

Lone Working Policy

For in-person tutoring sessions delivered at the tutor's home



1. Purpose

This policy is designed to ensure the safety and wellbeing of both the tutor and students during in-person tutoring sessions where the tutor is working alone. It outlines procedures and safeguards to manage risk and maintain a professional, secure environment.

2. Definition of Lone Working

Lone working refers to situations where the tutor conducts sessions alone, without other adults present on the premises during lesson times.

3. Risk Management

Environment & Supervision

- All tutoring sessions take place in a dedicated, child-friendly space located in the rear garden of the tutor's home.
- The tutor ensures the space is clean, well-lit, quiet, and free from hazards, supporting a focused and safe environment.
- The space has direct access via a secure side gate, allowing for quick and safe exit in the event of an emergency.
- The tutor ensures that students are supervised at all times while on the premises.

Drop-Off and Pick-Up

- A parent or guardian is expected to drop off and collect the student promptly.
- Students are not to arrive or leave unaccompanied unless written permission has been given by a parent/guardian for children of appropriate age.

4. Safeguarding Considerations

- The tutor maintains professional boundaries at all times and adheres to child safeguarding principles.
- No student is left alone without the tutor present.
- The tutor will never transport students in a personal vehicle.
- Where possible, parents are encouraged to remain nearby (e.g., in a car or local area) during lessons.

5. Emergency Procedures

- A mobile phone is kept nearby at all times during sessions for emergency use.
- In the event of an incident (medical, behavioural, or environmental), the tutor will contact the parent/guardian immediately.
- Emergency contact information is kept securely on file and updated regularly.

6. Record Keeping

- Session attendance, arrival/departure times, and any incidents are recorded.
- Notes on student progress and well-being are maintained in a secure, confidential format.

7. Tutor Responsibilities

- The tutor is responsible for identifying and mitigating any risks associated with lone working.
- Any concerns relating to safety, behaviour, or wellbeing will be reported to the parent/guardian and appropriate support or action will be discussed.

8. Parent/Guardian Responsibilities

- Ensure children understand how to behave safely and respectfully during sessions.
- Provide up-to-date emergency contact information.
- Discuss any medical or behavioural needs with the tutor in advance.

This Lone Working Policy reflects our commitment to providing a safe, respectful, and professional environment for all students. If you have any questions or concerns, please don't hesitate to get in touch.

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