

# Lone Working Policy

## Primary Tutoring with Mrs. H



### Introduction

This Lone Working Policy is established to ensure the safety and well-being of tutors working independently, whether at a child's home or from their own residence. It delineates potential risks, preventative measures, and actions to mitigate harm in lone working situations.

### Scope

This policy pertains to all tutoring activities conducted by **Primary Tutoring with Mrs. H**, both in-person at a child's home and remotely from the tutor's home.

### 1. Definition of Lone Working

Lone working refers to scenarios where a tutor operates alone without direct supervision or immediate support from colleagues. This includes:

- Providing one-to-one tutoring at a child's residence.
- Working alone from home, delivering online sessions or administrative tasks.

### 2. Risks Associated with Lone Working

Key risks include:

- Accidents, injuries, or medical emergencies without immediate assistance.
- Challenging behaviour from students or parents/guardians.
- Travel to unfamiliar locations.
- Risks associated with working from home (e.g., isolation, ergonomic concerns).

### 3. Risk Assessment

Prior to any tutoring session, a risk assessment will be conducted. This encompasses:

- Evaluating the safety of the tutoring location (child's home).
- Reviewing the behaviour and needs of the child.
- Identifying emergency procedures for each location.
- Ensuring the home environment is suitable and hazard-free.

### 4. Preventative Measures

#### 4.1. General Lone Working Guidelines

- Inform a trusted contact of your schedule, location, and expected return time.
- Keep a fully charged mobile phone accessible during sessions.
- Avoid disclosing personal contact information beyond what is necessary for the session.
- Maintain professional boundaries at all times.

#### 4.2. Working in a Child's Home

- Conduct an initial meeting with the parent/guardian to set expectations and verify the environment is conducive to learning

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- Request that a responsible adult is present in the home during sessions.
- Position yourself near an exit when possible, and remain vigilant of your surroundings.
- Avoid entering areas of the home not relevant to the tutoring session.
- Carry identification or business credentials.

#### **4.3. Working From Your Own Home**

- Create a safe and ergonomic workspace to prevent physical strain or injury.
- Follow a structured schedule to balance workload and avoid overwork.
- Ensure secure internet and data protection when communicating with clients or storing sensitive information.

#### **4.4. Travel Safety**

- Plan your route in advance, opting for well-lit and populated areas when possible.
- Park in secure locations and lock your vehicle.
- Avoid carrying large amounts of cash or valuables.

### **5. Emergency Procedures**

#### **5.1. Medical Emergencies**

- Keep a basic first aid kit in your vehicle or workspace.
- In case of an injury, contact emergency services immediately (999 in the UK).

#### **5.2. Personal Safety Concerns**

- If you feel unsafe during a session, excuse yourself and leave immediately. Notify a trusted contact or authorities if necessary.
- For non-urgent safety concerns, report the issue to the parent/guardian and document the incident.

#### **5.3. Reporting Incidents**

- Document any incidents of concern, noting details such as time, date, location, and parties involved.
- Review and update risk assessments as needed following incidents.

### **6. Monitoring and Review**

This policy will be reviewed annually or following any significant incident to ensure its effectiveness in safeguarding lone workers.

#### **Contact Information for Emergencies**

**Name:** Jack Hadfield

**Phone Number:** 07568 947082

This policy underscores the commitment of **Primary Tutoring with Mrs. H** to creating a safe and secure environment for all participants.