



Starting Point Community Learning Partnership

Personal Tuition, Other Duties & Other Employment Policy

This policy is for staff and volunteers working under private arrangements with Starting Point (and network, including Taylor's and Startpoint) learners/customer or other employers.

Starting Point is aware that learners/customers may wish to employ members of Starting Point staff / volunteers to provide learning or support in their home or other services for them occasionally or Starting Point staff / volunteers may also be undertake work with another employer.

Starting Point cannot accept any responsibility for the conduct of staff / volunteer when working outside the terms and conditions of their terms with Starting Point.

Personal tuition / support and any other services supplied by Starting Point staff / volunteers outside their terms are strictly by private arrangement between themselves and the parent/carer or other employer.

All staff / volunteers undertaking duties, learners/customers and other employers must be aware:

- Out of work arrangements must be between staff / volunteer, the learner/parent or other employer and must not interfere or negatively impact with employment or services provided by Starting Point.
- Confidentiality of employment or service with Starting Point must be adhered to and respected.
- Starting Point will not be responsible for any private arrangements or agreements that are made.
- Starting Point will not be held responsible for any health and safety issues or grievances that may arise.
- Starting Point staff / volunteers must not wear their Starting Point uniform when undertaking any duties outside their employment or service with Starting Point.
- All parties involved in such arrangements must sign to agree that they understand this statement and that it will be adhered to. This declaration must be returned to Starting Point office before any staff / volunteer undertakes any duties outside of Starting Point employment or service.

Failure to adhere to this policy will result in the disciplinary procedure being followed.

Date Agreed:

Reviewed:

Reviewed:

Reviewed:

Signed:

Position:

Review Date:



Starting Point Community Learning Partnership

Personal Tuition, Other Duties & Other Employment Agreement

Staff / Volunteer Declaration

I(staff / volunteer member) understand and agree to adhere to Starting Point Out of Hours Personal Tuition, Other Duties & Other Employment Policy.

I accept that this is a strictly private arrangement between me and the learner/customer or other employer and Starting Point will not be held responsible for any health and safety issues or grievances that may arise.

I agree to ensure that any private arrangements that are made with learner/customer or other employers will not interfere or have a negative impact on my employment or service with Starting Point and I will adhere to and respect confidentiality of employment at all times.

Signed:

Name:

Date:

Learner/Customer or Other Employer Declaration

I(learner/customer or other employer) understand and agree to adhere to Starting Point Out of Hours Personal Tuition, Other Duties & Other Employment Policy

I accept that this is a strictly private arrangement between me/organisation and the staff / volunteer member and Starting Point will not be held responsible for any health and safety issues or grievances that may arise.

I agree to ensure that any private arrangements that are made with the staff / volunteer member will not interfere or have a negative impact on my attendance at Starting Point provision or any partnership work being undertaken between Starting Point and (Name of organisation).

Signed:

Name:

Date: