

Tutor Doctor Essex

Special Educational Needs and Disabilities (SEND) Policy

Policy Owner: Viv Durham – Director

Approved by: Laura Adams – Director & Designated Safeguarding Lead (DSL)

Approved by: Viv Durham – Director & Deputy Designated Safeguarding Lead (DDSL)

Version: July 2026

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1. Policy Statement

Tutor Doctor Essex is committed to providing high-quality, inclusive tuition that enables every student to achieve their full potential regardless of their individual needs or circumstances.

We recognise that children and young people with SEND may require additional support, personalised teaching strategies and reasonable adjustments. We work collaboratively with families, schools, local authorities and professionals to provide a safe, positive and inclusive learning environment.

2. Purpose

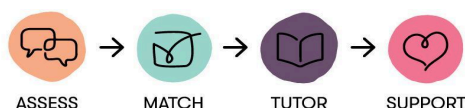
- Promote inclusive educational practice.
- Ensure students with SEND receive appropriate support.
- Remove barriers to learning.
- Deliver personalised tuition.
- Support wellbeing, independence and confidence.
- Work collaboratively with families and professionals.
- Comply with current legislation and guidance.

3. Legislative Framework

This policy has been developed in accordance with:

- Children and Families Act 2014
- Education Act 1996
- SEND Code of Practice: 0–25 Years (2015)
- Equality Act 2010
- Children Act 1989
- Children Act 2004
- Data Protection Act 2018
- UK GDPR
- Keeping Children Safe in Education (Current Edition)
- Working Together to Safeguard Children (Current Edition)

Tutor Doctor Essex also recognises the principles of the United Nations Convention on the Rights of the Child (UNCRC), ensuring children are listened to, treated with dignity and supported to participate in decisions affecting their education and wellbeing.



4. Understanding SEND

Under the Children and Families Act 2014, a child or young person has SEND if they have a learning difficulty or disability requiring additional educational provision.

Tutor Doctor Essex delivers inclusive, personalised tuition for students with identified and emerging SEND needs. Support is planned in partnership with families, schools, local authorities and other professionals to ensure provision is appropriate, responsive and centred on the individual learner.

We support students across the four broad areas of need: Communication and Interaction; Cognition and Learning; Social, Emotional and Mental Health; and Sensory and/or Physical Needs. Many students experience needs across more than one area and support is tailored to the individual.

5. Our Commitment

We provide personalised one-to-one tuition, maintain high expectations, celebrate strengths, promote confidence and independence, make reasonable adjustments, foster respectful relationships, work collaboratively with families and professionals, and promote equality, diversity and inclusion.

6. Identifying and Meeting Individual Needs

Information may include referral information, EHCPs, IEPs, assessments, risk assessments, medical information, parent/carer discussions, student voice and tutor observations. Tuition programmes are reviewed regularly.

6.1 Graduated Approach

Tutor Doctor Essex adopts the graduated approach described in the SEND Code of Practice:

Assess – gather information from parents, schools, EHCPs, professionals, assessments and tutor observations.

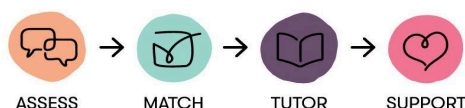
Plan – agree appropriate outcomes, strategies and reasonable adjustments.

Do – deliver personalised tuition and agreed interventions.

Review – monitor progress, evaluate the effectiveness of support and adapt provision where required.

7. Inclusive Teaching and Reasonable Adjustments

Adjustments may include differentiated teaching, adapted resources, flexible session structures, visual supports, sensory or movement breaks, alternative communication methods, assistive technology, adjustments to pace or duration and positive behaviour strategies.



8. Working in Partnership

Tutor Doctor Essex recognises that effective support depends upon strong partnerships with families, educational settings and external professionals. We encourage open communication to ensure tuition complements existing provision. Where Tutor Doctor Essex delivers Alternative Provision on behalf of a school or Local Authority, our practice reflects relevant statutory guidance for Alternative Provision.

We work closely with parents, carers, schools, colleges, SENCOs, Local Authorities, Virtual Schools, social workers, health professionals and other agencies.

9. Roles and Responsibilities

Laura Adams (Director & DSL) has overall strategic responsibility for SEND provision.

Viv Durham (Director & DDSL) oversees day-to-day implementation and liaises with families and professionals.

Nasreen Iqbal is the nominated SEND Lead for Tutor Doctor Essex and has operational responsibility for overseeing SEND provision, supporting tutors and monitoring the effectiveness of reasonable adjustments.

Tutors deliver inclusive teaching, implement agreed strategies, monitor progress, communicate concerns and maintain confidentiality.

10. Staff Training

Tutors working with students with SEND receive induction relevant to their role and are expected to undertake continuing professional development in areas including neurodiversity, communication, behaviour support, trauma-informed practice and safeguarding of children with SEND.

11. Safeguarding

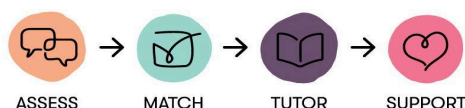
Some students with SEND may be more vulnerable to abuse, neglect, exploitation or discrimination. Tutors remain vigilant and report concerns immediately in accordance with the Safeguarding and Child Protection Policy.

12. Confidentiality and Information Sharing

SEND information is managed confidentially in accordance with the Data Protection Act 2018 and UK GDPR and shared only on a need-to-know basis.

13. Monitoring and Review

The effectiveness of SEND provision is monitored through student progress, tutor observations, feedback, reviews with schools and local authorities, evaluation of reasonable adjustments and quality assurance processes. This policy will be reviewed every two years or sooner if required.



14. Complaints

Tutor Doctor Essex aims to resolve concerns about SEND provision promptly and collaboratively. Parents, carers and young people are encouraged to discuss concerns in the first instance with the tutor or SEND Lead. Where concerns cannot be resolved informally, they may be raised in accordance with the Tutor Doctor Essex Complaints Policy.

15. Related Policies

Safeguarding and Child Protection Policy
Equality, Diversity and Inclusion Policy
Data Protection Policy
Complaints Policy
Tutor Code of Conduct
Staff Code of Conduct
Safer Recruitment Policy
Health and Safety Policy
Whistleblowing Policy
Behaviour Policy
Attendance Policy

Approval

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