

At Validation, Durham University asked SCTEI to:

*‘ 5. Provide further information to clarify how it will ensure that all teaching venues – including tutors’ homes – would be fit-for-purpose, and that appropriate arrangements would be in place for insurance, health and safety, and reasonable adjustments ’*



## **SCTEI Venues Policy**

It is the responsibility of each teaching centre to take reasonable steps to ensure that any teaching venue is suitable. This includes a tutor’s home when teaching takes place there.

The centre must take reasonable steps to ensure that:

- The venue is appropriate for the teaching proposed
- The venue is appropriately accessible for students on the course
- Appropriate measures are in place to ensure the health and safety of staff and students
- Adequate insurance is in place in case of any injury to staff or students for which the centre might be liable

The centre should keep a record that appropriate checks have been carried out. It is reasonable for the centre to trust information furnished to it by the provider of the venue (when it does not own the venue), but should evidence come to light that such information is inaccurate the centre will need to take remedial steps.

### **Appropriateness for teaching**

The centre must check that the venue is appropriate for the proposed teaching. For example, it must be adequate for the size of group, and have any necessary ICT/AV equipment.

### **Accessibility**

Where a venue is used for a known group of students, it is sufficient to check the venue is suitable for those particular students, in light of any needs evident or declared to the institution.

Where a venue is arranged before it is clear who will be attending the course, the centre must either ensure the venue has good accessibility for those with any common needs (e.g. that physical access is possible to those with mobility problems

or in a wheelchair; that there is a disabled toilet; that there is an induction loop) or that it is aware of any possible deficiencies in the venue and how these could be overcome (e.g. by hiring a portable induction loop should a student require this, or moving the training from an upstairs to a downstairs room should this be necessary). Where the centre is aware of such deficiencies, it will need to ensure that information on students who will actually attend the course and their needs is gathered in time for necessary measures to be taken.

### **Health and safety**

When a venue is hired, the centre should check the venue has appropriate measures in place to ensure the health and safety of those who attend (e.g. carrying out regular risk assessments; having a health and safety policy). There will be guidance issued to tutors hosting teaching in their own home, with the centre ensuring that they are aware of their need to comply with this.

### **Insurance**

The centre shall ensure that appropriate insurance is in place in the event of any injury to students or staff. Generally the venue should have its own insurance policy covering it for public liability – the centre should check this is the case. If the venue is a tutor's home, any additional insurance costs are borne by the centre. All centres also maintain their own insurance policies to cover them for any negligent action of their staff, and for any public liability attaching to them.