Home Tuition and Lone Working Policy

Safeguarding is Everyone's Responsibility

Principles

The aim of this policy is to safeguard all students and all other persons involved in tuition provided by Next Steps Education Ltd.

Any freelance tutor or learning mentor who works outside of a school setting with students must ensure that they are fully aware of the procedures in place to protect themselves and the students they are working with.

· Freelance tutors / learning mentors should be seen to be working in an open and transparent way.

· Freelance tutors / learning mentors should always act in the child's best interests.

Confidentiality

· Freelance tutors / learning mentors should be clear around what information about a student can be shared and in what circumstances it is appropriate to do so.

· Freelance tutors / mentors should always seek advice from Sarah Logan or Liz Fancourt (Next Steps Education Ltd) if they are in doubt.

· There will be no email or phone communication directly between tutors and students. All email correspondence sent to the parent/responsible adult will include Next Steps Education Ltd where required (hello@nextstepstutors.com) .

Propriety and Behaviour

Tutors must follow the Next Steps Education Code of Conduct in addition to the list below:

· Freelance tutors / learning mentors are advised to wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.

· Freelance tutors / learning mentors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.

· Freelance tutors / learning mentors should not administer medication – the parent/carer should do this if necessary.

· Freelance tutors / learning mentors 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

· Freelance tutors / learning mentors should not give out their personal phone number, home address or email address to students.

· Freelance tutors / learning mentors must not communicate online with any pupils other than via the agreed tutoring platform at the agreed times.

· Freelance tutors / learning mentors should have no secret social contact with students or their parents.

· Freelance tutors / learning mentors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - www.hse.gov.uk and in Next Steps Education Ltd Health and Safety Policy.

Home Tuition

· Freelance tutors / learning mentors should record times of all home visits on Tutor Cruncher when a change has occurred. Next Steps Education Ltd will ensure that the calendar on Tutor Cruncher is up to date.

· Freelance tutors / learning mentors should ensure that any cause for concern is discussed with Liz Fancourt / Sarah Logan (Directors, Next Steps Education Ltd) and that safeguarding procedures are followed in accordance with the Next Steps Education Safeguarding and Child Protection Policy.

· Freelance tutors / learning mentors should never enter a house alone to tutor a student without the presence of parent/carer.

· Freelance tutors / learning mentors should ensure that when working alone they have their mobile switched on.

· Freelance tutors / learning mentors should ensure that friends/family are aware of their whereabouts and expected return times.

· Freelance tutors / learning mentors 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 tuition.

· Always keep discussions on a professional level.

· If at any point during tuition a tutor 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 Next Steps Education Ltd as soon as possible.

Freelance tutors / learning mentors should:

· Remain in the designated room of the home for the tuition 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 (this will not need to be seen by Next Steps Education Ltd).

· Always communicate any times where the pupil becomes upset or distressed including with their own parent/carer. This can be reported on Tutor Cruncher.

· Wear the identification badge that has been provided by Next Steps Education Ltd.

Online Tuition:

· Ensure that your appearance and dress adhere to normal standards.

· If the pupil engages in any unacceptable behaviour (undressing, exposing themselves inappropriately, or being in possession of any inappropriate material), immediately terminate the session and inform Next Steps Education Ltd.

· If a pupil types anything inappropriate in the chat, it is to be reported to Next Steps Education Ltd. Immediately.

· Only contact the pupil via video for tuition and at times agreed with Next Steps Education Ltd. and the parent/guardian/carer.

· If a pupil logs out of the session during tuition report it to Next Steps Education Ltd. immediately who will then contact the parent/guardian/carer.

Other venues

If it is thought necessary, tuition can potentially 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 Next Steps Education Ltd. immediately. All of 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 tutor.

Arrangements for meeting and dismissing the child should be agreed with parent/ carer before the tuition takes place. Transportation of an individual pupil should be avoided.

Health and Safety

The very nature of one to one tuition lends itself to potential risks. Freelance tutors / learning mentors should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware of and have a copy of the individual student's documentation. This is particularly important where there are known risks around Domestic Violence, Drug and Alcohol use and offending behaviour.

Next Steps Education Ltd Freelance Tutor / Learning Mentor Requirements

Freelance tutors / learning mentors shall:

· Ensure that the environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session.

· Treat students fairly and without prejudice or discrimination: students who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the student's wellbeing.

· Ensure language is appropriate and not offensive or discriminatory.

· Ensure any contact with the student is appropriate to their role as a freelance tutor / learning mentor and confined to the relevant tutorial session.

· Not make any improper suggestions to a student.

· Not send unsolicited communications to the student or parent/responsible adult.

· Value and take students' contributions seriously.

· Report any dispute with a student or parent/responsible adult to Next Steps Education Ltd

· Report any inappropriate behaviour or illegal activity identified within a tutorial session by the student or third party, in accordance with the procedures set out in Next Steps Education Ltd Safeguarding and Child Protection Policy.

· If no parent/responsible adult can be present for the duration of a tutorial session then the session will terminate/be cancelled.

Personal Safety Guidelines for Lone Workers/Home Tutors / Learning Mentors

· Always have a mobile phone charged and available.

· Do not give your address or home phone numbers to pupils and/or parents and do not contact them on your home phone as they can then access your personal number.

· Do not give your mobile phone to the young person to use for any reason

· Keep your personal items, purse/wallet, car keys, etc safe and secure

· Ensure an appropriate adult is always present if tuition is in the home, or use a public building, e.g. library

· Ensure regular contact with Next Steps Education Ltd.

· Keep a running record of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent (through the lesson report on Tutor Cruncher).

· Compile your own risk assessment of each venue you use.

· Report any concerns to Next Steps Education Ltd as soon as possible.

· It is important that all persons using or working on behalf of Next Steps Education Ltd are aware of this policy and have familiarised themselves with Next Steps Education Ltd.'s safeguarding procedures.

· This policy should be read and understood before engaging in any activity arranged through Next Steps Education Ltd and the responsibilities and procedures therein adhered to.

· If at any point the tutor feels threatened they should ensure the pupil is left with a responsible adult and terminate the session. Any concerns for personal safety should be reported to Next Steps Education Ltd as soon as possible.

· Contravention of the policy document could lead to a termination of contract.

Last reviewed: January 26 by Sarah Marvin

Next review: January 2027