SEND Tuition with Hannah's Hub: Continuing Professional Development (CPD) Policy

Last Review Date: June 2026
Next Review Due: June 2027

1. Purpose and Scope

This policy outlines the Continuing Professional Development (CPD) framework for all self-employed tutors registered with SEND tuition with Hannah's Hub. As an agency specialising exclusively in Special Educational Needs and Disabilities (SEND) tuition, we maintain the highest standards of educational support. This policy ensures alignment with The Tutors' Association (TTA) Code of Practice while respecting the self-employed status of our registered tutors.

2. Status of Tutors

All tutors registered with the agency are independent, self-employed contractors.

- Tutors are entirely responsible for their own professional development, training costs, and tax liabilities.
- This policy serves as a framework of expectations required to remain on the agency's register.
- It does not constitute an employment contract or create an employer-employee relationship.

3. Mandatory Minimum Requirements

To maintain registration with the agency and accept SEND placements, self-employed tutors must provide current evidence of the following core competencies:
Safeguarding & Protection

- Child Safeguarding: Valid Level 2 (or higher) Safeguarding Children certification, renewed annually.
- KCSIE Guidance: Documented reading and understanding of the current "Keeping Children Safe in Education" (Part 1) statutory guidance.
- The Prevent Duty: Completed awareness training regarding radicalisation and extremism risks.

SEND Specific Competency

- Tutors must demonstrate ongoing upskilling in SEND-specific pedagogies.

4. Approved CPD Activities

As independent professionals, tutors may choose training that best fits their practice. The agency recognises a broad range of flexible CPD activities, including:

- Formal Courses: Accredited diplomas, certificates, or short courses in SEND, education, or child psychology.
- Webinars and Seminars: Attending educational broadcasts by recognised bodies (e.g., Nasen, British Dyslexia Association, National Autistic Society).
- TTA Events: Participation in webinars, conferences, or regional networking events hosted by The Tutors' Association.

- Professional Reading: Academic journals, books, and official exam board updates relevant to SEND and specific curricula.

5. Recording and Compliance

Tutors must take ownership of their professional development tracking:

- CPD Log: Tutors should maintain an up-to-date log of their learning hours and reflections.
- Evidence Submission: Copies of certificates for mandatory training (Safeguarding/Prevent) must be email to Hannah (sendtutoryorkshire@gmail.com), and/or uploaded to TutorCruncher upon completion.
- Annual Review: Registration renewal on the agency platform is contingent upon providing valid, up-to-date mandatory compliance certificates.

6. Agency Support

While tutors fund and manage their own CPD, the agency supports its network by:

- Sharing details of free or discounted SEND training from reputable providers.
- Facilitating peer-to-peer knowledge sharing and best-practice forums.
- Signposting relevant updates and events.