



Registered Charity 1171812

Offsite Tutoring and Home Visits Policy

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Contents

Principle	2
Confidentiality.....	2
Propriety and Behaviour	2
Communication.....	2
Home Tuition	2
Other Venues	3
Health and Safety.....	3
Personal Safety Guidelines for Staff	Error! Bookmark not defined.

Principle

The aim of this policy is to safeguard all students and all other persons involved in tuition or home visits provided by Connie Rothman Learning Trust outside of the centre.

Any staff member who works outside of the centre with students must ensure that they are fully aware of the procedures in place to protect themselves and the students they are working with.

- Staff may **NOT** be alone with a student at any time; another adult must always be present.
- Staff should be seen to be working in an open and transparent way.
- Staff should always act, in the child's best interests.

Confidentiality

- Staff should be clear around what information about a student can be shared and in what circumstances it is appropriate to do so.
- Staff should always seek advice from a member of Connie Rothman Learning Trust staff if they are in doubt.
- All emails between staff and students should be conducted via the CRLT email addresses, with another member of CRLT staff copied in.

Propriety and Behaviour

Staff must follow the Connie Rothman Learning Trust code of conduct below:

- Staff should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.
- Staff should not administer medication – the parent/carer should do this if necessary.
- Staff should only deliver tuition if another adult is present.
- Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family members.

Communication

- Staff should not give out their personal phone number, home address or email address to students.
- Staff should have no secret social contact with students or their parents.
- All emails between staff and students should be conducted via the CRLT email addresses, with another member of CRLT staff copied in.
- Staff should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - www.hse.gov.uk

Home Tuition and visits

- Staff should record times of all home visits.
- Staff should ensure that any cause for concern is discussed with Connie Rothman Learning Trust staff and that safeguarding procedures are followed in accordance with the Connie Rothman Learning Trust Child Protection Policy.
- Staff should never enter a house alone to visit a child without the presence of parent/carer.

- Staff should ensure that when working alone they have their mobile switched on.

Staff should ensure that their line manager is aware of their whereabouts and expected return times.

- Staff should work in open areas of the home where the doors are left open.
- Parents/carers must remain as a visible presence at home and be available for the duration of the session.
- Always keep discussions on a professional level.
- If at any point during tuition a member of staff feels uncomfortable about any behaviour from the pupil or parent/carer they should end the session and leave the setting. The circumstances should be reported to their line manager as soon as possible.

Staff should:

- Remain in the designated room of the home for the session
- Ensure there is plenty of light
- Keep a clear focus on the work undertaken
- Have clear planning for the work to be undertaken by the pupil.
- Always communicate any times where the pupil becomes upset or distressed including with their own parent/carer
- Always report any situation where a pupil becomes upset or distressed to the Connie Rothman Learning Trust Safeguarding Team.

Other Venues

It may be necessary for tuition or meetings to take place in a nearby library or public building rather than the pupil's home. All venues and changes of venue should be agreed in advance with the parent/carer and notified to Connie Rothman Learning Trust immediately.

The above guidelines apply, but in addition ensure the venue is suitable for tuition, there are tables and chairs available, and the type of building does not in itself pose a risk to the child or the staff member.

Health and Safety

One-to-one tuition or home visits can present certain risks. Staff should take every reasonable steps to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual student's risk assessment. This is particularly important where there are known risks around domestic violence, drug and alcohol use and offending behaviour.

Staff Responsibilities

Staff must at all times act in accordance with the Connie Rothman Learning Trust's policies, including the Staff Code of Conduct and Child Protection/Safeguarding policies. In particular, staff are expected to:

- Maintain a professional, safe, and appropriate learning environment, free from any material or behaviour that could be considered inappropriate or offensive.

- Treat all students with fairness, dignity, and respect, without discrimination, and be mindful of the additional vulnerabilities of some learners.
- Use appropriate, professional language and maintain clear boundaries in all interactions, ensuring contact with students and parents is relevant to the session and role.
- Avoid any conduct that could be misinterpreted, including making inappropriate suggestions or initiating unnecessary or unsolicited communication.
- Value and encourage student participation and contributions.
- Report any concerns, disputes, safeguarding issues, or inappropriate behaviour promptly in line with Trust procedures.
- Ensure that a responsible adult is present during sessions in private settings, or otherwise conduct sessions in suitable public venues. Sessions should not proceed if appropriate supervision arrangements are not in place.

Personal Safety and Professional Practice

Staff are responsible for managing their own safety and professional conduct in line with Trust guidance. This includes:

- Maintaining personal boundaries, including not sharing personal contact details or allowing access to personal devices.
- Safeguarding personal belongings and ensuring safe working environments, supported by appropriate risk assessments.
- Always have a mobile phone charged and available
- Do not give your mobile phone to the young person to use for any reason
- Ensure an appropriate adult is always present if the session is in the home, or use a public building, e.g. library
- Compile your own risk assessment of each venue you use.
- Keeping appropriate records of sessions, including attendance, content covered, and any concerns.
- Maintaining regular communication with the Trust and reporting any issues or concerns without delay.
- Ending a session if they feel unsafe, ensuring the student is left with a responsible adult, and reporting the incident promptly.

All staff must familiarise themselves with and adhere to all relevant Trust policies before undertaking any work and ensure ongoing compliance in their practice.