



Home School Tutoring UK Safeguarding Policy

Lone Worker Policy (Tutors)

To be read in conjunction with our full Home-School Tutoring Safeguarding Policy

Choice of home venue(a) : If home tutoring is requested , the self-employed Tutor agrees to tutor either in the home of the client or in their own home , according to mutual agreement between client and tutor.

Choice of home venue (b) : Both the client and the tutor agree to the statement that they are not aware of any known hazards in either home, (wherever the tutoring takes place) which would endanger life or cause potential injury.

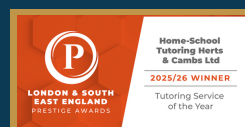
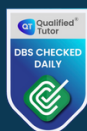
Home of Tutor specific (a) : It is advised that tutors who live alone, or who are not able to have another responsible and trusted adult present with them in their own home when they tutor, do not give tutoring lessons in their own home. If however, the client and tutor agree for the tutor to give tutoring in the tutor's own home with no other adult present , then evidence of that mutual agreement between the tutor and client should be obtained by email or by signed form.

Home of Tutor specific (b) : Should the Tutor choose/ agree to tutor in their own home, the responsibility lies with the tutor to check that he/she feels comfortable with the client/pupil and that no potential risks to themselves , are identified. **Home of Client specific (a)** : The Tutor should not enter a home to tutor a minor, where the adult/carer is not present in the home and the parent or carer should not leave the home whilst the tutor is there for the lesson – unless evidence of mutual agreement between the tutor and client is obtained by email or signed form.

Home of Client specific (b) : If the tutor visits the home of the client, the tutor is advised not to give the client / parent / carer or pupil their home address unless they choose to do so and have complete confidence in the client not to abuse that disclosure.

Mobile phones : . It is advised that the tutor should always have a mobile phone with them in case of emergency. Tutors are advised to invest in a separate mobile or telephone number, separate to their home or personal phone, to keep only for their tutoring work and tutoring contacts , unless , at their own risk, they have complete confidence in the client not to abuse the disclosure of a personal phone number.

Tutors should not accept personal phone calls during the tutoring times unless in emergency situation.





Social Media : a Tutor should not engage with their pupils or become ' friends' with their on Social media. (see our Social Media policy).

Transparency: Tutors should work with the pupil in open areas of the home or where the door to the room can be left open for greater transparency and safety.

Discussions and reports: Tutors should keep records of what has been covered in the lessons and keep records of the progress of the pupil. All discussion and reporting with the client should be of a professional nature. Tutors should not discuss or disclose personal information with the client or pupil.

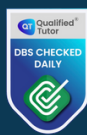
Record keeping of incidents : If a pupil becomes upset or distressed during the tutoring , this should be reported by the tutor to the parent and , dependent on its nature, to the Area Advisor. Tutors should keep a record of any incidents that are unusual or concerning and make a decision with the Area Advisor, as to whether further reporting is necessary.

Non- threatening placements : Should a tutor feel uncomfortable in any tutoring situation, and feel that there may be some risk to themselves from a pupil or from an adult present, (for example, threats, verbal abuse , inappropriate language, suggestions or demands, potential or actual violence , or allegations of abuse from pupils or their families), the tutor should not continue in that tutoring situation. The lesson should be drawn to a close and, if in the home of a client, the tutor should leave the premises.

The situation should be reported to the Home-School Tutoring Area Advisor and to HomeSchool Tutoring UK if deemed appropriate. The decision may be taken for the tutor not to continue the tutoring but to terminate lessons immediately and the situation will be assessed to decide if further reporting is necessary.

Unwelcome or inappropriate contact: If at any time, the tutor receives communication from the client or pupil or their representative (whether connected to a current or past client) which is inappropriate, and feels aggressive , threatening , harassing or causes concern to the tutor in any other way, the tutor should report it to the Home-School Tutoring Advisor as soon as possible with written report submitted of the exact circumstances and the incident. The Area Advisor will be assess the situation to decide if further reporting is necessary.

Confidentiality: Tutors should be clear whether the tutoring that they are giving is confidential only to themselves and to Home School Tutoring, according to the wishes of the client. No tutor should approach or liaise with a pupil's school or college, or other educational establishment ,without direct permission from the client.





Termination of Lessons: Clients are advised that a minimum termination of lessons notice of two weeks should be given. The expectation is the same for tutors in their giving notice to the client.

However, should any incidents occur which, as stated above, give rise to the tutor feeling uncomfortable or at risk in any tutoring situation, then immediate notice should be given to end the lessons. This, similarly, will equally apply to a client giving notice to a tutor, and a tutor must equally accept the decision of the client without further discussion or pressure being put on the client.

