**Safeguarding Policy**

**Corryn SEN Tutor**

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**1. Policy Statement**

Corryn SEN Tutor recognises that lone working presents specific health, safety, and safeguarding risks. This policy sets out the measures in place to protect the safety and wellbeing of myself as the tutor, as well as the children and families I work with.

The policy applies to all situations where I work alone without close or direct supervision, such as:

* Providing home-based tuition to pupils.
* Providing tuition outside of the home (community settings)
* Travelling between tuition sessions.
* Working online without other colleagues present.

**2. Aims of the Policy**

* To ensure that risks associated with lone working are assessed and appropriately controlled.
* To protect staff (myself), pupils, and families from avoidable risks.
* To provide clear procedures for managing emergencies.
* To integrate lone working safety with safeguarding responsibilities.

**3. Responsibilities**

* Tutor (myself):
  + Follow this policy and related health & safety/safeguarding procedures.
  + Carry out dynamic risk assessments when entering new environments or doing new activities.
  + Ensure that visit details and working arrangements are recorded and shared with a trusted contact.
  + Follow Code of Conduct.
* Clients/Parents/Carers:
  + Provide a safe working environment for tuition.
  + Notify the tutor of any risks in the home (e.g. pets, smoking, hazards).
  + Be present at the start/end of each session where appropriate to ensure safeguarding compliance.
  + Follow Code of Conduct.

**4. Risk Assessment and Control Measures**

* Pre-Visit Assessments: Before starting tuition in a new location, I assess the environment for risks such as fire safety, access/egress, and general safety.
* Information Sharing: Session details (time, address, expected duration) are logged with a trusted contact. Changes to schedule are communicated promptly.
* Communication: I carry a fully charged mobile phone at all times when travelling and working alone.
* Travel Safety: Routes are planned in advance, and travel is covered by business insurance.
* Boundaries: Tuition takes place in an agreed, safe area of the home or in the community (e.g. dining table, study space, library), never in bedrooms.
* Online Tuition: Safeguarding measures are followed, including use of secure platforms, parental presence for younger pupils, and no unsupervised private communication.

**5. Emergency Procedures**

* Medical Emergencies: Call emergency services (999) if required and inform parent/carer and trusted contact.
* Personal Safety Concerns: If feeling unsafe in a home or travel situation, I will leave immediately and contact my trusted contact or emergency services if needed.
* Incident Reporting: Any incident or near miss will be recorded and reviewed, and where appropriate, reported to relevant authorities.

**6. Review of Policy**

This policy will be reviewed annually or sooner if there are significant changes in working arrangements, legislation, or following an incident.

**Policy Owner: Corryn Sinclair**

**Date issued: July 2025**

**Next review due: July 2026**