



Policy Statement

This Lone Working Policy for Tuition is designed to ensure the safety and well-being of tutors working alone while delivering tuition services. Beech Tutoring is committed to complying with UK health and safety regulations, including the Health and Safety at Work etc. Act 1974, and ensuring that risks associated with lone working are effectively managed.

Scope

This policy applies to all tutors engaged by Beech Tutoring, whether employed or self-employed, who may be required to work alone at students' homes, in other third-party locations, or remotely online.

Definition of Lone Working

Lone working refers to any situation where a tutor performs work activities without direct supervision or nearby colleagues, including:

- Tuition at a client's premises.
- Home-based online tutoring.
- Traveling alone for tuition purposes.

Risk Assessment

Beech Tutoring will conduct risk assessments for all lone working scenarios, considering:

- The nature of the work and location.
- The potential risks posed by the environment, travel, or individuals involved.

- Safeguarding considerations, especially when working with vulnerable clients or minors.
- Any specific vulnerabilities or concerns raised by tutors or clients.

Responsibilities

Beech Tutoring will:

- Provide appropriate guidance on lone working risks.
- Maintain emergency contact procedures.
- Act promptly to address any reported safety concerns.
- Provide training and support to tutors on lone working safety.

Tutors will:

- Follow the procedures outlined in this policy.
- Adhere to safeguarding policies when working with minors or vulnerable individuals.
- Maintain up-to-date Enhanced DBS checks, as required and in line with the requirements of The Tutors' Association
- Report any changes in circumstances that may affect their safety.
- Report any safety concerns immediately to Beech Tutoring.

Procedures

Emergency Contacts

- Tutors must have Beech Tutoring's emergency contact number to report any immediate safety issues.
- Tutors must have access to local emergency services' contact information (999).
- Beech Tutoring maintains up-to-date emergency contact details for all tutors.

Safeguarding Measures

- Tutors must maintain professional boundaries at all times.
- A responsible adult should be present in the home when tutoring minors.
- Tutors should ensure sessions take place in appropriate, visible locations within the home.
- Any safeguarding concerns must be reported immediately to Beech Tutoring.

Training and Support

Beech Tutoring will provide:

- Training on identifying and managing lone working risks.
- Safeguarding training for those working with vulnerable individuals.

Monitoring and Review

This policy will be reviewed annually or in response to significant changes in legislation, company operations, or after incidents involving lone working.

For questions or concerns about this policy, please contact Beech Tutoring at jcooper@beechtutoring.co.uk

Signed:

Jennifer Cooper, Tutor

5th January 2026