



Swift has a duty to ensure you are safe whilst attending teaching sessions, whether they are online or in person.

Please help us do this by being prompt to sessions, and letting your Tutor/Assessor know in good time if there is a problem.

If you are running Late: you must call or email (texts will not be accepted) your Tutor/Assessor before 8.45am, explaining the reason for the lateness, and give an approximate time of arrival.

If you are so late that you will not arrive until after 09.30, you must go to work instead. You will still need let your Tutor/Assessor. This is due to having missed valuable parts of the session.

A catch-up day will then need to be arranged.

If you are poorly: you must inform your Tutor/Assessor by telephone or email before 8.45am.

If you do not arrive for your session, the following actions will be taken by Swift:

- **08.45:** your Tutor will call you.
- **09.00:** If we still have not heard from you, the Learner Support Manager (LSM) will call you.
- **09.30:** The Learner Support Manager will contact your workplace to check if you have gone to work instead.

oThe LSM will also call your emergency contacts at this point if we still have not spoken to you

oif there is still no contact made, the LSM will leave you a message stating the concern has been passed to the Safeguarding Team and a police welfare call will be requested within 30 minutes.

- **10.00:** The police will be called to request welfare check.

