

### Applegate Tuition Risk assessment policy

Background information is required from referral agencies prior to a visit. The initial home visit will include a risk assessment for inside the home and on trips out, which Applegate Tuition will complete with previous information/incidents taken into account, along with medical conditions and care plan if appropriate. If the risk assessment indicates there is risk to safety, even with mitigation, teaching at the home will be stopped.

In preparation for trips to be taken from the pupil's home parents/carers will be asked to complete a consent form for trips and other off-site activities.

Applegate Tuition will only enter a house on invitation from a parent/guardian and will show identification.

Applegate Tuition will not enter a house unless another known adult is present. This is preferably and usually the parent, but could sometimes be another member of the family known to Applegate Tuition. Applegate Tuition will not teach in a pupil's home when there is no other adult present.

Outreach education will not be undertaken in the teacher's own home nor in a 1:1 situation as the sole adult present.

#### Incidents and Accidents

Following the Children Act (1989) there was an increase in young people, particularly those who are distressed or emotionally disturbed, making false accusations against professional staff, usually abuse. It could also happen that parents, distressed, angry, frustrated or emotionally fragile could make an accusation or complaint. It is essential to minimise the chance of such accusations.

Applegate Tuition will record notes after any incident, accident or near miss on an Incident Recording Sheet. As well as being part of the required teaching and learning records these will serve as evidence if necessary and are helpful for good reflective practice. These notes will be used to support review information for the pupils' new or existing school and will be shared with the school or the Local Authority if a school place has not yet been agreed.

This information is included in full in Applegate tuition prospectus.

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Sarah Muddle