

 Integra Education North LTD trading as Let's Educate	Tutoring Policy and Guidance	Ref:	EDPOL/06/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	
		Next Review:	May 2027
		Page 1 of 6	

Tutoring Policy and Guidance

1. Introduction

As a tutor at Let's Educate, you play a vital role in delivering high-quality education and fostering a supportive learning environment for pupils. This policy outlines the expectations and guidelines for teaching, learning, marking and feedback.

Let's Educate takes its responsibility seriously for the safety of all individuals accessing education. This applies whether tutoring is delivered remotely, in school, in the community, or through Education Other Than at School (EOTAS) provision.

Let's Educate is responsible for promoting the safety and wellbeing of children and adults across all learning environments, including virtual and EOTAS settings. All staff must remain vigilant to signs that a child may be at risk and report concerns in line with the Child and Vulnerable Adult Protection Policy.

This policy applies to all individuals and all formats of information, including paper records and electronic data.

A mobile device is defined as any portable device used to store or process information, including laptops, tablets, USB devices, removable drives and smartphones.

Where applicable, tutors must also follow the policies and procedures of the commissioning school, local authority or service.

2. Quality of Teaching and Learning

2.1 Preparation

- Tutors must prepare thoroughly for each session
- Review materials and plan engaging activities
- Anticipate pupil questions and potential challenges

2.2 Engagement

- Encourage active participation
- Facilitate discussion
- Provide interactive learning opportunities

2.3 Clarity and Communication

- Clearly communicate objectives and expectations
- Explain concepts in a clear and accessible way

2.4 Adaptability

- Adapt teaching to meet individual learning needs and styles

2.5 Support

- Provide academic guidance and support
- Address learning barriers and challenges

	Tutoring Policy and Guidance	Ref:	EDPOL/06/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	
		Next Review:	May 2027
		Page 2 of 6	

3. Expectations

- Tutors must always maintain professionalism.
- Tutors must be punctual, respectful and responsive.
- Tutors should demonstrate a commitment to continuous improvement.
- Tutors are encouraged to collaborate and share best practice.
- Tutors must take a pupil-centred approach.
- Tutors must promote an inclusive and supportive learning environment.

4. Face-to-Face Tutoring

- A parent, guardian or responsible adult must be present for every session delivered in a home or community setting, including EOTAS provision.
- The responsible adult must remain on the premises for the full duration of the session.
- If the responsible adult leaves at any point, the tutor must stop the session and contact Let's Educate immediately on **01925 594 203**.

5. Physical Contact and Safe Touch Policy

Let's Educate operates a "hands-off" approach to physical contact between tutors and pupils. This is not an absolute no-contact rule, as an unqualified ban could prevent a tutor from meeting their duty of care in an emergency or when supporting a distressed pupil. This section sets out when contact is permitted, what is prohibited, and the limited circumstances in which reasonable force may be used.

5.1 Permissible Contact (Safe Touch)

Physical contact is only permitted in the following circumstances:

- Administering first aid or medical treatment
- Comforting a distressed pupil briefly, in a non-intrusive manner, and in the presence of the responsible adult
- Supporting a pupil with a disability or medical need where physical assistance is required for access or safety, agreed in advance with the parent/guardian and the school or commissioning service
- Any other contact expressly authorised in a pupil's EHCP, care plan or risk assessment

5.2 Prohibited Physical Contact

The following forms of contact are strictly prohibited at all times:

- Hugging, cuddling or any affectionate physical contact
- Any touch that is invasive, forceful or intimidating
- Physical horseplay, play fighting or games involving grabbing or wrestling
- Any physical contact when a responsible adult is not present

5.3 Use of Reasonable Force

In line with the Education and Inspections Act 2006, tutors may use reasonable force only as a last resort and only to prevent a pupil from committing an offence, injuring themselves or others, or causing serious damage to property. Any such intervention must be the minimum force necessary and proportionate and must be reported

	Tutoring Policy and Guidance	Ref:	EDPOL/06/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	
		Next Review:	May 2027
		Page 3 of 6	

to Let's Educate and recorded immediately. As a responsible adult is always present during face-to-face sessions, that adult should lead or support any physical intervention wherever possible.

5.4 Reporting

Tutors must report any physical contact outside of the permitted circumstances above and any incident involving reasonable force, to Let's Educate immediately, in line with the Child and Vulnerable Adult Protection Policy.

6. Online Tutoring

6.1 Role of the Online Tutor

Online tutors support learning by:

- Responding to pupil queries
- Delivering structured learning activities
- Providing feedback
- Supporting discussion and interaction

6.2 All tutors are vetted in line with safeguarding and recruitment requirements, including Keeping Children Safe in Education (KCSIE).

7. Roles and Responsibilities

- Tutors are responsible for protecting data and company equipment.
- Consultants are responsible for supporting tutor compliance with this policy.
- Monitoring and supervision may be implemented where required.
- Failure to comply with this policy may result in disciplinary action.

8. Video Conferencing Requirements

- Use secure passwords and keep login details confidential
- Not share access credentials
- Avoid use of mobile devices where possible
- Not record sessions without prior approval
- Ensure all participants are authorised
- Prevent unauthorised recording
- Not share external or unknown links
- Not share sensitive information
- Not distribute chat logs
- Lead and manage sessions appropriately
- Avoid private or side messaging
- Use BCC when emailing groups
- Not share personal contact details
- Seek approval before using new platforms or tools
- Report safeguarding concerns immediately
- Maintain a professional environment and appearance

	Tutoring Policy and Guidance	Ref:	EDPOL/06/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	
		Next Review:	May 2027
		Page 4 of 6	

9. Virtual Learning and Home Working

- Comply with the Data Protection Act 2018
- Ensure data is always secure
- Lock devices and secure working environments
- Not leave devices unattended
- Not store company data on personal devices
- Use professional email accounts only
- Report technical issues immediately
- Remain vigilant to phishing and cyber risks
- Only install authorised software
- Ensure personal devices are secure if used
- Avoid unsecured public Wi-Fi networks#
- Report any data breaches immediately

10. Tutor Responsibilities

The tutor must:

- Send session invitations via the consultant only
- Ensure a responsible adult is present during sessions
- Treat pupils fairly and without discrimination
- Maintain an appropriate and safe environment
- Report non-attendance immediately
- Use appropriate and professional language
- Limit contact to session time only
- Avoid inappropriate conduct
- Not send personal communications
- Value pupil contributions
- Report safeguarding concerns
- Report incidents immediately
- Follow all video conferencing requirements
- Submit weekly timesheets and feedback by Friday
- Take leave during school holiday periods

11. Pre-Session Information

Prior to delivery, tutors will be provided with:

- Pupil name
- Year group
- School or commissioning service
- Subjects
- Hours per week
- Additional needs, including EHCP where applicable

12. Pupil Responsibilities

- Ensure a responsible adult is present

	Tutoring Policy and Guidance	Ref:	EDPOL/06/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	
		Next Review:	May 2027
		Page 5 of 6	

- Treat tutors with respect
- Not contact tutors outside sessions
- Report concerns immediately

13. Client Responsibilities

- Ensure safeguarding policies are followed
- Ensure a responsible adult is present
- Ensure sessions take place between 8:30am and 4:30pm (unless agreed)
- Maintain responsibility for pupil welfare
- Ensure the environment is safe and suitable
- Monitor behaviour and conduct
- Prevent inappropriate communication
- Report concerns or incidents

14. Marking and Feedback

14.1 Timeliness

- Feedback must be provided within a reasonable timeframe

14.2 Constructive Feedback

- Feedback must be clear, specific and actionable
- Strengths and areas for development must be identified

14.3 Fairness and Consistency

- Marking must follow agreed criteria
- Pupils must be assessed fairly and consistently

15. Policy Review

This policy will be reviewed annually or following any significant change in legislation, statutory guidance, safeguarding requirements, operational practice or service delivery.

16. Legislation and Guidance

This policy aligns with:

- [Keeping Children Safe in Education \(KCSIE\) 2025](#)
- [Working Together to Safeguard Children 2026](#)
- Local safeguarding partnership procedures
- The Children [Act 1989](#) and [2004](#)

	Tutoring Policy and Guidance	Ref:	EDPOL/06/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	
		Next Review:	May 2027
		Page 6 of 6	

- Data Protection Act 2018
- UK GDPR
- Education and Inspections Act 2006 (use of reasonable force)

17. Version Control

This policy aligns with:

- Version 1.0 – May 2026 - Initial policy
- Version 1.1 – July 2026 - Added Physical Contact and Safe Touch Policy (Section 5)

18. Policy Acknowledgement

I confirm that I have read, understood and agree to follow the Tutoring Policy & Guidance.

Employee Name: _____

Signature: _____

Date: _____