities where appropriate.
- To provide opportunities for collaboration, reflection and professional dialogue with other tutors.



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Practice

All new tutors will be interviewed prior to appointment, and the expectations of the role and organisation will be clearly explained.

Induction will include access to all policies, procedures, safeguarding guidance, and operational systems, including reporting expectations.

New tutors will be required to sign an induction acknowledgement form confirming they have read, understood and agree to comply with all organisational policies.

New tutors will be issued with an identity badge, which must be worn at all times when working for the organisation.

During the initial period of employment, tutors will have regular contact with the Company Director and/or Business & Finance Manager. Ongoing support is available beyond this induction period as required.

New tutors will be given the opportunity to observe experienced tutors, which supports effective practice and consistency across the organisation.

Half-termly meetings provide structured opportunities for communication, reflection, professional development and peer support.

Safeguarding Link

This policy should be read in conjunction with the Safer Recruitment Policy and Safeguarding and Child Protection Policy.

References

- Education Act 2002
- Education and Inspections Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- UK GDPR
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2023)



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Review

N K Jones
September 2026

Review Date
September 2027